

SECTION 1

Safety and Health 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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **safety and health policy** - (1.1 / 1.2 / 1.4)
- A copy of the company's **assignment of safety and health responsibilities** - (1.3)
- A copy of the company's **organizational chart** - (general reference)

SECTION 2

Hazard Assessment, Analysis, and Control

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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **hazard assessment policy/directive** - (2.1)
- Two (2) to four (4) copies of completed **hazard assessments** from various worksite locations - (2.1 / 2.2 / 2.3 / 2.4 / 2.5 / 2.6 / 2.8 / 2.9 / 2.10 / 2.11)
- Two (2) to four (4) copies of *consecutive* on-going **hazard assessments** from the same worksite location as applicable - (2.4)
- A copy of the training records for the individuals identified on the hazard assessments - (2.7)

SECTION 3

Safe Work Practices

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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- Table of contents/index** for safe work practices - (3.1)
- Two (2) to four (4) copies of completed **safe work practices** - (3.1)
- Two (2) to four (4) copies of completed **safety meeting/toolbox talk minutes**, where safe work practices have been developed/reviewed/revise - (3.5)

SECTION 4

Safe Job Procedures

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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- Table of contents/index** for safe job procedures - (4.1)
- Two (2) to four (4) copies of completed **safe job procedures** - (4.1)
- Two (2) to four (4) copies of completed **critical safe job procedures** - (4.1)
- Two (2) to four (4) copies of completed **safety meeting/toolbox talk minutes**, where safe job procedures have been developed/reviewed/revise - (4.5)

SECTION 5

Company Safety Rules

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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **safety rules** - (5.1)
- A copy of **project (work location) specific rules** - (5.2)
- A copy of the company's **progressive disciplinary action system** - (5.5 / 5.6)

SECTION 6

Personal Protective Equipment (PPE)

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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **PPE policy/directive** - (6.1)
- Two (2) to four (4) copies of completed **PPE selection criteria** (i.e. hazard assessment forms, SDSs, codes of practice, PPE policy requirements, etc.) - (6.1)
- Two (2) to four (4) copies of completed **proper fit, care, and use of specialized PPE procedures** - (6.2)
- Two (2) to four (4) copies of completed **worker orientations** confirming the review of PPE requirements - (6.3)
- Two (2) to four (4) copies of completed **PPE training records** (i.e. toolbox talks, training certificates, etc.) - (6.3)
- Two (2) to four (4) copies of completed **PPE inspections and maintenance records** - (6.6)

SECTION 7

Preventative Maintenance Program

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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **inventory list of equipment/tools** that require ongoing maintenance - (7.1)
- A copy of the company's **maintenance policy/schedule** - (7.2)
- Two (2) to four (4) copies of completed **maintenance schedules and pre-operational checklists** - (7.2)
- Two (2) to four (4) copies of completed **maintenance/service records** with a description of corrective action taken - (7.3)
- A copy of the **maintenance service providers/facilities training records or qualifications** - (7.4)
- A copy of the directive/procedures to effectively remove defective tools/equipment from service, i.e. **lockout/tagout system/procedure(s)** - (7.5)

SECTION 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 (✗) equals zero (0) points

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **training and communication policy/directive** - (8.1)
- Two (2) to four (4) copies of completed **performance evaluations, tests, or examinations** associated with job-specific training and orientation - (8.2 / 8.7)
- Two (2) to four (4) copies of completed **new hire/sub-contractor/site-specific orientation checklists** - (8.3 / 8.5 / 8.8 / 8.9)
- Two (2) to four (4) copies of completed **supervisor training records** to verify supervisors have received training in *Inspections, Investigations, and General Safety and Health Responsibilities* - (8.3 / 8.4 / 8.5 / 8.7)
- Two (2) to four (4) copies of completed **job-specific training records** - (8.4 / 8.5 / 8.7)
- Two (2) to four (4) copies of **safety and health training records** as applicable (e.g. first-aid, WHMIS, etc.) - (8.4 / 8.5 / 8.7)
- Two (2) to four (4) copies of consecutive **toolbox meeting minutes, tailgate meeting minutes, or monthly safety meeting minutes** - (8.10 / 8.11 / 8.13)

SECTION 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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **inspection policy/directive** - (9.1 / 9.6)
- Two (2) to four (4) copies of **consecutive completed inspection checklists** - (9.2 / 9.3 / 9.4 / 9.5 / 9.6 / 9.7)
**Ensure that all work areas are included, i.e. yards, offices, shops, storage facilities*
- Two (2) to four (4) 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) - (9.3 / 9.5)

