

ELEMENT 1

Health and Safety Policy

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) MUST include a (✓) or (✗).
2. Ensure **ALL** questions that have been confirmed with a (✓) under the documentation technique have a supporting document immediately following the audit instrument section page.
3. Write the audit question number directly onto the supporting document that, at a glance, clearly identifies where the intent of the documentation question has been met.
4. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **health and safety policy** - (1.1 / 1.2 / 1.3 / 1.6)
- A copy of the company's **assignment of health and safety responsibilities** - (1.5)
- A copy of the company's **organizational chart**

ELEMENT 2

Hazard Assessment, Analysis, and Control

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
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RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **hazard assessment policy/directive**
- Two to four copies of completed pre-job **hazard assessments** from various worksite locations - (2.1 / 2.3 / 2.4 / 2.5 / 2.6 / 2.7 / 2.8 / 2.9)
- Two to four copies of *consecutive* on-going **hazard assessments** from the same worksite location as applicable - (*same as previous* / 2.2)
- Documentation that confirms the company has a system/process in place for evaluating and monitoring sub-contractors, e.g. **contractor compliance declaration policy and agreement** - (2.10)

ELEMENT 3

Safe Work Practices

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
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3. Write the audit question number directly onto the supporting document that, at a glance, clearly identifies where the intent of the documentation question has been met.
4. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- Table of contents/index** for safe work practices
- Two to four copies of completed **safe work practices** - (3.1)
- Two to four copies of completed **safety meeting/toolbox talk minutes**, where safe work practices have been developed/reviewed/revised - (3.5)

ELEMENT 4

Safe Job Procedures

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
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3. Write the audit question number directly onto the supporting document that, at a glance, clearly identifies where the intent of the documentation question has been met.
4. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- Table of contents/index** for safe job procedures - (4.1)
- Two to four copies of completed **safe job procedures** - (4.1)
- Two to four copies of completed **critical safe job procedures** - (4.2)
- Two to four copies of completed **safety meeting/toolbox talk minutes**, where safe job procedures have been developed/reviewed/revise - (4.6)

ELEMENT 5

Company Safety Rules

1. **ALL** boxes under the techniques: **D** - (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
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3. Write the audit question number directly onto the supporting document that, at a glance, clearly identifies where the intent of the documentation question has been met.
4. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **safety rules** - (5.1)
- A copy of the company's **progressive disciplinary action system** - (5.4)

ELEMENT 6

Personal Protective Equipment (PPE)

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
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3. Write the audit question number directly onto the supporting document that, at a glance, clearly identifies where the intent of the documentation question has been met.
4. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **PPE policy/directive** - (6.1)
- Two to four copies of completed **worker orientations** confirming the review of PPE requirements - (6.2)
- Two to four copies of completed **proper fit, care, and use of specialized PPE procedures** - (6.5)
- Two to four copies of completed **PPE training records** (i.e. toolbox talks, training certificates, etc.) - (6.6)
- Two to four copies of completed **PPE selection criteria** (i.e. hazard assessment forms, SDSs, codes of practice, and PPE policy requirements, etc.) - (6.7)
- Two to four copies of completed **PPE inspections and maintenance records** - (6.8)



ELEMENT 7

Preventative Maintenance Program

1. **ALL** boxes under the Techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
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3. Write the audit question number directly onto the supporting document that, at a glance, clearly identifies where the intent of the documentation question has been met.
4. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **maintenance policy/schedule** - (7.2)
- A copy of the company's **inventory list of equipment/tools** that require ongoing maintenance - (7.1)
- Two to four copies of completed **maintenance schedules and pre-operational checklists** - (7.2)
- Two to four copies of completed **maintenance/service records** with a description of corrective action taken - (7.3)
- A copy of the directive/procedures to effectively remove defective tools/equipment from service, **i.e. lockout/tagout system/procedure(s)** - (7.4)

ELEMENT 8

Training and Communication

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
2. Ensure **ALL** questions that have been confirmed with a (✓) under the documentation technique have a supporting document immediately following the audit instrument section page.
3. Write the audit question number directly onto the supporting document that, at a glance, clearly identifies where the intent of the documentation question has been met.
4. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **training and communication policy/directive**
- Two to four copies of completed **new hire/sub-contractor/site-specific orientation checklists** - (8.1 / 8.2 / 8.3)
- Two to four copies of completed **job-specific training records** - (8.4 / 8.5)
- Two to four copies of **health and safety training records** as applicable (e.g. first-aid, WHMIS, etc.) - (8.4 / 8.5)
- Two to four copies of completed **supervisor training records** to verify supervisors have received training in *Inspections, Investigations and General Health and Safety Responsibilities* - (8.4 / 8.5 / 8.6)
- Two to four copies of completed **tests or exams** associated with job-specific training and orientation - (8.4 / 8.7)
- Two to four copies of **consecutive company, corporate, or safety committee meeting minutes** - (8.4 / 8.8 / 8.9)
- Two to four copies of **consecutive toolbox talk meeting minutes** - (8.4 / 8.8 / 8.9)

