



CERTIFICATE OF RECOGNITION STUDENT ASSIGNMENT

www.bccsa.ca



DEFINITIONS

Accident / Incident: An unplanned or unwanted event that results in damage or injury, or could have resulted in damage or injury (also known as a no-loss, close call or near miss).

Audit: A comprehensive review of an employer's Health and Safety management system.

Auditee: The company being audited.

Auditor: An individual who has the qualifications and skill to measure Health and Safety performance against a given standard.

BC Construction Safety Alliance (BCCSA): A COR Certifying Partner in the WorkSafeBC Partners Program.

Certification Audit: In order to qualify for a COR, the employer certification audit (internal or external) conducted by a qualified Auditor must be submitted to the appropriate Certifying Partner for review and approval.

Certificate of Recognition (COR): An accreditation given to an employer's health and safety management system that has been evaluated by a certified auditor.

Company Health and Safety Policy: A current, written statement(s) of Senior Management's philosophy, principles and goals embodying the company/employer's commitment to workplace health and safety. Section 3.3 (a) of the Occupational Health and Safety Regulation references "a statement of the employer's aims and the responsibilities of the employer, supervisors and workers".

Critical Task: A task that has the potential to produce major loss to people, equipment, process or the environment.

Company Rules: Company directives that govern and control, conduct an action at the workplace. These rules are basic written statements that dictate acceptable behaviour and leave no room for discretion or argument (also referred to as safe work rules).

Due Diligence: In legal terms, the requirement of a company/employer to provide safe work conditions, through taking reasonable steps to prevent incidents from occurring, is called due diligence.

Documentation, Observation, and Interviews (DOI): These are the techniques used to verify the effectiveness of a health and safety program (also referred to as verification techniques).

Employee: An individual employed by a company, whether full-time, part-time, volunteer, or on a contractual basis. "Workers" may include owners, management, and subcontractors; however, for the purposes of the COR audit, this term will be used to define individuals who do not have management or supervisor responsibilities (also referred to as a worker).

Failure of an Audit: In the event the audit score is below 80% (or less than 50% in any element) the audit is considered to have failed. In this case, this must be reported to the BCCSA. The company has the option of requesting a second audit once it has addressed the areas of concern. A score of between 70 - 79% may trigger a limited scope audit that will address the identified deficiencies.

Hazard Assessment: An evaluation used to assess and document hazards, prioritize them and determine hazard controls.

Hazard Controls: Hazard controls are measures put into place to protect workers from known hazards. The typical hierarchy of control measures are elimination, substitution, engineering, administrative and finally personal protective equipment as a last line of defence.

Health and Safety Activity Summaries: Health and safety activity summaries include information which can assist companies in measuring,

reviewing and addressing health and safety concerns at the workplace. These may include injury statistics, near miss reports, injury reports, safety meeting minutes, inspection and hazard reports. Summaries are not limited to internal information; companies may find it beneficial to review provincial or national reports on health and safety matters (WorkSafeBC statistics reports are found at <http://www.worksafebc.com>).

Inspections: A comprehensive assessment of workplaces, personnel, processes, equipment or tools.

Job: A segment of work, a specific work assignment, or a set of actions required to complete a specific work objective. An accumulation of all tasks involved in the worksite.

Job Hazard Analysis (JHA): The process of evaluating a specific task (job) to identify all hazards or potential hazards that the individual(s) performing the task (job) may be exposed to.

Joint Health and Safety Committee: A committee composed of worker and company/employer representatives who together are committed to improving health and safety conditions in the workplace. (In the absence of a joint health and safety committee, a worker representative is nominated or appointed by the workers to represent all workers from all departments within a company.)

Limited Scope Audit: In the event the audit score is between **70-79%** a limited scope audit may be offered and performed within **90 days** from completion of the audit and is limited to the Element(s) that contributed to the low score. BCCSA must be informed of the intention to carry out a limited scope audit.

