

Saskatchewan Construction Safety Association Inc. National Standard Audit Tool

SECOR



Saskatchewan Construction Safety Association Inc.

Saskatchewan Construction Safety Association Inc. (SCSA)

The Saskatchewan Construction Safety Association (SCSA) is an industry funded, non-profit organization committed to providing cost effective, affordable and accessible safety training to the construction industry in the province of Saskatchewan. The mandate of the SCSA is to provide proactive safety and safety-related programs and services to the construction industry that result in a sound foundation for a healthy and profitable industry.

Disclaimer

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The audit must be completed in ink .	
Enter ✓ for acceptable items and X for deficient items.	Complete all areas on the evaluation summary sheet, including company name, auditor and audit date(s).
Enter the points awarded for each item in the "points awarded" column to the right.	Comment for each section on the evaluation summary sheet . Two or three word comments that capture the key findings for that section.
Provide a labeled comment to justify all deficient items (every X).	Indicate "YES" for standard achieved and "NO" for standard not achieved for each item in the SCSA Supplemental.
Place comments only in the appropriate area at the bottom of each page.	Circle the appropriate "standard achieved" response (Yes or No) next to the overall audit score.
Keep comments brief and relevant to the findings on the audit.	Sign the evaluation summary sheet.
Initial all changes and /or corrections made to the audit.	Items with a white background are required for the current standard, to be awarded full possible points if acceptable, or no points if deficient.
Cross out wrong entries with one or two straight lines and enter the correct entry adjacent. Initial the change.	Items with a hatched background are not required to meet the current standard but are elements that we would like to measure in future, so should be evaluated to provide feedback, but not awarded a score or included in the overall score.
Whiteout or correction tape is not permitted on an audit document.	
Avoid writing over entries or scribbling entries out.	
Do not change a ✓ to an X . Use the proper correction technique.	
Remove items that are not applicable to the audit.	
Cross out items that are not applicable and mark with "N/A" and your initials .	

Definitions	
Auditee: The organization or company whose safety program is being audited.	Formal Inspection: An observation of a work site designed primarily to identify, record and correct existing unsafe acts and conditions.
Management: Individuals that have overall responsibility for one or more projects, locations or departments within an organization.	Near Miss: An incident which did not, but which had the potential to, result in serious property damage or injury.
Senior Management: Individuals that have responsibility for an entire operation within Saskatchewan or beyond.	Trends: Determined through the analysis of safety statistics to show the rate of increase or decrease of various types of injury or incident.
Supervisor: Individuals that have been authorized to direct the activities of one or more workers.	
Posted: Safety information made available to the supervisors and workers by posting it on a bulletin board used specifically for that purpose.	
Sub-Contractor: An employer under contract to the Contractor on a multi-employer site.	WCB: Workers Compensation Board
Safe Work Practice: Written guideline on how to safely use or handle a tool, a piece of equipment, a chemical or a specific process.	
Safe Job Procedure: Written step by step instructions on how to safely perform a specific task.	
Job Hazard Analysis: A process used to identify, assess and control the hazards associated with a particular task. Commonly used to develop job procedures.	
Basic PPE: Personal protective equipment usually worn at all times on a work site. Includes standard items such as hard hat, foot wear and safety glasses.	
Specialized PPE: Personal protective equipment that is more specific to particular hazards on a work site. Includes items such as hearing protection, fall protection, respirators, monitors, etc.	Current Number of Workers: The maximum number of workers the auditee has or is expected to have at the time of the audit, including sub-contractors.
Orientation: A special training session used to orient new or transferred workers to an organization and /or to a particular work site.	Key Contact: Senior Management or designate responsible for the facilities under audit.
Tool Box Meeting: A short routine meeting designed to address safety issues and training; also called Tail Gate Meeting .	
Hazard controls / Recommendations / Follow up / Remedial Action: Various terms used to refer to the action that has or will be taken to control hazards identified and assessed during hazard assessments, meetings, inspections, investigations, job hazard analysis and other processes defined in safety policy.	Policy: Written detailed company protocol.
	Policy Statement: A brief description or reference to company protocol endorsed (signed and dated) by senior company management.
	Reciprocity: Reference to an agreement between certain Construction Safety Associations within Canada that promotes interprovincial trade while maintaining a defined minimum safety standard.

