

## **Audit Preparation Checklist**

This checklist does <u>not</u> 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.

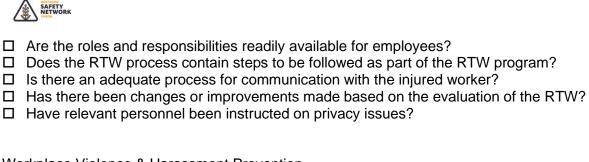
General Safety Policy		
	Is the company health and safety policy posted or made readily available to employees?	
	Has the policy been signed and dated within the last 12 months by someone currently	
	employed by the organization?	
	Do employees understand their roles and responsibilities in the health and safety program?	
	zard Assessment	
	Are there written hazard assessments being performed on all worksites and is there	
_	documentation to confirm this?	
П	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?	
Ц	Are appropriate employees involved/informed of the control strategies coming out of the	
_	hazard assessment process?	
Ш	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?	
Sa	fe Work Practices	
	Based on your observations of the current work activities have all of the required Safe Work	
_	Practices been written?	
П	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?)	
Sa	fe 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?)	
Ru		
	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)		
	rsonal Protective Equipment (PPE)  Do all personnel have access to basic PPE?	
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	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)?
Pre	eventative 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?
Tra	aining 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?
Ins	spections and the second secon
	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?
	restigations 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?		
Fm	nergency Preparedness		
	Are emergency preparedness plans appropriate for work being conducted?		
	Does the plan include a requirement for training in emergency procedures, roles and		
_	responsibilities?		
П	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?		
П	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?		
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Re	cords and Statistics		
	Was an action plan based on the most recent audit communicated and implemented? (n/a		
	for new companies)		
П	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)		
	new companies, points can be awarded as long as forms are in place,		
Le	<u>gislation</u>		
	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?		
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JH	&SC (if applicable)		
	Does the JHSC or Safety Representative(s) meet OHS Act requirements?		
	If the company requires a JHSC, are meeting 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?		
Re	turn 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?		



## Workplace Violence & Harassment Prevention

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