Maintenance Audit: Once the employer successfully achieves COR, annual maintenance audits are required to maintain certification. Maintenance audits may be performed at any time during a calendar year, but there must be at least six months between the initial certification date and the first maintenance audit and at least six months between the each subsequent maintenance audit.

Management: Employees who have some level of authority, responsibility, and accountability within the company/employer.

Meetings: May include but are not limited to Joint Health and Safety Committee Meetings, toolbox talks, management meetings and informal safety meeting. They may or may not include an agenda but should include a record of attendance.

No-Loss Incidents: An unplanned and unwanted event that could have resulted in damage or injury (also referred to as a close call or near miss).

Normal Operating Mode: A period which reflects the company/employer's typical business activities (over the previous calendar year).

OHS: An acronym for Occupational Health and Safety (also referred to OHS).

Partners Program: Partners in Injury and Disability Prevention - a voluntary program that operates through the combined effort of WorkSafeBC and industry and safety associations such as the BCCSA.

Personal Protective Equipment (PPE): Protective gear designed to reduce or eliminate potential injuries to a worker (Basic PPE examples: gloves, hard hats, clothing, and steel toed boots). (Specialized PPE examples: full body harness, respirator, goggles, and reflective vests).

Prime Contractor: The contractor, company or other person who enters into an agreement with the owner of the worksite to be prime contractor.

Re-certification Audit: The COR certificate is valid for three (3) years, after which a re-certification audit is required.

Regularly Employed: For the purposes of this audit document Regular Employee(s) or Regularly Employed requires an employee to have been on the jobsite for a minimum of one month.

Safe Job Procedure (SJP): A written, specific step-by-step description of how to complete a job safely and efficiently from start to finish. (e.g. lockout, confined space, hoisting, rigging). Safe job procedures must clearly identify the hazards the worker could be exposed to, the steps required to complete the task (in proper order) and the control measures (also referred to as safe work procedures or execution plans).

Safe Work Practices (SWP): A set of positive guidelines or “Do’s and Don’ts” on how to perform a specific task that may not always be done in a certain way. (Example: Use of ladders, safe lifting).

Senior Management: Personnel in a company or a department who directly control the overall operation of the company or department, and are in a position to make decisions for the entire company or department.

Student Auditor: An individual who has completed the Auditor Training course component but has not submitted their student assignment for certification.

Subcontractor: Subcontractors are not limited to trade contractors and may include: delivery people, traffic controllers, service technicians, first aid, temporary labour, cleaning services etc.

Supervisor: A person who directs, guides, and monitors workers as part of their job responsibilities.

Team Audit: Audit performed by more than one Auditor. Does not apply to student audit assignments.

Terms of Reference (TOR): For the purposes of a BCCSA COR audit, TOR is a set of documented rules, procedures, duties and functions that are followed by the JOHS Committee or Worker Representative(s). Reference: WCB Act 131

Worker: An individual employed by a company, whether full-time, part-time, volunteer, or on a contractual basis. Workers may include owners, management, and subcontractors; however, for the purposes of the COR audit, this term will be used to define individuals who do not have management or supervisor responsibilities (also referred to as an employee).

Worker Representative: In the absence of a joint health and safety committee an individual who is nominated or appointed by the workers to represent all workers from all departments within a company.

Work Force: All personnel (workers, managers, supervisors, executives and owners) directly employed by a company inclusive of all sites/locations.

Work Place: Any place where a worker is or is likely to be engaged in any work (includes any vessel, vehicle or mobile equipment used by a worker in work).

WorkSafeBC: A provincial organization that regulates workplace safety - also known as the Workers’ Compensation Board (WCB) of British Columbia.