1	Check all boxes that apply for "Type of Audit"
2	Check the appropriate box to indicate who in the company has the required training representing the Small Employer Certificate of Recognition, the owner/most senior company official, or all the employees. Individuals listed must be in full time service to the employer. Please provide a separate list of all current employees.
3	Audit reviewer, please verify training records from learner report to determine if meeting qualifications and if training is current.
4	List the number of company workers at the time of the audit. On next line list the number of workers associated with employers under contract to the auditee (subcontractors).
5	Enter company information, include the e-mail address for the key contact. The key contact is the person primarily concerned with the detailed administration of the safety program and may not necessarily be a senior company officer.

Type of Audit		Training Verification		
		Owner	All Employees	Most Recent Date
<input type="checkbox"/>	Baseline			
<input type="checkbox"/>	Maintenance			
<input type="checkbox"/>	Recertification			

Indicate by checking the boxes above, who has received the required training.
 *Please provide a current list of ALL employees

Company Information

Legal Name: _____

Address: _____

City: _____ **Province:** _____

Postal Code: _____ **Phone** _____

Fax: _____ **e-mail:** _____

Key Contact: _____

Current number of company workers: _____

Owner/Sr. Company Rep: _____

Current number of subcontractor workers: _____

WCB Account Number(s): _____

Nature and type of work: _____

WCB Industry Code(s): _____

Audit Review Conducted by: _____

Date of Audit Review: _____

Sections (1) through (13) make up the National Standard Safety Program Evaluation Tool. The auditor must preview the safety manual and confirm that a written process exists for each of sections (1) through (12). Section (13) is confirmed if adequate references to legislation appear throughout the document.

Sections (SS1) through (SS3) make up the SCSA Supplement to the National Standard Safety Program Evaluation Tool and must be included in any audit conducted for the purpose of obtaining or maintaining a full SCSA Certificate of Recognition. Organizations from out of province that have been granted reciprocity and obtain work in Saskatchewan may be audited on the supplemental sections.

When the SCSA Supplement applies, the auditor must confirm that a written policy exists for section SS2. For section SS3, the auditor must confirm that a Committee or Representative has been established or a written process on how the organization will establish a Committee or Representative.

Verification of sections (1) through (13) and sections (SS2) & (SS3), when applicable, must be completed prior to the audit. If any of the required written processes or policies cannot be confirmed the auditor and the auditee may consider postponing the audit until sufficient documentation is in place.

The programs listed in sections (OP1) through (OP3) are recommended, however are optional and not required for SCSA certification or reciprocity. These sections are included for SCSA member internal use only. Auditors must not include these optional sections in the audit report or score.

Confirm or deny each section by placing a check under the appropriate column.

		Yes	No
1	Health and Safety Policy		
2	Hazard Assessment, Analysis and Control		
3	Safe Work Practices		
4	Safe Job Procedures		
5	Company Rules		
6	Personal Protective Equipment (PPE)		
7	Preventative Maintenance Program		
8	Training and Communication		
9	Inspections		
10	Investigations and Reporting		
11	Emergency Preparedness		
12	Statistics & Records		
13	Legislation (look for references to legislation throughout the safety manual)		
Saskatchewan Construction Safety Association Inc. Supplement to the National Standard Safety Program Evaluation Tool			
SS1	Physical Conditions (not required to be addressed in the safety manual)		
SS2	Harassment Policy		
SS3	Occupational Health Committee / Representative		
Saskatchewan Construction Safety Association Inc. Optional Sections to the National Standard Safety Program Evaluation Tool			
OP1	WCB Claims Management		
OP2	Environmental Protection Policy		
OP3	Miscellaneous Programs		

1.1	Auditors must see a written policy statement on health and safety that is signed by current senior management.
1.2	The policy must include a statement of the employer's commitment to provide a safe and healthy work environment.
1.3	The policy must refer to the worker's right to a safe and healthy work environment.
1.4	The policy must be current and dated not more than three years past.
1.5	The auditor should look for documents that indicate an annual review has taken place or a policy dated not more than one year past by current senior management.
1.7	The policy manual must contain clear statements of responsibility for health and safety for all levels in the organization including senior management, supervision and workers.
1.8	The policy must include a statement of the employer's commitment to work in a spirit of consultation and cooperation with the workers.