ELEMENT 9 Inspections

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
2. Ensure **ALL** questions that have been confirmed with a (✓) under the documentation technique have a supporting document immediately following the audit instrument section page.
3. Write the audit question number directly onto the supporting document that, at a glance, clearly identifies where the intent of the documentation question has been met.
4. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **inspection policy/directive** - (9.1 / 9.2 / 9.7)
- Two to four copies of *consecutive* completed **inspection checklists** - (9.3 / 9.4 / 9.5 / 9.6 / 9.7 / 9.8)
* **Ensure that all work areas are included, i.e. yards, offices, shops, storage facilities**
- Two to four copies of completed documentation to show that identified **deficiencies** noted during an inspection **are corrected in a timely manner** (if not clearly identified on the inspection checklists) - (9.8)



ELEMENT 10

Investigations and Reporting

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
2. Ensure **ALL** questions that have been confirmed with a (✓) under the documentation technique have a supporting document immediately following the audit instrument section page.
3. Write the audit question number directly onto the supporting document that, at a glance, clearly identifies where the intent of the documentation question has been met.
4. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **investigation policy/directive and reporting procedures** - (10.1)
- A copy of the company's standardized **investigation reporting form** - (10.2)
- Two to four copies of completed **supervisor training records** to verify supervisors have received training in conducting investigations - (10.4)
- Two to four copies of completed **near-miss reports** - (10.2 / 10.5 / 10.6 / 10.7)
- Two to four copies of completed **investigation reporting forms** and corrective actions completed - (10.2 / 10.7 / 10.8)
- Two to four copies of **safety meeting/toolbox talk minutes** that identify investigations and corrective actions as an agenda item - (10.8)

ELEMENT 11

Emergency Preparedness

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
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4. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **emergency preparedness directive/plan** - (11.1)
- A copy of the company's current **emergency contact list**
- A copy of the company's current *site-specific* **emergency response directive/plan** - (11.1)
- Two to four copies of **training records** on emergency procedures/equipment and roles and responsibilities (e.g. orientations, first aider training, fire extinguisher training, etc.) - (11.2)
- A copy of the **annual review of the emergency response directive(s)/plan(s)** - (11.3)
- A copy of the results of a **fire response plan test** conducted and the corrective actions taken to correct any deficiencies - (11.4)
- A copy of **fire extinguisher inspection/servicing records** - (11.6)

ELEMENT 12

Statistics and Records

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
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RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **health and safety program documentation, organization and management policy/directive** - (12.1)
- Two copies of completed monthly **health and safety activity summaries** that have been developed and maintained - (12.2)
- Documentation showing **annual analysis of health and safety performance** (e.g. a comparison of the number of first-aid, medical aid, lost time, and near-miss incidents) and identified needs/trends - (12.3)
- Two to four copies of completed **first-aid treatment records/logs** - (12.4)
- A copy of the company's current **audit corrective action plan** for the current audit - (12.5)
- A copy of **safety meeting minutes or employee training documentation** showing the current audit corrective action plan has been communicated - (12.6)
- Documentation to verify implementation of the previous year's audit corrective action plan** - (12.6)

ELEMENT 13 Legislation

1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (✗).
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ELEMENT 14 Manitoba Supplement



1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) MUST include a (✓) or (✗).
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5. Where a question is worth four (4) or more points, consult the guidelines on how points should be allocated. Where no specific instructions are given, positive response (✓) equals full points, negative response (✗) = zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- Two to four copies of completed **hazard assessments** to show that committee members/safety representatives are actively involved in the identification, communication, and control of hazards - (14.1 / 14.2 / 14.16)
- Two to four copies of completed **committee members/safety representatives training records** - (14.3)
- Two to four copies of records that demonstrate **committee members/safety representatives are involved in continuous improvement** - (14.4)
- A copy of the established **terms of reference** for the health and safety committee - (14.6)
- A copy of the company's **hearing conservation policy/directive** - (14.7)
- A copy of **annual audiometric testing results** of employees - (14.7)
- Documentation in support of **worksite sound monitoring** - (14.7)
- A copy of the company's **lockout/tagout policy/directive and procedure** - (14.9)
- A copy of the company's **working alone or in isolation policy/directive and procedure**, including any completed documentation - (14.11 / 14.12)
- Two to four copies of completed employee **WHMIS training records** - (14.15)
- A copy of the company's **competency/training/certification of equipment operations directive/plan** - (14.17)
- A copy of the company's **musculoskeletal injury prevention directive** - (14.18)
- A copy of the company's **harassment policy** - (14.19)
- A copy of the company's **violence policy** - (14.21)
- A copy of records demonstrating that the **health and safety program has been reviewed** (within three (3) years) - (14.23)
- Two to four copies of examples of **shared information between prime contractor/sub-contractor** - (14.24)
- Documentation to verify **company owner/senior management involvement** in initiatives exceeding normal safety program activities - (14.25)