AUDIT INFORMATION FORM

Audit Start Date: _____
(YYYY/MM/DD)

End Date (Last day on-site): _____
(YYYY/MM/DD)

Type of Program:
 Large COR Small COR

Type of Audit:

Certification
 Maintenance
 Re-Certification
 Limited Scope
 Student Assignment

COMPANY INFORMATION

Legal Name: _____ Trade Name: _____(if different)

Address: _____ City/Town: _____ Province: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____ Health and Safety Contact E-mail: _____

Health and Safety Contact: _____ Owner/CEO Name: _____ Owner/CEO Email: _____

WORKSAFEBC ACCOUNT: _____ (LIST ADDITIONAL ACCOUNTS INCLUDED IN THE SCOPE OF THIS AUDIT ON THE FOLLOWING PAGE)

Classification Units (Industry Codes)

Nature or type of work done

Classification Units (Industry Codes)	Nature or type of work done

AUDITOR INFORMATION

Name: _____

Address: _____

Company: _____

City/Town: _____

Phone Number: _____ Fax Number: _____

Province: _____ Postal Code: _____

Auditor E-mail: _____

HEALTH & SAFETY MANUAL VERIFICATION FORM

Does the company's Health and Safety Program Manual contain the following?	Yes	No
1. Company Health and Safety Policy		
2. Workplace Hazard Assessment and Control		
3. Safe Work Practices		
4. Safe Job Procedures		

MISSING ELEMENTS

The 4 Elements contained on the Health & Safety Manual Verification Form require a "Yes" in order for the audit to proceed. If any of the 4 Elements are missing from the company's health and safety manual, both parties (the company and the auditor) must postpone the audit at this stage until the deficiencies have been rectified.

The auditor may find the company has combined or separated some of the 4 Elements depending on the safety management system. This is an acceptable industry practice. Regardless of the format, the auditor must verify that all 4 Elements have been addressed.

Review each section of the health and safety manual and write "Yes" or "No" under the yes/no column for each of the 4 Elements.

LIST OF ACTIVE WORKSITES FORM

REMINDER: All active worksites including the main office/shop must be listed below.				# OF PERSONNEL		NUMBER INTERVIEWED		
WORKSITE LOCATION(S)		ACCOUNT #	CU	VISITED (YES or NO)	MANAGERS/ SUPERVISORS	WORKERS	MANAGERS/ SUPERVISORS	WORKERS
1	MAIN OFFICE/SHOP LOCATION			YES				
2	WORKSITE LOCATION			YES				
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Totals			2	3
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Total worksite location(s) visited (includes main office/shop):	2
Total number of personnel for all active sites:	
Total number interviewed:	5

OBSERVATION QUESTIONS

NUMBER	ITEMS	AUDIT QUESTION
ELEMENT 1: HEALTH AND SAFETY POLICY		
1	Is the company health and safety policy posted?	1.6
ELEMENT 2: WORKPLACE HAZARD ASSESSMENT AND CONTROL		
2	Once hazards have been identified, does it appear that controls are implemented in a timely manner?	2.8
ELEMENT 3: SAFE WORK PRACTICES		
3	Do the safe work practices found in the documentation accurately reflect company activities?	3.1
4	Have applicable required safe work practices been written?	3.2
5	Are the safe work practices readily available?	3.4
6	Are workers following the safe work practices?	3.5
ELEMENT 4: SAFE JOB PROCEDURES		
7	Have critical safe job procedures been written to cover worker activities?	4.2
8	Do workers follow safe job procedures?	4.4
9	Do workers have access to copies of the safe job procedures?	4.5

Students must complete ALL questions for the Student Assignment.



Small COR complete shaded questions only.
Large COR must complete ALL questions..

OBSERVATION SUMMARY FORM

Write the name of each worksite visited at the top of the column.									OBSERVATION TOTALS		TRANSFER RESULTS TO VERIFICATION SECTION	
REMEMBER: The head office and/or shop must be included in the scope of the audit. Write "Y" when the observation is positive or "N" when the observation is negative.												
QUESTION	HEAD OFFICE/ SHOP	Site	Site	Site	Site	Site	Site	AUDIT DOCUMENT REFERENCE	TOTAL POSITIVE	TOTAL NEGATIVE	POSITIVE "YES"	NEGATIVE "NO"
1								1.6				
2								2.8				
3								3.1				
4								3.2				
5								3.4				
6								3.5				
7								4.2				
8								4.4				
9								4.5				

