COR®/SECOR® Safety Manual Review Form

Company Legal Name:_____Date:_____

Submission for: ☐ COR®   ☐ SECOR®

Review: ☐ 1st   ☐ 2nd   ☐ 3rd

☐ Approved   ☐ Revisions required

Reviewer:_____

Element 1: Health & Safety Policy

☐ Is there a health and safety policy appropriate to the scale and nature of the organization's operations and activities, and associated risks?

☐ Is the policy dated and signed by senior management (within the last year)?

☐ Is the assignment of responsibilities listed for all applicable workplace parties (owner, manager, supervisor, worker, safety rep, contractors, visitors, etc.)?

☐ Does the policy contain the corporate commitment to work in a spirit of consultation and cooperation with workers?

☐ Does the policy reference current applicable legislation?

If NO for any above, explain:

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Element 2: Hazard Assessment

☐ Is there a policy, procedure(s), and/or guideline(s) for assessing, analyzing, and controlling hazards that is appropriate to the nature of the hazards and level of risk.

☐ Are there written, formal hazard assessments for the company's operations (including routine and non-routine work)?

☐ Is there a list of critical tasks? (N/A SECOR®)

☐ Are there hazard assessment forms?

☐ Are the hazards prioritized on forms?

☐ Is there a corrective action process in place?

☐ Does it include a system for communicating hazards to the affected workers?

☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

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Element 3: Safe Work Practices (SWP)

- ☐ Are the safe work practices applicable to the company's operations (tools, equipment, machinery, etc.)?
- ☐ Are they easy to understand?
- ☐ Is there an annual review sheet and are safe work practices included and recorded on the annual review sheet?
- ☐ Do the SWPs reference current applicable legislation?

If NO for any above, explain:

Element 4: Safe Job Procedures (SJP)

- ☐ Do the safe job procedures accurately reflect the employers work activities (high-risk and critical tasks)?
- ☐ Are they step-by-step and easy to understand?
- ☐ Is a Job Hazard Analysis form used for developing a safe job procedure and is the formatting consistent?
- ☐ Is there an annual review sheet and are safe job procedures included and recorded on the annual review sheet?
- ☐ Do the SJPs reference current applicable legislation?

If NO for any above, explain:

Element 5: Rules

- ☐ Is there a policy, procedure(s), and/or guideline(s) for company safety rules?
- ☐ Are company rules in place that are applicable to company's type of work and operations and easy to understand (company and site-specific rules)?
- ☐ Is there a disciplinary process (policy) and form in place?
- ☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

Element 6: Personal Protective Equipment (PPE)

- ☐ Is there a policy, procedure(s), and/or guideline(s) for personal protective equipment (PPE).
- ☐ Is there a list of basic and specialized PPE that is to be used by the worker(s)?
- ☐ Are there written rules and/or guidelines for the proper fitting, care, and use of PPE?
- ☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

Element 7: Preventative Maintenance

- ☐ Is there a preventative maintenance program/policy?
- ☐ Does the program contain an inventory list of all equipment, vehicles, tools, etc. requiring preventative maintenance?
- ☐ Is there a maintenance schedule and/or equipment inspection forms for all applicable tools and equipment based on manufacturer's specifications?
- ☐ Is there a process, form and/or logbook in place to document repairs and maintenance tools, equipment, vehicles?
- ☐ Is there a system to remove defective tools, equipment or vehicles from service (Lockout/ Tag out)?
- ☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

Element 8: Training & Communication

☐ Is there a policy, procedure(s), and/or guideline(s) for training and communication of safety and health information?

☐ Does the policy reference refresher training requirements?

☐ Does the policy include the method of selection of health and safety training for workers?

☐ Does the policy include a method for the evaluation and monitoring of the knowledge, competency, and effectiveness of safety and health training of employees?

☐ Is there a method to maintain employee training records (process, forms, matrix, etc.)?

☐ Is there an orientation program?

☐ Is the orientation program applicable to young and new workers?

☐ Is there an orientation form?

☐ Is there a competency questionnaire for the orientation?

☐ Does the policy reference the requirement for safety meetings and tailgate/toolbox meetings and their frequency?

☐ Is there standard safety meeting form (company safety meeting, tailgate/toolbox, etc.)?

☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

Element 9: Inspections

☐ Is there a policy, procedure(s), and/or guideline(s) for workplace and pre-use inspections?

☐ Does the policy include all areas to be inspections (e.g., office, shop, worksites, etc.)?

