

# AUDITOR GUIDELINES



<b>Audit Interview Ratio Table</b>			
# of employees	# of interviews managers/supervisors	# of interviews workers	Total to be interviewed
1 - 10	2	5	7
11 to 25	2	6	8
26 to 50	3	7	10
51 to 100	4	9	13
101 to 200	5	14	19
Over 200	6	24	30

<b>Worksite Observations Guidelines</b>	
Active Sites	Minimum # of Sites to Visit
1	Site must be visited.
2	Both sites must be visited.
3 - 4	At least 2 sites must be visited.
5 - 8	At least 3 sites must be visited.
9 - 30	At least one third (1/3) of the sites must be visited.
30 +	Employer/Auditor must contact IHSA to determine representative sampling for site observations.
*The Main Office/shop must be included in addition to these worksites	

TASK	DURATION (Range)
Audit Preparation	.5 – 1 day
Opening Meeting	.5 – 1 day
Worksite Observations	.25 - .5 per site.
Worksite Interviews	30 minutes per person
Report Writing	1 - 2 days
Closing Meeting	.25 - .5 day
*Other Expenses require IHSA Pre-Approval.	

TRAVEL EXPENSE	COSTS
Mileage	CAA rate: \$0.61/kilometer mid-size car
Accommodations	Overnight stay outside Greater Toronto Area. Economy Class.
Meals	Reimbursement for : Breakfast (Overnight stay)     \$11.00 Lunch     \$16.00 Dinner (After 6 pm)     \$24.00