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**OWNER, MANAGER AND SUPERVISOR
INTERVIEW QUESTIONS**

NUMBER	ITEMS	AUDIT QUESTION	POSITIVE	NEGATIVE
ELEMENT 1: HEALTH AND SAFETY POLICY				
1	Does the health and safety policy outline your responsibilities in regards to health and safety?	1.7		
2	In your own words, what is the purpose of the health and safety policy?	1.9		
ELEMENT 2: WORKPLACE HAZARD ASSESSMENT AND CONTROL				
3	Are hazards identified and assessed before work starts?	2.1		
4	Are they re-assessed as the job progresses or as procedures or operations change?	2.2		
5	Are you involved in assessing hazards? If not who is?	2.3		
6	Are you involved in controlling the hazards, or told how the hazards will be controlled?	2.9		
7	Do you review, evaluate, and enforce recommendations for hazard control?	2.11		
ELEMENT 3: SAFE WORK PRACTICES				
8	Have you been involved in the development and/or review of safe work practices?	3.6		
ELEMENT 4: SAFE JOB PROCEDURES				
9	Have you been involved in the development and/or review of safe job procedures?	4.6		



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WORKER INTERVIEW QUESTIONS

NUMBER	ITEMS	AUDIT QUESTION	POSITIVE	NEGATIVE
ELEMENT 1: HEALTH AND SAFETY POLICY				
1	Your company should have a policy outlining health and safety. Do you know where a copy would be?	1.6		
2	How does the policy apply to you?	1.7		
3	Can you explain what the policy means to you?	1.9		
ELEMENT 2: WORKPLACE HAZARD ASSESSMENT AND CONTROL				
4	How are hazards identified and assessed before work starts?	2.1		
5	Are they re-assessed as the job progresses or as procedures or operations change?	2.2		
6	Are you involved in assessing hazards? If not who is?	2.3		
7	Are you involved in controlling the hazards or told how the hazards will be controlled?	2.9		
ELEMENT 3: SAFE WORK PRACTICES				
8	Are the safe work practices easy to understand? Can you provide an example?	3.3		
9	Are Safe Work Practices available when you need them?	3.4		
10	Do you follow them? Can you give an example?	3.5		
11	Have you been involved in the development and/or review of safe work practices?	3.6		

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ELEMENT 4: SAFE JOB PROCEDURES

12	Do the safe job procedures reflect the work that you do?	4.1		
13	Are they easy to understand? Can you provide an example?	4.3		
14	Do you follow them?	4.4		
15	Are they available when you need them?	4.5		
16	Have you been involved in the development and/or review of safe job procedures?	4.6		

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INTERVIEW SUMMARY FORM

WORKER INTERVIEWS			OWNER / MANAGER / SUPERVISOR INTERVIEWS			AUDIT DOCUMENT REFERENCE	COMBINED INTERVIEW TOTALS		TRANSFER RESULTS TO VERIFICATION SECTION	
QUESTION	TOTAL POSITIVE	TOTAL NEGATIVE	QUESTION	TOTAL POSITIVE	TOTAL NEGATIVE		TOTAL POSITIVE	TOTAL NEGATIVE	POSITIVE "Y OR YES"	NEGATIVE "N OR NO"
1						1.6				
2			1			1.7				
3			2			1.9				
4			3			2.1				
5			4			2.2				
6			5			2.3				
7			6			2.9				
			7			2.11				
8						3.3				
9						3.4				
10						3.5				
11			8			3.6				
12						4.1				
13						4.3				
14						4.4				
15						4.5				
16			9			4.6				

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HEALTH AND SAFETY PROGRAM VERIFICATION ELEMENT 1: HEALTH AND SAFETY POLICY	SCORE (MAX POINTS)	TECHNIQUE EMPLOYED			POINTS AWARDED
		D	O	I	

Auditors must see the health and safety policy statements. These policies may all be included in a single policy for the company, or could be broken out into individual policies for each section.

