



# **Self-Assessment Guide for the Small Employer Certificate of Recognition (SECOR) Program**

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Industry  
Health and Safety

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## Introduction

The purpose of this guide is to help small employers understand the Small Employer Certificate of Recognition (SECOR) process. This guide includes an overview of what is needed to succeed, detailed explanations of the audit questions and practical examples. By following this manual, you will be able to systematically fill in the gaps of your safety management system.

### Benefits of COR Certification

There are three main reasons to seek COR certification:

1. Annual financial incentives paid by WorkSafeBC
2. Reduced assessment payments as a result of improved safety performance and experience rating
3. Reduction of indirect costs through higher productivity, increased employee retention, and overall reduction in physical and human operating costs

Financial incentives are provided to employers who achieve COR certification and are in good standing with WorkSafeBC. COR-certified employers who successfully achieve the SECOR certification are eligible for an annual financial incentive of 10% of their base WorkSafeBC premiums, with the minimum eligible incentive being the lesser of \$500 or 50% of their actual premiums paid.

Even more significant than the financial incentives associated with certification are the indirect cost savings that come from preventing workplace injury and illness, which, in turn, directly results in lower claim costs and reduced WorkSafeBC assessment premiums. A company with a good safety record can achieve up to a 50 per cent discount on their base assessment rate, compared to a 100 per cent surcharge on the base rate assessed on a company with a poor safety performance. This all amounts to significant annual cost savings.

### Implementation and Maintenance of a Safety Management System

This guide is designed to help companies who have even minimal safety experience achieve COR certification in a timely and efficient manner. Reviewing this material is an important step in the process. go2HR is available to help companies through direct consultation and by providing training to the company's safety champions (internal auditors). A company can achieve success in five steps.

1. Senior managers must make a commitment to safety. They must believe that all injuries are preventable and that excellence in safety is necessary for excellence in business. Actions must always support these beliefs.
2. Managers and supervisors must be personally involved in safety activities, such as meetings, inspections and giving feedback when observing workers. This is the main component of the safety system, but it cannot occur in isolation.

3. Employees should be empowered to have a substantial voice in safety actions. They must hold themselves and others accountable for actions and take pride in achievements. If a company responds negatively to employee concerns, this step quickly fails.
4. Objective evaluation of actions is needed to encourage positive behaviour and reduce negative behaviour. These systems must be fairly and consistently applied every time. This is a key step that leads to continual improvement.
5. An effective reporting system must be in place to ensure that hazards are identified and corrective action takes place in a timely manner.

# Element 1: Management and Leadership Commitment

## Overview

An effective occupational health and safety (OHS) program must demonstrate effective management leadership, a firm commitment to the program and a willingness to improve the workplace safety culture. While cooperation and consensus are important in getting employee buy-in to programs, ultimately it is the leadership and commitment from management that drives the process.

This element has only one key document: the safety policy. Some companies may have safety as part of an overall mission statement or may have responsibilities for safety outside of the policy. The rest of the element is about showing that the policy is actually followed.

## Question A1

*Does the business have a written health and safety policy?*

## Guideline

This can be a mission statement or a corporate health and safety policy that outlines the company's goals.



## Question A2

*Are the aims of the health and safety policy clearly stated? Does the policy clearly outline the responsibilities of the employer, managers, supervisors and workers?*

## Guideline

The intent of the safety policy must be evident (keep workers safe and provide proper training, supervision and safety culture). The policy must also outline the responsibilities of managers, supervisors and workers, as specified in sections 115–124 of the *Workers Compensation Act* (General Duties of Employers, Workers and Others).



## Question A3

*Are the following aware of their safety responsibilities?*

- *Managers*
- *Supervisors*
- *Workers*

## Guideline

This is an interview question. Employees at each level are asked for examples of their responsibilities.

Examples:

- **Managers** — Provide workers with the information, tools, equipment, instruction and training necessary to ensure a safe and healthy work environment for all.
- **Supervisors** — Ensure the health and safety of all workers under their direct supervision throughout the shift. Supervisors make sure all workers receive proper training, orientation and guidance while enforcing company rules and policies.
- **Workers** — Follow company rules, policies and safe work procedures at all times. Worker should never start a new job task until fully trained and aware of all possible hazards.

## Question A4

*Are managers and supervisors aware and knowledgeable of the applicable regulations?*

### Guideline

This is an interview question to determine if managers and supervisors are aware of the regulation that applies to their area of responsibility. Examples include providing proper training, ensuring workers are aware of all hazards related to their jobs, providing proper PPE when required, first aid, job-specific training, safe work procedures and supervision.

