

SECTION 15 Manitoba Supplement



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) 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)

15.0 Guidelines – Manitoba Supplement, Safety Committee/Worker Safety Representative

- 15.1 Where there is more than one (1) of the company's employees on a construction project site, one (1) worker must be appointed as the worker safety representative. Legislation requires the name(s) of the safety representative to be conspicuously posted. Interviews must confirm that workers are informed of the person who has been appointed.
- 15.2 Verify through documentation, if safety committee members/worker safety representatives are involved in hazard identification as identified in the committee rules of procedure, as applicable. Signatures on corrective action plans, right to refuse investigations, hazard assessments, inspection, and investigation reports will assist in awarding points for this question. This question must be confirmed by a majority of committee members'/worker representatives' description of their involvement in safety program activities.
- 15.3 Safety committee members/worker safety representatives are required to receive training specific to their duties as outlined in the Workplace Safety and Health (WSH) Act as well as training on how to effectively carry out their duties. Safety committee members/worker safety representatives must be able to communicate an understanding of their legal duties and responsibilities.
- Award two (2) points based on documentation that verifies safety committee members and/or worker safety representatives have received adequate training.
 - Award two (2) points based on a majority of positive interview response.
- 15.4 Previous safety committee or worker safety representative meeting minutes can be reviewed to verify safety committee members/worker safety representatives have been involved in reviewing and making recommendations for worker concerns, PPE, safety equipment, training programs, policies, etc. for the purpose of verifying effectiveness and improvement.
- 15.5 Verify through observation that safety and health meeting minutes are posted or made readily available to workers on site.

Guidelines - Manitoba Supplement, Regulatory Compliance, and Safety Program Directives

- 15.6 WSH legislation includes a duty to share required information and to have safety and health committee minutes posted. To meet legislative requirements, safety program directives, and to award points, each project must have a bulletin board that functions as a key means of communication with all workers.
- 15.7 The prime contractor (or employer) must ensure that a construction project site sign is located in a prominent location with the required information as outlined in WSH Regulation Part 2.18 and the current physical jobsite address.
- 15.8 A hearing conservation program should be developed for each company based on employee exposure. The program should be written and communicated to employees. It should include elements with respect to site sound monitoring, audiometric testing, hearing protection, and training for employees.
- Award one (1) point based on the creation of a hearing conservation company directive/policy.
 - Award two (2) points based on documentation in support of biennial audiometric testing for employees.
 - Award two (2) points based on documentation in support of worksite sound monitoring.
- 15.9 The employer is required to provide hearing protection to employees in accordance with legislation. The auditor should ensure that all types of hearing protection in use is being worn correctly and is adequately maintained.
- 15.10 The company safety program should contain a policy/directive and procedure with respect to working alone or in isolation.
- 15.11 If employees are observed to be working alone, ask to see a copy of their written procedure and a communication device. During interviews, a majority of positive responses could also be used to demonstrate an understanding of the company's working alone or in isolation procedure.

SAFETY AND HEALTH PROGRAM VERIFICATION		Score Weighting	Technique Employed			Points Awarded
15	Manitoba Supplement, Safety Committee/Worker Safety Representative		D	O	I	
	<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for meeting the legislative requirements outlined in the Workplace Safety and Health (WSH) Act and Regulation.</i>					
15.1	Is there a designated worker safety representative at each jobsite?	4		AND		
15.2	Are safety committee members/worker safety representatives actively involved in the identification, communication, and control of safety concerns?	3		AND		
15.3	Have safety committee members/worker safety representatives received any training in how to carry out their duties and responsibilities?	4		AND		
15.4	Are safety committee members/worker safety representatives involved in the continuous improvement of the safety program?	2		OR		
15.5	Are meeting minutes posted (or made readily available) for all employees to read?	2		OR		
	Manitoba Supplement, Regulatory Compliance, and Safety Program Directives		D	O	I	
15.6	Does the company have a bulletin board in a prominent place, which is readily accessible to workers?	3				
15.7	Does the company have a sign prominently posted?	3				
15.8	Does the company have a hearing conservation program?	5				
15.9	Is hearing protection, including instructions on proper use and limitations, made readily available to employees?	2		OR		
15.10	Is there a written policy/directive and procedure in place on the subject of workers working alone or in isolation?	2				
15.11	Is it adhered to?	3		OR		

Highlighted questions are required for SECOR®. COR® requires **all** questions. The minimum standard is **50 per cent** of total possible points.

Guidelines – Manitoba Supplement, Regulatory Compliance, and Safety Program Directives (*continued*)



- 15.12 Company training records may be used to verify training in WHMIS that meets legislative standards.
- 15.13 Employees must be able to demonstrate an understanding of the controlled products used at their worksite and the procedures required for safe use.
- 15.14 During worksite observations, all controlled products found on site must be labeled with a clear and legible WHMIS label that meets legislative standards.
- 15.15 All SDSs for each controlled product must be readily available on site and be current (recommended within three (3) years). Although not required, the company should have a system for verifying that SDSs provided to workers are the most current version available from the manufacturer, supplier, or distributor.
- 15.16 The company must provide training/certification records for individuals operating critical equipment. Examples include: forklifts, aerial lifts, power mobile equipment, and/or cranes or other hoisting devices. The majority of interview responses must indicate that workers are aware that training and/or certification is a requirement to operate any piece of critical equipment.
- 15.17 Employers are required to inform workers of the risk and signs/symptoms of common musculoskeletal injuries (MSI) and provide instruction/training for any control measures implemented. Documentation points would be awarded upon verification of MSI training or if MSI have been included in safety meetings, toolbox talks, or pre-job safety instructions.
- 15.18 The company must have a written policy on the subject of workplace harassment prevention, which includes provisions in accordance with legislation.
- 15.19 The policy must be posted at the workplace and/ or made readily available to all employees.
- 15.20 The company must have a written policy on the subject of workplace violence prevention, which includes provisions in accordance with legislation.
- 15.21 The policy must be posted at the workplace and/ or made readily available to all employees.
- 15.22 The elements of the program, including directives/policies, practices, procedures, etc., should be reviewed, at minimum, every three (3) years, or more often if circumstances at a workplace change in a way that poses a risk to the safety or health of workers. The auditor would award points through the verification that revisions to the safety and health program has been made. Points may also be awarded if deficiencies noted in corrective action plans from a previous audit have been implemented.
- 15.23 Verify through observation that adequate housekeeping techniques are in practice at the worksite. Examples would include walkways and work areas that are free and clear of obstructions, accumulations, and protrusions; organized material storage; control of airborne dust; or adequate sanitation. Overall, the site should appear organized and clutter-free to award points.