DOES THE EMPLOYER HAVE A WRITTEN HEALTH AND SAFETY POLICY THAT:

1.1	Is signed by the president, CEO or local senior management?	3				
	Guideline: Ensure the company policy has been both signed <u>and</u> dated by current senior management.					
	State the title or position of signatory:					

1.2	Includes management's commitment to provide a safe and healthy work environment?	3				
	Guideline: The company policy should state senior management's commitment to the health and safety program.					
	Quote statement that refers to commitment:					

1.3	Recognizes the right of workers to work in a safe and healthy work environment?	2				
	Guideline: The company policy should recognize this right.					
	Quote statement that refers to rights:					

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HEALTH AND SAFETY PROGRAM VERIFICATION ELEMENT 1: HEALTH AND SAFETY POLICY		SCORE (MAX POINTS)	TECHNIQUE EMPLOYED			POINTS AWARDED
			D	O	I	

DOES THE EMPLOYER HAVE A WRITTEN HEALTH AND SAFETY POLICY THAT:

1.4	Is current and dated?	2				
	Guideline: The auditor should look for documents that indicate an annual policy review has taken place. The auditor should confirm that an annual review was completed.					
	State the date on the policy (YYYY/MM/DD):					

1.5	Is reviewed annually by management?	2				
	Guideline: The auditor should look for documents that indicate an annual policy review has taken place. The auditor should confirm that an annual review was completed.					
	Provide review date including document review process:					

1.6	Is prominently posted or made available to the worker?	OR	3			
	Guideline: During the worksite tour, the auditor should see if the company health and safety policy has been posted. It may be provided to workers in the form of a handbook or a copy of the health and safety manual.					
	Provide location and / or state how it is made available to the worker:					

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**HEALTH AND SAFETY PROGRAM VERIFICATION
ELEMENT 1: HEALTH AND SAFETY POLICY**

SCORE (MAX POINTS)	TECHNIQUE EMPLOYED			POINTS AWARDED
	D	O	I	

DOES THE EMPLOYER HAVE A WRITTEN HEALTH AND SAFETY POLICY THAT:

1.7	Addresses accountability and responsibility for health and safety for all workplace parties?	AND	6			
	<p>Guideline: Review the company health and safety policy to ensure that accountability and assignment of responsibilities have been stated for all workplace parties. Note: List of accountabilities and responsibilities for each workplace party should be detailed elsewhere in the Health and Safety Manual. Reference: Workers' Compensation Act Div. 3.</p> <p>Quote statement that refers to accountability and responsibility:</p>					
1.8	Expresses a commitment to work in a spirit of consultation and cooperation with the workers?		3			
	<p>Guideline: The policy should outline the commitment of the company to work with their employees to promote a healthy and safe work environment.</p> <p>Quote statement that refers to commitment:</p>					
1.9	Is understood by personnel?		3			
	<p>Guideline: Verify through interviews that interviewees understand the health and safety policy.</p> <p>Provide examples given during the interview process:</p>					

 **Students must complete ALL questions.**
 Small COR complete shaded questions only.
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Large COR - Total Points Awarded for Element 1	27		
Small COR - Total Points Awarded for Element 1	27		

**HEALTH AND SAFETY PROGRAM VERIFICATION
ELEMENT 2: WORKPLACE HAZARD ASSESSMENT AND CONTROL**

SCORE (MAX POINTS)	TECHNIQUE EMPLOYED			POINTS AWARDED
	D	O	I	

Hazard assessments should be completed as per occupational health and safety legislation.