2.1	The auditor must find documentation for hazard assessments that have been conducted as stated in the safety program looking for existing and (primarily) potential hazards on worksites.
2.3	The names of the individuals involved in hazard assessments must be on the documentation. Experienced workers, OH Representative, supervisors and management should be involved in the hazard assessments.
2.4	Documentation must describe the hazard relevant to the type of hazard assessment.
2.5	Documents must show that each hazard has been prioritized. Prioritization helps the assessment team understand the potential that each item has for injury or property damage.
2.7	The auditor must be able to find documents to show how each identified hazard has been controlled.
2.8	The controls must be dated. The auditor will judge if the action was timely however the intention is to control hazards before the work begins.
2.9	All workers and supervision including sub-contractors that will be on the job site must be informed of the hazard assessment results.
2.10	The auditor should look for the coordination of all the employers safety programs which includes a subcontractor policy; and evidence of group safety meetings, safety inspections, orientations, etc.

3.1	The auditor must confirm that the written practices reflect activities that the company performs.
3.6	Review safety meetings to see if safe work practices have been a regular and relevant topic of discussion. Look for the names of the individuals that have developed or reviewed practices to be listed on the practice or on a review summary.

4.1	The auditor must confirm that the written procedures reflect activities that the company performs.
4.6	The names of the individuals that produced a written procedure must be listed on the documents. Procedures may also be reviewed at safety meetings and the names of attendees listed.

5.1	The auditor must see a written list of rules.
5.4	The company must have a written progressive discipline process.

6.1	There must be a policy signed and dated by sr. management describing the company's philosophy towards PPE. The policy must include a reference that PPE will be used according to OH&S Regulations; calls for adherence to manufacturer's instructions and specifications; state maintenance of PPE; and state the supplying of PPE by the company.
6.2	The basic PPE requirements should be part of an orientation that workers attend prior to beginning work. PPE requirements may also be described when reviewing practices and procedures at meetings.
6.6	There must be written instructions on the proper fitting, care and use of PPE such as hard hats, safety glasses, ear plugs, respiratory devices, fall protection, etc.
6.9	The auditor should look for logs and service tags on critical devices such as air monitoring equipment, air packs, fall protection devices, air filter systems, etc. Basic PPE inspections and maintenance may be conducted and recorded as part of a safety meeting.

7.1	Look for a policy that is signed and dated by senior management. Policy should also describe responsibilities for carrying out the policy.
7.2	Policy should call for maintenance to be done according to manufacturer specifications and regulatory standards. Regulations generally require maintenance to be preventative.
7.3	Look for a maintenance schedule that includes all known or expected items. Look for pre-op checklists for equipment like forklifts, man lifts, excavators, vehicles, etc.
7.4	Records should include a description of the maintenance that was conducted to correct a problem or as scheduled. Records should include the name/signature of who performed the maintenance and when it was performed. Copies of maintenance records from recognized service facilities which include this information should be found according to policy.
7.7	Policy should indicate that equipment will be maintained by recognized service facilities. Training records or other documentation should support qualifications of in-house maintenance personnel.

8.2	Orientation records must be available. The auditor will judge if the number and quality of orientations submitted is sufficient for the number of personnel and type of work performed.
8.3	The formal orientation process must include a standard format for recording the training, which should include discussion of policies, procedures and performance standards..
8.4	The orientation form must provide for the signatures of both student and trainer.
8.6	The company must have training records on file for personnel.
8.10	There should be records of quizzes, tests or exams associated with orientations.
8.11	Records or minutes must be on file that show regular safety meetings are being held, as per policy.
8.12	Minutes of meetings must indicate that senior management attends periodically.
8.13	An agenda should be attached to each meeting record. A pre-set format where the agenda is the same for each meeting is acceptable, however the auditor should critique the content.

Health and Safety Program Verification		<i>Possible score</i>	<i>Technique Employed</i>	<i>Points Awarded</i>
8.0	Training and Communication		<i>D</i>	
8.2	Is orientation mandatory for personnel before starting work?	3		
8.3	Is there a standardized written orientation form?	2		
8.4	Does the form provide for signatures of both workers and the person conducting the orientation?	0		
8.6	Are training records maintained?	2		
8.10	Is a system in place to measure knowledge and competency?	0		
8.11	Does the employer hold scheduled health and safety meetings?	3		
8.12	Does senior management attend / participate in health and safety meetings?	2		
8.13	Is a prepared agenda followed and are minutes and attendance of the meeting kept?	3		
Total Points Possible		15	Total Points Awarded	

Auditor's Comments

Comments are mandatory for all deficient items. Label comments with the appropriate reference number.

