



Audit Preparation Checklist

This checklist does not cover items related to **WHAT** should be in the health and safety manual but is intended to focus on items related to the **USE** or **APPLICATION** of the manual in the workplace.

General Safety Policy

- Is the company health and safety policy posted or made readily available to employees?
- Has the policy been signed and dated within the last 12 months by someone currently employed by the organization?
- Do employees understand their roles and responsibilities in the health and safety program?

Hazard Assessment

- Are there written hazard assessments being performed on all worksites and is there documentation to confirm this?
- Is there some form of on-going hazard assessment process and is there documentation to confirm this?
- Are appropriate employees involved in the hazard assessment process?
- Are appropriate employees involved/informed of the control strategies coming out of the hazard assessment process?
- Once hazards have been identified, does it appear that controls have been implemented in a timely manner?
- Does management support the ongoing application of the hazard assessment process?

Safe Work Practices

- Based on your observations of the current work activities have all of the required Safe Work Practices been written?
- Are the safe work practices readily available and understood by workers?
- Are workers following the safe work practices?
- Are management and workers involved in the development and review of SWPs? (Were they involved in their creation or review?)

Safe Job Procedures

- Based on your observations of the current work activities have all of the required Safe Job Procedures been written?
- Do workers follow safe job procedures?
- Do workers have access to copies of the safe job procedures and do they understand them?
- Are management and workers involved in the development and review of SJPs? (Were they involved in their creation or review?)

Rules

- Are company rules prominently posted or provided?
- Do workers understand company and site-specific rules?
- Are all rules applied/enforced consistently with all personnel?

Personal Protective Equipment (PPE)

- Do all personnel have access to basic PPE?



- Are workers made aware of the requirements for PPE?
- Is specialized PPE available when and if required?
- Are all employees using the correct PPE?
- Are personnel given instruction or training in the use of PPE as required? (VQX PPE Training form)
- Is there a system in place to regularly inspect and maintain basic/specialized PPE?
- Are there criteria used to select PPE (i.e. do workers know when to use PPE)?

Preventative Maintenance

- Is a system to effectively remove defective tools, equipment, and/or vehicles from service being followed?
- Does the preventative maintenance program include maintenance meeting manufacturer and regulatory standards?
- Is maintenance/service being documented as per manufacturers' and legislated requirements (pre-use inspections, etc.)?
- Does a qualified/competent person perform the inspection and maintenance?
- Are you using a Maintenance Record Form or Logbook?
- Is there an Equipment Inventory List?

Training and Communication

- Is orientation mandatory for all personnel before starting work? Is the orientation being documented?
- Are mandatory training requirements verified or training provided before starting work?
- Is job specific training provided and documented as required?
- Is a system in place to measure knowledge and competency as it pertains to company orientations?
- Have supervisors received training in workplace inspections and health and safety responsibilities?
- Does the employer hold scheduled health and safety meetings as per policy? Are the meetings being documented?
- Does senior management attend/participate in health and safety meetings?
- Does two-way communication exist during these meetings?
- Are tailgate/toolbox meeting being held and documented as per policy?

Inspections

- Are inspections being completed and documented for all areas (office, shop, worksites), and at the frequency stated in the policy?
- Are inspection reports posted and/or communicated to appropriate employees?
- Are supervisors or trained personnel performing inspections as required by their policy?
- Are workers involved in the inspection process?
- Are identified deficiencies corrected in a timely manner?
- Does senior management participate in/review the inspection process?

Investigations and Incident Reporting

- Is the written investigation policy and reporting procedure being followed?
- Have investigations been documented?
- Do workers know the reporting procedures?
- Have supervisors been trained in investigation and reporting procedures?



- Are near-miss (also referred to as no-loss/close call) incidents being reported?
- Are recommendations for prevention/remedial action implemented in a timely manner?
- Are remedial/corrective actions communicated to workers?

Emergency Preparedness

- Are emergency preparedness plans appropriate for work being conducted?
- Does the plan include a requirement for training in emergency procedures, roles and responsibilities?
- Are fire extinguishers of the correct class available, marked, and visible?
- Have fire extinguishers been regularly inspected and maintained?
- Do workers have access to emergency communication devices or a system for emergency communication?
- Are there adequate first aid supplies and facilities available on site?
- Can you identify the first aid personnel?
- Are the required number of qualified first aid personnel on site?
- Is there an appropriate way to transport an injured employee to a medical facility?

Records and Statistics

- Was an action plan based on the most recent audit communicated and implemented? (n/a for new companies)
- Do you have forms in place to document safety statistics and are these being completed (for new companies, points can be awarded as long as forms are in place)

Legislation

- Are copies of relevant legislation posted or made available to workers?
- Does management/supervision regularly refer to relevant legislation and regulations during job planning?
- Are personnel aware of their legislative rights and responsibilities and how to exercise them?
- Does the employer's injury and incident reporting meet the legislated criteria?

JH&SC (if applicable)

- Does the JHSC or Safety Representative(s) meet OHS Act requirements?
- If the company requires a JHSC, are meetings being held monthly and documented?
- Are committee minutes/safety rep records posted or made readily available for employees to read?
- Are committee members or safety representatives familiar with their legal duties and responsibilities?
- Are management and workers represented on the safety committee?
- Do JHSC members and safety representative(s) review accident/incident reports?
- Does the JHSC and/or Safety Representative(s) make recommendations for workplace health & safety improvements?
- Are JHSC recommendations acted on by management? Or are hazardous situations reported by the safety representative acted upon?

Return to Work

- Is there a current RTW program that is appropriate and relevant to the size of the employer?
- Is the RTW policy posted or made available and signed by current senior management?



- Are the roles and responsibilities readily available for employees?
- Does the RTW process contain steps to be followed as part of the RTW program?
- Is there an adequate process for communication with the injured worker?
- Has there been changes or improvements made based on the evaluation of the RTW?
- Have relevant personnel been instructed on privacy issues?

Workplace Violence & Harassment Prevention

- Is there a policy and procedures on Workplace Violence & Harassment Prevention?
- Have employees received training in Workplace Violence & Harassment Prevention?