## Question A5

*Is there an effective system to ensure accountability for safety roles and responsibilities?*

### Guideline

The documentation needs to demonstrate that there is an effective system to ensure accountability (e.g., training records, disciplinary policy, manager's log and safety minutes).



## Question A6

*Are health and safety responsibilities carried out?*

### Guideline

This is an interview question for managers, supervisors and workers to determine what they do on a regular basis to enforce safety throughout their shift.

Examples:

- **Managers** — Ensure all workers are provided with the proper tools, training and equipment to do their jobs safely.

- **Supervisors** — Train workers and provide continuous supervision and guidance throughout the shift.
- **Workers** — Make sure you receive proper training for the job. Follow safe work procedures and policies at all times.

### **Question A7**

*Does senior management ensure that ongoing resources are allocated to implement and maintain the health and safety program?*

#### **Guideline**

This is an interview question that asks employees for examples of how senior management supports the program.

Answers could include management providing:

- Training programs
- First aid facilities
- PPE
- Regular equipment inspections
- Proper tools for the job

### **Question A8**

*Does senior management demonstrate their level of commitment toward improving the workplace safety culture?*

#### **Guideline**

This is an interview question directed to senior management or the owner to gauge their level of commitment toward improving the workplace safety culture.

## Element 2: Policies and Procedures (Work, Emergency)

### Overview

Making safe work procedures and practices a part of standard operating procedures may seem a matter of common sense, but in fact an effective OHS program for workers is required by the Occupational Health and Safety Regulation. Without a written standard to refer to, whether for making beds or wearing respirators, there is no consistent guidance for workers or supervisors.

Measurement of these items in the audit will include written safe work procedures, practices and instructions, including:

- All routine and non-routine expected operations of the company
- A Workplace Hazardous Materials Information System (WHMIS)
- Instructions that direct first aid services, supplies and equipment to be provided, and how employees receive first aid services
- Procedures addressing possible emergencies, training of workers in those procedures, testing the effectiveness of the procedures and evaluating and revising the procedures based on drills and actual emergencies

### Question B1

*In your First Aid Policy & Procedures, are there instructions that direct first aid services, supplies and equipment to be provided?*

### Guideline

This is a document review that requires a policy, procedure or guideline on how to get first aid and what the subsequent steps should be. Details could include how to get a worker to medical aid, what paperwork needs to be filled out, where the first aid stations are located, what supplies are available, who the on-duty first aid attendants are, supervisor contact information and who needs to be notified.



### Question B2

*Are the first aid equipment and supplies available as required?*

### Guideline

This is an interview question for managers, supervisors and workers to determine if proper first aid supplies are made available and well maintained by the company.

### Question B3

*Do the employees know the procedure for obtaining first aid?*

#### Guideline

This is an interview question to verify employee knowledge of your company's first aid procedures. Examples include knowing what incidents to report and to whom.

### Question B4

*Is there a procedure for rendering and reporting of first aid services and does it comply with the current OHS Regulation requirements?*

#### Guideline

Company first aid policies and procedures must comply with OHS Regulation requirements.



### Question B5

*Are workers aware and knowledgeable of the company's emergency policies, procedures and safe work procedures?*

#### Guideline

This is an interview question to determine employee knowledge about your company's emergency policies and procedures in the event of a fire or emergency. Employees should be able to discuss the different procedures concerning fire, robbery, earthquake, flood and emergency evacuation.

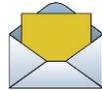


### Question B6

*Are there written emergency response plans?*

#### Guideline

You need to have written emergency response plans, policies and procedures for different emergency scenarios (e.g., fire, evacuation, flood, chemical spill, robbery or earthquake).



*Is the response plan readily available to all employees?*

#### Guideline

This is an interview question to determine whether or not employees are aware of the emergency procedures and if those procedures are accessible to them at all times.

## Question B7

*Have all employees been made aware of the emergency response plans?*

### Guideline

This is an interview question for workers, supervisors and managers to verify whether or not they have received emergency procedure training. This training could have occurred during orientation or refresher training, department meetings, job-specific training or emergency response training

## Question B8

*Are emergency response plans evaluated to identify deficiencies and revise accordingly?*

### Guideline

For this section, you will need to interview supervisors and managers to verify they are aware of or have taken part in the emergency review process, as well as a documented emergency drill. You must verify that a drill happened and that a debriefing followed. If there was any corrective action required to improve the plan or correct a procedure, you must show that it was documented. This documentation could include your safety meeting minutes, management meeting minutes, a newsletter or even an email, depending on the company.