9.1	There must be a written policy for inspections.
9.2	The policy must make reference to the frequency of inspections or how the frequency of inspections will be determined at each job site.
9.3	Sufficient records of inspections must be on file to support the required frequency.
9.4	A standard format for site inspections must be available.
9.5	Records must show that supervisors are involved in the inspection process.
9.6	Records must show that workers are involved in the inspection process.
9.7	The auditor must ensure that areas such as yards, offices, basements, storage facilities, etc. are not being excluded from the inspection process.
9.8	Records must indicate when corrective action has been taken. The auditor must judge if corrections are timely based on the potential to cause injury or serious property damage.
9.9	Senior management must review and sign inspection reports and occasionally participate in the inspections. The site supervisor would typically report to this level of management.

10.1	There must be a written policy for investigations and reporting. Policy should set out the objectives of investigations; criteria to establish a requirement for investigation, including near misses; investigation procedures; responsibility to carry out investigations; and criteria to report to OH&S.
10.2	The auditor must find reports of incidents.
10.3	Incident reports must be on a standard form designed for that purpose.
10.6	The auditor should check records to ensure that management as well as workers or the workers representatives (committee) are involved in the investigation process.
10.7	Near misses must be reported. Near misses of a less serious nature may be reported and discussed at safety meetings. Incidents that have the potential to cause serious injury or property damage must be investigated.
10.8	Reports must indicate details around corrective action. The auditor must judge if corrective action is timely based on the potential to cause serious injury or property damage.
10.9	Workers must know about incidents that have occurred and what has been done to prevent them from happening again. Auditor can look for evidence of communication in safety meetings, etc.
10.10	Investigation reports must be reviewed and signed by senior management.

11.1	Is there a signed policy in place, signed and dated by senior management?
11.1	The auditor must judge if emergency plans are appropriate.
11.3	Records must show that emergency plans have been tested. The record must indicate the results of that test and what corrective actions were taken to correct deficiencies.
11.4	When appropriate the employer must have a written fire response plan which may be part of other emergency response plans.

12.3	Appropriate statistics must be available at least quarterly that measures the frequency and severity of recordable injuries (ie/ how many injuries in that time frame and amount of time lost due to injuries in that time frame). Yearly statistics should also be generated that allow a year to year comparison of injury frequency and severity to identify needs or trends.

SS3.1	The auditor must confirm that an OH Representative has appointed as required. Ideally should not be management.
SS3.6	Representative reports should indicate the recommendations that are made and if the appropriate action has been taken. If the company chooses not to act as requested then written and reasonable justification must be provided.

<p>Complete all areas on the evaluation summary sheet, including company name, auditor and audit date(s).</p>	
<p>Comment for each section on the evaluation summary sheet. Two or three word comments that capture the key findings for that section.</p>	
<p>Circle the appropriate "standard achieved" response (Yes or No) next to the overall audit score.</p>	<p>Complete the Audit Review Summary Sheet to communicate ALL 'Comments' from the Audit Tool, and the action required by the company</p>

Evaluation Summary Sheet					
Company		Auditor		Date	
Section Number	Section Title	Possible Points	Actual Points	Minimum Standard	Auditor Comments
1	Health and Safety Policy	14		7	
2	Hazard Assessment, Analysis and Control	23		12	
3	Safe Work Practices	3		2	
4	Safe Job Procedures	2		1	
5	Company Rules	4		2	
6	Personal Protective Equipment (PPE)	5		3	
7	Preventative Maintenance Program	9		5	
8	Training and Communication	15		8	
9	Inspections	23		12	
10	Investigations and Reporting	19		10	
11	Emergency Preparedness	8		4	
12	Statistics and Records	2		1	
13	Legislation	10		5	
Total		137			

Minimum standard = 80% overall score and 50% minimum in each of sections 1 through 13.

Actual Points X 100 =
Possible Points

Standard Achieved Yes No

Auditor Signature

SCSA Supplemental Section				
Section number	Section Name	Possible Points	Actual Points	Standard Achieved
SS2	Harassment Policy	4		Yes/No
SS3	Committees / Representative	4		Yes/No
Auditor Comments				
SS2				
SS3				
Each supplemental section must attain a minimum of 50% to meet the SCSA certification standards.				