

Documents and Processes to Consider

Section 1 – Health and Safety Policy

- Health and safety policy
- Assignment of responsibility

Section 2 – Hazard Identification and Risk Control

- Hazard assessment policy
- Hazard assessment checklist(s)
 - o Could be different forms for different jobsites
 - o Might not be called an assessment
 - Can be called: HIT list, FLRA, FLHA, combined on work order, etc.

Section 3 – Safe Work Practices

- Written practices

Section 4 – Safe Job Procedures

- Written procedures

Section 5 – Company Rules

- List of company rules
- Disciplinary action policy
- Disciplinary action forms

Section 6 – Personal Protective Equipment (PPE)

- PPE policy
- PPE inspection forms
 - o List all
- PPE Stock
 - o What PPE is required to be stocked and available
- Fit, care, use procedures for PPE

Section 7 – Preventative Maintenance

- Preventative maintenance policy/schedule
- Lockout policy/procedure
 - o Per piece of equipment if required
- Inspection checklists
 - o Vehicle
 - o Forklift
 - o Zoom Boom
 - o Skid Steer
 - o Scissor lift
 - o Etc.
- Service records

Section 8 – Training and Communication

- Training and communication policy
 - o Might be split into:
 - Orientation policy
 - Committee policy
 - Toolbox talk policy
 - Etc.
- Toolbox talk forms
- Orientation checklists
- Committee minutes (already covered in group exercise)
- Training records (can group or separate if necessary)
 - o WHMIS
 - o Supervisor training
 - o Fall protection training
 - o Etc.

Section 9 – Inspections

- Inspection policy/schedule
- Inspection checklists
 - o List all if multiple and/or different

Section 10 – Investigations and Reporting

- Investigation policy
- Reporting procedures (might be with the above policy)
- Investigation forms

Section 11 – Emergency Preparedness

- Emergency preparedness policy
 - o (Outline of site emergency plan requirements and responsibilities)
- First aider training records
 - o Might be here or in section 8 – either or is acceptable
- Fire extinguisher requirement and maintenance

Section 12 – Statistics & Records -This is needs and trends analysis – we will look at this as a group later

Section 13 – Legislation

- WSH Act and Regulation book
- Safe Work Procedures
- Job Planning Documents – Risk Assessment, Scope Book, Contracts

Section 14 – Procurement and Contractor Management

- Sub-Contractor Agreement
- Sub-Contractor Declaration
- Safety Data Sheets
- Manufacturer Recommendations

Section 15 – Manitoba Supplement

- Worker representative/committee training
 - o May be in section 8
- Hearing conservation program
- Working alone policy and procedure
 - o Checklist
- Harassment policy
- Violence policy
- MSI prevention policy
- Equipment training and certification requirements/policy