2.1	Are written hazard assessments conducted as required?	AND	5			
	<p>Guideline: An employer is required to assess all worksites, jobs, and tasks (this includes the office/shop), and identify existing or potential hazards before work begins. (Pre-job) Assessments could also include occupational exposure for; noise levels, asbestos exposure, and biological, chemical, and environmental issues. The assessment should be based on the work to be performed, and should result in the identification and implementation of control measures to prevent worker exposure and contamination (elimination, substitution, engineering, and administrative controls; or, as a last resort, PPE).</p>					
	<p>Describe how hazard assessments are conducted:</p>					

2.2	Does the employer use an ongoing hazard assessment process?	AND	5			
	<p>Guideline: Ongoing hazard assessments must be completed as the project progresses or changes occur. The frequency of this type of assessment will depend on how often the process changes; this includes but is not limited to:</p> <ul style="list-style-type: none"> • At practicable intervals • When a new work process is introduced • When a work process or operation changes • Before the construction of a new worksite 					
	<p>How are hazard assessments generated?</p>					



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**HEALTH AND SAFETY PROGRAM VERIFICATION
ELEMENT 2: WORKPLACE HAZARD ASSESSMENT AND CONTROL**

**SCORE
(MAX
POINTS)**

**TECHNIQUE
EMPLOYED**

D

O

I

**POINTS
AWARDED**

Hazard assessments should be completed as per occupational health and safety legislation.

2.3	Are appropriate personnel involved in the hazard assessment process?	AND	4				
	Guideline: Confirm that the appropriate parties involved in the hazard assessment process are listed in the documentation. Examples of appropriate personnel could include: workers, supervisors, safety committee members, or management.						
	List individuals (by position/title) involved in the hazard assessment process:						

2.4	Are the hazards identified?		6				
	Guideline: Verify that the assessment process is in place and that documentation clearly identifies hazards.						
	List documents which identify hazards:						

2.5	Are the hazards prioritized?		5				
	Guideline: Confirm that documentation shows each noted hazard has been prioritized and assessed for frequency / severity.						
	Describe priority system (eg. 2-b/3-c):						

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HEALTH AND SAFETY PROGRAM VERIFICATION ELEMENT 2: WORKPLACE HAZARD ASSESSMENT AND CONTROL		SCORE (MAX POINTS)	TECHNIQUE EMPLOYED			POINTS AWARDED
			D	O	I	
2.6	Is there a list of identified critical tasks?	3				
	Guideline: Have critical tasks been identified within the company? This will be specific to the company and will vary depending upon the types of work performed. These critical tasks are identified through hazard assessments.					
	List the total number of critical tasks identified by employer:					
2.7	Are controls developed for identified hazards?	2				
	Guideline: Once identified, hazards must be controlled. Typical control methods are elimination of the hazard, the use of engineering controls, administrative controls, PPE, or a combination of control methods.					
	Provide 1 example of a developed hazard control:					
2.8	Are controls implemented in a timely manner?	OR 3				
	Guideline: Through documentation and observation, identify what control measures were required, and whether these controls were available and implemented.					
	Provide 1 example of an implemented hazard control:					

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HEALTH AND SAFETY PROGRAM VERIFICATION ELEMENT 2: WORKPLACE HAZARD ASSESSMENT AND CONTROL	SCORE (MAX POINTS)	TECHNIQUE EMPLOYED			POINTS AWARDED
		D	O	I	

2.9	Are appropriate personnel involved in or informed of the control strategies?	AND	2			
	Guideline: Are affected workplace parties informed of the results? This could include hazard assessments being posted or reviewed during health and safety meetings.					
	Provide 1 example of how control strategies are communicated:					

2.10	Does the company have a process for evaluating or monitoring subcontractors?	3				
	Guideline: Look at applicable documentation which may include company orientation, performance records, health and safety meeting minutes, and pre-qualification for work. Subcontractors are not limited to trade contractors and may include delivery people, traffic controllers, service technicians, first aid, temporary labour, cleaning services, etc.					
	Summarize process used to evaluate or monitor subcontractors:					

2.11	Does management support the ongoing application of the hazard assessment process?	AND	2			
	Guideline: Management must be involved in the hazard assessment process. Check the completed hazard assessment forms or a specific assessment policy that confirms management's support of the hazard assessment process. Look for initials or signatures from management.					
	Explain how management is involved in the process:					

Students must complete ALL questions.
 Small COR complete shaded questions only.
 Large COR must complete ALL questions.