## Element 3: Training, Education and Certification

### Overview

Training and instruction are one aspect of the overall theme of communication.

Workers need to know how to perform their jobs safely and understand their role in maintaining a healthy and safe workplace. Employers must ensure that workers are trained, qualified and competent to perform their tasks. Adequate instruction and supervision must also be provided to workers for the safe performance of their work.

The audit will measure the following:

- There is a system to ensure job-specific instructions and training (including job-specific hazards, work procedures and practices) has been communicated to workers.
- Training and instruction is current, enforced and followed.
- The system assesses and ensures that all employees are qualified and are performing their duties competently in a safe manner.
- There are orientations on emergency procedures and hazard reporting for new employees, visitors and contractors. Health and safety policies and procedures are delivered in a timely manner.

### Question C1

*Does the company have a system to ensure employees are trained, qualified and competent to perform their tasks safely?*

### Guideline

There needs to be a system in place that tracks employees through the training process, qualifying that process through to the stage where workers are competent in their jobs. This documentation is crucial. Consistent training techniques need to be seen to prove that everyone is receiving the same level of training and attention.



### Question C2

*Are workers trained on safe work practices and job procedures?*

### Guideline

For this section you will need to provide documentation that training on safe work practices and safe work procedures has been provided to workers.

For the interview, you will need to verify how many workers took part in this training.



### Question C3

*Is there a system to verify job-specific instructions and training (including job-specific hazards, work procedures and practices) have been given to workers, is current, enforced and followed?*

#### Guideline

This is an interview question directed at the supervisor to determine the company's training methods when it comes to new workers or workers trained in new positions. Supervisors should be able to verify that worker skills are checked during and after training to ensure workers have received adequate training for their positions.

### Question C4

*Does the organization have a health and safety orientation for all new employees?*

#### Guideline

Review documentation to ensure all new employees receive an orientation that covers critical issues, such as emergency response, hazard reporting and first aid.



### Question C5

*Does the company have an OHS orientation for all contractors?*

#### Guideline

Review documentation to ensure all contractors receive an orientation that covers critical issues, such as emergency response, hazard reporting and first aid.

Interview supervisors to determine their knowledge of the procedures for contractors who come to the site.



### Question C6

*Does the organization have a health and safety orientation for all visitors temporarily working onsite?*

#### Guideline

This is both an observation and interview question. The auditor's observation tour includes looking for evidence of safety for visitors. This could include signage for employee-only areas, directions for evacuations, and "Wet Floor" or "Do Not Enter" signs. The interview will confirm that supervisors know how to manage visitor safety. It is not expected that guests at companies in the hospitality and tourism industry will receive a formal briefing unless they are participating in high-

risk activities, such as heli-skiing or bungee jumping. High-risk activities should be preceded by formal briefings and supported by documentation when deemed necessary by the risk involved.

## Element 4: Hazard Identification and Control

### Overview

A method to identify and control workplace hazards is important in order to eliminate, minimize or prevent unsafe or harmful conditions and work procedures. The hazard identification process should include all jobs, equipment, machinery, worker activities and on-site conditions.

The audit will measure if the company has implemented the following:

- A risk rating system to analyze jobs, equipment and conditions for potential hazards. This should be done once overall when building the system and then partially any time there is a change in a job, piece of equipment or working conditions.
- A method to control the hazards through the use of:
  - Engineering controls, such as power machinery instead of manual lifting by workers, and availability of standardized engineering controls.
  - Administrative controls, including having workers follow written safe work procedures for hazardous jobs and management enforcement of these practices.
  - Personal protective equipment (PPE), including availability, training and maintenance of PPE (e.g., gloves), and enforcement of its use, where appropriate.
- A method to communicate the risk assessment and control procedures to workers and ensure that workers use the controls.

### Question D1

*Is there a process to analyze jobs, equipment and conditions for hazards according to risk? Are they reviewed regularly?*

### Guideline

Provide a written policy and process for hazard identification and risk assessment that identifies the tasks within all departments, breaks down the hazards for each task and describes how the hazards are going to be controlled. There needs to be evidence that each risk has been analyzed for frequency of exposure, potential consequences and hazard probability. These three elements combined provide a risk rating of low-, medium- or high-risk, and up to multi-point scales (e.g. 5-point scale).