☐ Does the policy include the frequency of formal inspections?

☐ Are there form(s)/checklist(s) to be used for workplace inspections?

☐ Are there form(s)/checklist(s) to be used for pre-use inspections?

☐ Is there a corrective action section included on/with the form/checklist?

☐ Is there an explanation of how inspection results are communicated to employees?

☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

Element 10: Investigations

☐ Is there a policy, procedure(s) and / or guideline(s) for reporting and investigating incidents, including near misses.

☐ Are the roles and responsibilities of those involved in the investigation process clearly identified?

☐ Does the investigation system include the investigation of near misses?

☐ Is there a standard form(s) to be used?

☐ Does the form contain a corrective action section?

☐ Is there an explanation of how investigation results and corrective actions are communicated to employees?

☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

Element 11: Emergency Preparedness

☐ Is there a policy, procedure(s), and/or guideline(s) for emergency preparedness and response?

☐ Are emergency preparedness plans in place that are appropriate for the company?

☐ Does the policy/plan include a requirement for training in emergency procedures, roles and responsibilities?

☐ Is the procedure to activate the emergency response plan written?

☐ Does the policy/plan include the requirement for testing the emergency response plan (mock drill)?

☐ Is there a written fire response plan?

☐ Is there a standard site plan (office/shop) form that outlines the emergency or evacuation exits, assembly or muster points?

☐ Is there a list of emergency contact numbers applicable to the demographic work location?

☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

Element 12: Records & Stats

- ☐ IS there a policy/procedure(s), and/or guideline(s) to effectively control documents and records, including regular measurement of safety and health performance?

- ☐ Are there standard forms for tracking monthly, quarterly and/or annual statistical data?

- ☐ Is there a process to analyze current safety and health performance with past performance to identify trends as per the required frequency? (N/A SECOR®)

- ☐ Is there a process to measure leading and lagging performance? (N/A SECOR®)
- ☐ Is there a form/process to document first aid treatment records?
- ☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

Element 13: Legislation

- ☐ Is there a policy/procedure(s), and/or guideline(s) to identify, comply, and ensure all personnel have access to relevant legislation.

- ☐ Is there information regarding the requirement for medical monitoring (such as hearing tests) (if applicable)
- ☐ Is there an area in the manual that makes personnel aware of their legislative rights and responsibilities (3 worker rights)?
- ☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

Element 14: Procurement and Contractor Management

☐ Is there a policy/procedure(s), and/or guideline(s) for procured products and services, including contractor management?

☐ Is there a criteria for the selection, evaluation, and monitoring of contractors and service providers?

☐ Does the criteria include the ability and competency of the contractor to identify, communicate, and control hazards that may impact their own workers, your workers, as well as any other person?

☐ Is there a system to coordinate safety and health requirements, roles, and responsibilities when multiple contractors/employers are working under the company's control?

☐ Is there a criteria for the selection, evaluation, and procurement of products that have the potential to create a hazard?

☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

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Element 15 Yukon Supplement – Part A: Health & Safety Committee (HSC)/Representative

☐ Is there a policy/procedure on the Joint Health & Safety Committee (HSC) / Safety Representative(s), including roles and responsibilities of the HSC and/or Safety Rep (if applicable)

☐ Is there a standard HSC meeting form (if applicable)

☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

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Element 15 Yukon Supplement – Part B: Return to Work (RTW)

☐ Is there a RTW policy/program in place that is applicable to the company?

☐ Does the RTW program contain goals and objectives?

☐ Are the roles and responsibilities for all personnel clearly defined in the program/policy?

☐ Does the RTW program contain steps to follow if there is an injury

☐ Does the RTW program contain information for maintaining communication with the injured worker?

☐ Is the policy signed and dated by current senior management?

☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

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Element 15 Yukon Supplement – Part C: Workplace Violence and Harassment Prevention

☐ Is there a Workplace Violence and Harassment Prevention policy in place?
☐ Are their written procedures for Workplace Violence and Harassment Prevention in place?
☐ Does the policy/procedure/guideline reference current applicable legislation?

If NO for any above, explain:

General (required)

☐ Have all the policies been signed by current senior management?
☐ Are all policies currently dated? (within the last year)
☐ Are all policies, procedures, forms, etc. in the manual on company letterhead or use the company logo or contain the company name?

Miscellaneous

☐ Waste Management / Environmental
☐ WHMIS
☐ Drug & Alcohol policy
☐ F/A Services, Medical Monitoring, etc.

Summary of comments