Large COR - Total Points Awarded for Element 2	40		
Small COR - Total Points Awarded for Element 2	28		

HEALTH AND SAFETY PROGRAM VERIFICATION ELEMENT 3: SAFE WORK PRACTICES		SCORE (MAX POINTS)	TECHNIQUE EMPLOYED			POINTS AWARDED
			D	O	I	
3.1	Do the safe work practices accurately reflect the company's activities?	AND	2			
	Guideline: Review the current safe work practices and observe site work to confirm the practices accurately reflect the company's activities.					
	List at least 3 Safe Work Practices that were both observed on site <u>and</u> documented:					
3.2	Have applicable safe work practices been written?	AND	6			
	Guideline: Determine if safe work practices have been written. Should the auditor have suggestions it is recommended that they be submitted in the Auditor Executive Summary.					
	List 3 Safe Work Practices that are work activities which are high hazard:					
3.3	Are they understood by workers?		2			
	Guideline: During the interview process the majority of employees should be able to demonstrate an understanding of the company's safe work practices by describing some of the key points they contain.					
	Provide examples provided by employees:					



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HEALTH AND SAFETY PROGRAM VERIFICATION ELEMENT 3: SAFE WORK PRACTICES	SCORE (MAX POINTS)	TECHNIQUE EMPLOYED			POINTS AWARDED
		D	O	I	

3.4	Are they readily available?	OR	2			
	Guidelines: Applicable written practices must be readily available at each workplace and employees should be able to identify their location. Look for a copy of safe work practices on-site and/or verify availability through the interview process.					
	Indicate where SWP's are located and provide examples of responses obtained for this question:					

3.5	Are they followed by workers on a regular basis?	OR	2			
	Guideline: Safe work practices may be observed by the auditor and/or through the interview process.					
	Provide at least 2 examples observed on site:					

3.6	Have both management/supervisors and workers participated in the development and/or review of safe work practices?	OR	2			
	Guideline: Verify that a review process is in place. During the interview process, confirm that management, supervisors and workers are involved. These individuals should include, but not limited to, members of the Joint Occupational Health and Safety Committee or be the Worker Health and Safety Representative(s). Check orientations, health and safety minutes, JOHS Committee meeting minutes and safe work practices to confirm a review process is in place and that the documentation notes who was involved in the review process.					
	Summarize how management/supervisors/workers are involved in the development and review of SWP's:					

Students must complete ALL questions.
 Small COR complete shaded questions only.
 Large COR must complete ALL questions.

Large COR - Total Points Awarded for Element 3	16		
Small COR - Total Points Awarded for Element 3	12		

HEALTH AND SAFETY PROGRAM VERIFICATION ELEMENT 4: SAFE JOB PROCEDURES	SCORE (MAX POINTS)	TECHNIQUE EMPLOYED			POINTS AWARDED
		D	O	I	


4.1	Do the safe job procedures accurately reflect the employer’s activities?	AND	2			
	Guideline: The auditor must review safe job procedures and confirm through interviews to ensure that they reflect company activities. List at least 3 safe job procedures that were both observed on site <u>and</u> documented:					

4.2	Have all critical safe job procedures been written?	AND	6			
	Guideline: Determine if all critical safe job procedures have been written. Identify missing procedures as “recommendations” in the Auditor Executive Summary report. Critical Task - A task that has the potential to produce major loss to people, equipment, process or the environment. List 5 critical task safe job procedures:					

4.3	Are they understood by workers?		2			
	Guideline: During the interview process the majority of employees should be able to demonstrate an understanding of the company’s safe job procedures by describing the step by step process for any procedure. Provide examples of responses during the interview process:					