Controls need to be considered in the following order:

1. Elimination
2. Engineering controls
3. Administrative controls
4. PPE



## Question D2

*Are the safety controls identified in the hazard identification process available and in use? Do they follow the proper hierarchy of the regulated control measure?*

### Guideline

This is an observation question that requires you to identify a representative sample of safety controls from your hazard assessment and verify they are in place and being used. Examples include checking that workers have PPE available, all machines and equipment have proper guards, non-slip floor mats are in place and there are wet-floor signs.

## Question D3

*Are hazards and controls communicated to workers?*

### Guideline

With this interview question you need to determine if workers are aware of the hazards associated with their jobs and if managers and supervisors have taken the time to communicate this to them.

## Question D4

*Are you reviewing potential hazards whenever changes are made?*

### Guideline

This interview question requires you to determine whether or not your supervisors or managers are reviewing the hazard assessments regularly and making the required changes to control measures any time a new piece of equipment is being used. You must also determine if the changes are being communicated to workers regularly.

## Question D5

*Do qualified individuals participate in the hazard identification process?*

### Guideline

Interview supervisors and workers to verify who participated in the hazard identification process, and determine whether or not the workers feel those individuals were qualified to do so. For the most part, managers, supervisors and workers in the department would be considered “qualified,” as nobody should know the job better than the person who does it eight hours a day.

## Question D6

*Does the employer have a method to ensure compliance with the use of engineering controls, OHS rules, safe work practices for hazardous jobs and procedures?*

### Guideline

This question is looking for a progressive discipline policy. Does the organization have a clear policy that specifies what will happen if someone is not compliant with the health and safety

program? Is the policy documented? Typical steps include coaching or education, verbal and written warnings, suspension, and ultimately termination of employment. It is acceptable to have a policy where some offenses are more serious than others and have higher disciplinary penalties.

The interview seeks to determine if the discipline policy is used consistently. Interview evidence may still be fully positive even if the documentation is negative, provided all interviewees report a uniform method of discipline. Interviewees who are not aware of discipline having occurred but who have a correct expectation that it would be used if necessary are considered to have provided positive responses.



### **Question D7**

*Is the personal protective equipment identified in the hazard identification process made available to workers and being properly maintained?*

#### **Guideline**

This is an observation question that requires you to look at and list samples of PPE used in the workplace. Observation should include the condition of the PPE being used as well as the supply and maintenance of the equipment.

### **Question D8**

*Have all the workers been properly trained in the use of PPE for their job tasks?*

#### **Guideline**

This question requires you to produce employee training records on the proper use of PPE. The training records should include training dates, facilitators, topics, lists of participants and signatures.



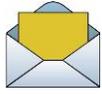
### **Question D9**

*Is there is system to ensure workers are wearing the right PPE and using it as required?*

#### **Guideline**

This question requires you to produce job-specific training documentation that instructs the worker to use PPE for the task. Another type of documentation could be a posted safe work procedure at each workstation with instructions on the required use of PPE.

The second part of this question requires you to observe the workplace and list all the different ways the employer promotes the use of PPE — for example, safety posters, posted safety minutes and an employee handbook.



## Element 5: Inspections

### Overview

An effective health and safety program must include regular inspection of the premises, equipment, work methods and work practices.

The audit checks for the following:

- Written instructions that specify:
  - The intent of inspections
  - Who performs inspections (including the health and safety representative)
  - What is to be inspected
  - Inspection frequency
- Records of regular inspections carried out by designated personnel as outlined in the written instructions
- A system to ensure that unsafe or harmful conditions and work procedures are identified, reported, corrected and followed up without delay
- Whether adequate training is provided for personnel responsible for inspection

This is an element where informal documentation, such as manager notebooks, can be useful in showing that inspections have occurred and the notebook owner participated. Inspecting work practices (i.e., observing workers doing their normal tasks) is the most overlooked and most important part of the inspection process. The overloaded cart with the bent wheel won't hurt anyone until someone tries to use it. More likely it won't even be noticed until it is seen in use.

### Question E1

*Is there a written policy/procedure for workplace inspections, and does it outline the intent of the inspection?*

### Guideline

This question requires a policy or a procedure that outlines the following:

- What is to be inspected? Are there checklists for each area and do they specifically mention premises, equipment, workplaces and worker observations?
- Who performs inspections? Perhaps the health and safety representative, with other workers, goes out in teams or the manager or safety coordinators are responsible.
- How often should the inspections occur (e.g., monthly, quarterly, before every shift or before a piece of equipment is used)?
- How are inspections conducted (formally or informally, scheduled or random, focusing on improvements rather than assigning blame)?