SAFETY AND HEALTH PROGRAM VERIFICATION		Score Weighting	Technique Employed			Points Awarded
15	Manitoba Supplement, Regulatory Compliance, and Safety Program Directives (continued)		D	O	I	
15.12	Have employees who work directly with, or in the proximity of, controlled products received training in WHMIS?	2				
15.13	Can employees communicate an understanding of WHMIS?	2				
15.14	Are controlled products properly labelled?	2				
15.15	Are SDSs current and made readily available at each worksite?	2				
15.16	Are workers competent to operate critical equipment?	4		AND		
15.17	Are workers provided instruction and training to identify and control the risk of musculoskeletal injuries (MSI)?	2				
15.18	Does the employer have a written policy with respect to the prevention of harassment in the workplace?	2				
15.19	Is the policy prominently posted at the workplace?	2				
15.20	Does the employer have a written policy with respect to the prevention of violence in the workplace?	2				
15.21	Is the policy prominently posted at the workplace?	2				
15.22	Has a review and revision been made to the safety and health program?	2				
15.23	Is jobsite and work area housekeeping adequate?	3				
COR® total points possible/awarded		60				
SECOR® total points possible/awarded		58				

Highlighted questions are required for SECOR®. COR® requires **all** questions. The minimum standard is **50 per cent** of total possible points.

AUDIT OBSERVATION CHECKLIST

[constructionsafety.ca](https://www.constructionsafety.ca)

Observation Checklist



Company: _____ Worksite Location: _____

Date: _____ # of employees on site: _____ # of sub-contractors on site: _____

Reference #	Observation Requirement		Comments
Manitoba Supplement			
15.1	Is the name of the safety representative for the company posted?		
15.5	Are safety meeting minutes posted?		
15.6	Is there bulletin board in a prominent place, which is readily accessible to workers?		
15.7	Is there a site sign that displays required information?		
15.9	Is appropriate hearing protection made readily available?		
15.14	Are controlled products properly labelled?		
15.15	Are SDSs current and readily available?		
15.19	Is the harassment policy prominently posted?		
15.21	Is the violence policy prominently posted?		
15.23	Are housekeeping techniques appropriate?		



This audit instrument aligns with the CFCSA-endorsed harmonized audit instrument.



AUDIT INTERVIEW QUESTIONNAIRES

[constructionsafety.ca](https://www.constructionsafety.ca)

Employee Interview Questionnaire

Reference #	Questions	P	N	Interview Comments
15.1	Who is your worker safety representative on this site?			
15.2	Who is involved in hazard identification, communication, and control on your worksite(s)?			
15.5	How are you made aware of safety meeting minutes for this site? Where can you find a copy of the minutes?			
15.9	Have you received hearing protection training?			
15.11	What is the procedure for working alone? Is it followed?			
15.13	Give an example of a controlled product used on this site and the procedures required for safe use.			

Management/Supervisor Interview Questionnaire

Reference #	Questions	P	N	Interview Comments
15.13	Give an example of a controlled product used on this site and the procedures required for safe use.			
15.16	What is the procedure for checking operator training and certification?			

Worker Safety Representative/Safety Committee Member Interview Questionnaire

Reference #	Questions	P	N	Interview Comments
15.2	How are you involved in hazard identification, communication, and control?			
15.3	Tell me briefly what your legal duties and responsibilities are.			
15.4	Are you involved in the review of safety concerns and developing or implementing corrective actions? Give an example.			
15.9	Have employees received hearing protection training?			
15.11	What is the procedure for working alone? Is it followed?			

Sub-Contractor Interview Questionnaire

Reference #	Questions	P	N	Interview Comments
15.11	What is the procedure for working alone? Is it followed?			
15.13	Give an example of a controlled product used on this site and the procedures required for safe use.			
15.16	Are you required to supply operator training verification to the prime contractor?			

AUDIT INSTRUMENT AID

[constructionsafety.ca](https://www.constructionsafety.ca)

Interview Response Summary Tool

In the boxes below employee, management/supervisor, worker safety representative/safety committee member, and sub-contractor, summarize the interview results using a ✓ or ✗ as identified on the interview questionnaires. In the last two columns, total the number of ✓'s as positive responses and ✗'s as negative responses. Whichever response has a higher total will be the final ✓ or ✗ that is identified in the audit instrument.

Remember, 'majority rules' for interview responses. If the totals are equal, either perform another interview to break the tie or err on the side of caution and mark it as an ✗ in the audit instrument.

Ref. #	Employee	Management/ Supervisor	Worker Safety Representative/ Safety Committee Member	Sub-Contractor	# of Positive Responses	# of Negative Responses
15.1						
15.2						
15.3						
15.4						
15.5						
15.9						
15.11						
15.13						
15.16						