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HEALTH AND SAFETY PROGRAM VERIFICATION ELEMENT 4: SAFE JOB PROCEDURES		SCORE (MAX POINTS)	TECHNIQUE EMPLOYED			POINTS AWARDED
			D	O	I	
4.4	Are safe job procedures followed on a regular basis?	AND	2			
	Guideline: Observe workers following the safe job procedures and verify through interviews.					
	Provide examples of worker response to this question and list at least 2 examples observed on site:					
4.5	Are these procedures available and easily accessible to workers?	AND	2			
	Guideline: Observe if copies of the company's job procedures are readily available to employees at each worksite. The majority of employee interview responses must confirm an understanding of where safe job procedures are kept.					
	Indicate where safe job procedures are located and provide examples given during the interview process:					
4.6	Have both management/supervisors and workers participated in the development and/or review of these procedures?	OR	2			
	Guideline: Verify that a review process is in place. During the interview process, confirm that management, supervisors and workers are involved. These individuals should include, but are not limited to, members of the Joint Occupational Health and Safety Committee or Worker Health and Safety Representative(s). Review orientations, health and safety minutes, JOHS Committee meeting minutes and safe job procedures to confirm a review process is in place and that the documentation notes who was involved in the review process.					
	Summarize how management/supervisors/workers are involved in the development and review of safe job procedures:					

 **Students must complete ALL questions.**
 Small COR complete shaded questions only.
 Large COR must complete ALL questions.

Large COR - Total Points Awarded for Element 4	16		
Small COR - Total Points Awarded for Element 4	14		

AUDIT SUMMARY FORM HEALTH AND SAFETY AUDIT		SCORE (MAX POINTS)	POINTS AWARDED	MINIMUM STANDARD	ELEMENT PERCENTAGE
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ELEMENT

1	Company Health and Safety Policy	27		14	
2	Workplace Hazard Assessment and Control	40		20	
3	Safe Work Practices	16		8	
4	Safe Job Procedures	16		8	

TOTAL POINTS POSSIBLE	99	TOTAL POINTS OBTAINED	
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MINIMUM STANDARD OF 80% TOTAL OVERALL AND AT LEAST 50% IN EACH ELEMENT REQUIRED.

OVERALL SCORE	%
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COMPANY NAME: _____

AUDITOR NAME: _____

GOAL: _____ %

Goal for next audit must be set by senior manager or company designate.

REVIEWED BY: _____
(Senior Manager or Company Designate)

EXECUTIVE SUMMARY REPORT

Step 1 - Thank the organization for their effort and help during the audit. Identify the individual(s) who assisted you during the audit.

Step 2 - Provide a brief description of the company being audited and describe the scope of the audit (i.e. start and end dates of the audit, sites visited, number of interviews conducted, and any other relevant information). If any variances were made on the number of sites visited or interviews conducted, explain in detail.

Use the following space to complete Steps 1 and 2:

Step 3 - Complete the main body of the report by summarizing the findings of the audit for every Element. For each of the 4 Elements, describe areas of strength and recommended areas for improvement. Indicate the % achieved for each Element using the space provided.

ELEMENT	SCORE	SUMMARY
1	%	Strengths:
		Recommendations:
2	%	Strengths:
		Recommendations:

3	%	Strengths:
		Recommendations:
4	%	Strengths:
		Recommendations:

Step 4 - Write a concluding paragraph. Remind the company to develop a Corrective Action Plan that addresses areas for improvement identified in the audit findings. Thank the company for allowing you to present the audit and remind them that by focusing on the areas for improvement, their program may be more effective at reducing the impact of workplace injuries.

Use the following space to complete Step 4:

CORRECTIVE ACTION PLAN

Company Name: _____

Audit end date: _____
(YYYY/MM/DD)

AUDIT QUESTION	CORRECTIVE ACTION REQUIRED (MUST LIST 3 CORRECTIVE ACTIONS)	PRIORITY	PERSON ASSIGNED TO	TARGET COMPLETION DATE (YYYY/MM/DD)	DATE COMPLETED (YYYY/MM/DD)	REVIEWED BY

AUDIT QUESTION	CORRECTIVE ACTION REQUIRED	PRIORITY	PERSON ASSIGNED TO	TARGET COMPLETION DATE (YYYY/MM/DD)	DATE COMPLETED (YYYY/MM/DD)	REVIEWED BY

Name: _____
 (Owner or Senior Manager)

Date: _____
 (YYYY/MM/DD)

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