## Question E2

*Are inspections being performed by the individuals as stated in the policy?*

### Guideline

This question requires you to review your existing inspection policy to determine if the individuals named in the policy are actually the ones doing the inspections. For example, if your inspection policy states that supervisors will conduct a monthly inspection of the workplace, you need to verify this by reviewing past monthly inspection reports to determine that inspections have been completed by supervisors.

For the interview, you need to ask workers if they've witnessed supervisors doing monthly inspections, including what types of things they are looking for during the inspections.

## Question E3

*Is there a system in place to ensure unsafe or harmful conditions, work procedures, tools and equipment are not used by the workers until the employer has repaired all conditions related to the risk?*

### Guideline

For this question you need to have a policy or procedure outlining the steps to take if a piece of equipment breaks down and needs to be repaired or replaced. The procedure might incorporate some kind of lockout, removal or flagging system that clearly identifies to everyone that the items are not to be used.

For the interview, you need to determine if all your managers, supervisors and workers are aware of the policy and procedures for broken equipment.



## Question E4

*Has training been provided to the individuals who perform the inspections?*

### Guideline

For this question you need to be able to show documentation of inspection training. Training can be formal or informal, but you need to be able to produce documentation of the training. If you are using a checklist for inspections, all you need to do is show that the inspectors have been trained on the proper use of the checklist.



## Element 6: Investigation of Incidents/Accidents

### Overview

The objective of any investigation is to learn from the event and reduce the risk of repeating it. Only by performing an effective investigation can root causes be discovered, and only by addressing those root causes can effective changes be made. Investigating properly and making changes is one of the most respectful ways to treat injured and otherwise affected workers. Management failure to investigate properly or, worse, failure to follow up on the recommendations from an investigation are among the surest ways to have workers disengage from the company, fostering lower morale and trust. A good safety culture demands a thorough investigation in a blame-free setting. Investigations must not focus on blaming the worker, but rather on finding where the system failure occurred. Investigations of serious incidents are not easy to perform for many companies, so outside assistance is acceptable in these cases.

The audit will measure whether:

- There is a procedure for the immediate investigation and reporting of incidents that identifies:
  - What to report to WorkSafeBC
  - Which incidents to investigate
  - The intent of the investigation
  - The content, distribution and follow-up of reports
- There is a process to identify and record the actions necessary to prevent recurrence and to implement and follow up on those actions
- Designated investigating personnel are adequately trained and knowledgeable of the type of work involved

### Question F1

*Does the employer have an incident/accident investigation procedure and are the workers aware of it?*

### Guideline

This question requires employers to have a policy and procedure for incident investigations that complies with sections 172–177 of the *Workers Compensation Act* (Accident Reporting and Investigation).

For the interview portion you must interview workers to determine if they have been made aware of your incident investigation policy and procedures.



## Question F2

*Are incidents/accidents investigated as per policy?*

### Guideline

All investigations performed in the past year are reviewed. The auditor will want to verify that effective evidence-gathering techniques were used, root causes were found and corrective actions were completed. Did management sign off on the investigation, did the health and safety representative review the investigation and was worker privacy protected? Through interviews, the auditor is looking for verification from employees that investigations are happening according to policy. Some workers interviewed may not know the details of an investigation if nothing happened in their work area, but they need to know that incidents are investigated and investigations are done by the appropriate individuals.

## Question F3

*Is there a process to identify and record the actions necessary to prevent recurrence?*

### Guideline

Review documentation, such as safety meeting minutes, to ensure findings and recommendations are reviewed and incident investigations are discussed. Minutes are often used to track the resulting corrective actions or demonstrate there has been brainstorming to find solutions to the problems identified.

## Question F4

*How is the process implemented and followed up on?*

### Guideline

For this question you want to be able to show that corrective and preventative action plans are in place when it comes to dealing with incidents.



## Question F5

*Are the persons designated to perform the investigations adequately trained, and investigating personnel knowledgeable of the type of job involved in the incident/accident?*

### Guideline

All managers or supervisors in charge of investigating incidents should receive some type of documented training on how to conduct an investigation. This can be done through the Employers' Advisers Office or another recognized training institution.