SECTION 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
3. section page.
4. 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.
5. Refer to the audit instrument guidelines for clarification on how to interpret each question and award points.
6. 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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **investigation policy/directive and reporting procedures** - (10.1 / 10.6)
- Two (2) to four (4) copies of completed **incident/near-miss/investigation reports** - (10.2 / 10.4 / 10.6)
- Two (2) to four (4) copies of completed **supervisor/other appropriate individuals training records**, to verify they have received training in conducting investigations - (10.3)
- Two (2) to four (4) copies of completed **investigation reporting forms** and corrective actions completed - (10.4 / 10.5)
- Two (2) to four (4) copies of **safety meeting/toolbox talk minutes** that identify investigations and corrective actions as an agenda item - (10.5)

SECTION 11

Emergency Preparedness

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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- A copy of the company's **emergency preparedness policy/procedure/guideline** - (11.1)
- A copy of the company's current **site-specific emergency response directive/plan** - (11.1)
- A copy of emergency **equipment inspection/servicing records** - (11.3)
- Two (2) to four (4) copies of **training records** on emergency procedures/equipment and roles and responsibilities (e.g. orientations, first aider training, fire extinguisher training, etc.) - (11.8)
- A copy of the results of an **emergency response plan test** conducted and the corrective actions taken to correct any deficiencies - (11.10)
- A copy of the **annual review of the emergency response directive(s)/plan(s)** - (11.11)

SECTION 12

Statistics, Records, and Documentation

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 (✗) equals zero (0) points

RECOMMENDED supporting documentation to submit would include:

- Two (2) copies of **legislatively required documentation** showing their retention (examples include: incident investigations, completed hazard assessments, inspections) - (12.2)
- Two (2) copies of completed monthly **safety and health activity summaries** that have been developed and maintained - (12.3)
- Documentation showing annual **analysis of safety and health performance** (e.g. a comparison of the number of first-aid, medical aid, lost time, and near-miss incidents) and identified needs/trends - (12.4)
- Two (2) to four (4) copies of completed **first-aid treatment records/logs** - (12.5)
- A copy of the company's current **audit corrective action plan** for the current audit - (12.6)
- A copy of the company's **safety and health program documentation, organization, and management policy/directive** - (12.7)
- A copy of **safety meeting minutes or employee training documentation** showing the current audit corrective action plan has been communicated - (12.7)
- Documentation to verify implementation of the current audit's corrective action plan** - (12.7)

SECTION 13 Legislation

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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- Two (2) copies of **job-planning** documents that shows legislative review occurred - (13.2)

SECTION 14

Procurement and Contractor Management

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 (✗) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- 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 - (14.1 / 14.2)
- Two (2) to four (4) copies of examples of **shared information between prime contractor/sub-contractor** - (14.3 / 14.4)
- Documentation that confirms the company has a criteria in place for selecting, evaluating, and procuring products - (14.5)
- Two (2) to four (4) copies of **completed hazard assessments** showing that the criteria is followed - (14.6)

SECTION 15 Manitoba Supplement



1. **ALL** boxes under the techniques: **D** (documentation), **O** (observation), and **I** (interview) **MUST** include a (✓) or (X).
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 (X) equals zero (0) points.

RECOMMENDED supporting documentation to submit would include:

- Two (2) to four (4) copies of completed **hazard assessments** to show that committee members/safety representatives are actively involved in the identification, communication, and control of hazards - (15.2)
- Two (2) to four (4) copies of completed **committee members/safety representatives training records** - (15.3)
- Two (2) to four (4) copies of records that demonstrate **committee members/safety representatives are involved in continuous improvement** - (15.4)
- A copy of the company's **hearing conservation policy/directive** - (15.8)
- A copy of **annual audiometric testing results** of employees - (15.8)
- Documentation in support of **worksite sound monitoring** - (15.8)
- A copy of the company's **working alone or in isolation policy/directive and procedure**, including any completed documentation - (15.10 / 15.11)
- Two (2) to four (4) copies of completed employee **WHMIS training records** - (15.12)
- A copy of the company's **competency/training/certification of equipment operations directive/plan** - (15.16)
- A copy of the company's **musculoskeletal injury prevention directive** - (15.17)
- A copy of the company's **harassment policy** - (15.18)
- A copy of the company's **violence policy** - (15.20)
- A copy of records demonstrating that the **safety and health program has been reviewed** (within three (3) years) - (15.22)