## Element 7: Program Administration

### Overview

The maintenance of health and safety records is necessary to determine the effectiveness of a health and safety program. Reports of inspections and incident investigations are required to determine incident trends, including their frequency and severity. Effective communication of the program is necessary to promote a good safety culture. Performing the COR audit annually is a major review, but the company needs to stay on top of its own system. Think of the audit as your annual physical; as a company you should still look in the mirror daily and step on the scales weekly.

The audit will measure the following:

- A health and safety records management system
- The analysis of records and statistics that determine incident trends (frequency, severity and type and nature of worker injury)
- Effective communication of the program at all levels
- A system for program evaluation and a plan to correct deficiencies

### Question G1

*Is there a health and safety records management system, and does it verify the analysis of records and statistics as part of the health and safety management system? Is there a system of record keeping (all OHS type documentations)?*

### Guideline

Your safety records management system should indicate how OHS records such as accident/incident types, frequency and lost-time statistics are collected, verified and analyzed to prevent or minimize recurrence. By accessing WorkSafeBC's [Employer Safety Planning Tool Kit](#), all this information is now at your fingertips.

The second part of the question requires your company to have a records retention policy.



### Question G2

*Are records being maintained as per policy?*

### Guideline

For this question you need to verify that all OHS records (e.g., accident/incident investigations, injury reports and claims) have been retained as per company policy.

### Question G3

*In what ways does the employer communicate this information to each level of the organization?*

#### Guideline

This is an observation question that requires you to verify the different ways you communicate incident trends and statistics to workers. Examples of this include:

- Safety calendars showing how many workdays without injury
- Statistical information on how many slips and falls or cuts in the past month
- Injury rates and trends posted on your safety board

### Question G4

*Is there a system to evaluate and correct identified deficiencies?*

#### Guideline

This question requires you to produce documentation that shows the different ways the company uses statistical information or incident trends to help evaluate or correct identified deficiencies in your safety program. You can provide this through meeting minutes or corrective action plans.



### Question G5

*Does senior management take an active role to ensure recommendations and deficiencies are dealt with in a timely manner?*

#### Guideline

For this question you must interview staff to determine if senior management takes a proactive approach to ensure that all deficiencies found in the workplace are dealt with in a timely manner.

## Element 8: Action Plan

### Overview

All audits have some elements that can be improved upon. The employer is expected to develop and implement an action plan to address the deficiencies identified by the audit process. The process of developing and acting on a plan to improve is referred to as *continuous improvement*.

**Note:** If this is your certification audit, you do not need to complete this section.

### Question H1

*Is there an action plan in place to correct deficiencies from previous audits?*

### Guideline

For this question you need to be able to produce documentation through action plans that verify previous audit results have been addressed and improved upon.



### Question H2

*Does your action plan show continuous improvement?*

### Guideline

For this question you need to provide documented evidence that your previous action plans show clear completion timelines, including who is responsible for completion and what they need to complete.

## Element 9: Contract Systems

### Overview

An employer may be involved with work projects in differing roles, either as a hiring contractor or a hired contractor. Project work may be at a location other than the employer's regular place of business. Either role requires an integration of OHS management systems with other employers to ensure worksite safety.

### Question I1

*Do you have a hiring contractor (prime contractor) program or hired contractor program that addresses responsibilities, written policies, training, OHS responsibilities, site orientation and a signed agreement between the employer and contractor assigning prime contractor responsibilities?*

### Guideline

For this question you need to produce documented policies and procedures regarding the hiring and orientation of contractors working on your property.



### Question I2

*Does the site orientation address OHS policies, emergency procedures, site-specific hazards, assessments and first aid and prime contractor obligations as stated under section 118 of the Workers Compensation Act?*

### Guideline

Review your contractor orientation checklist, and ensure it addresses all these areas.



### Question I3

*Have plans been developed in consultation with the prime contractor/contractor to ensure workplace safety? Plans should include identification of site-specific hazards and control measures, communication of changes to worksite conditions, review of emergency response plans, process for dealing with non-compliance and on-site supervision.*

### Guideline

For this question you need to be able to provide documentation that shows the employer has taken steps to consult with on-site contractors in developing safety plans or addressing issues through documentation such as safe work permits, hot work permits and pre-job meetings.

## **Question I4**

*Have plans been effectively communicated to workers?*

### **Guideline**

For this question you need to interview managers, supervisors and workers to determine if they have been made aware of your contractor program.