



**Self-Analysis
Small Employer
Certificate of Recognition
(SECOR)**

Introduction

This analysis tool is intended to be used to determine the readiness of your Occupational Health and Safety Management System (SMS) for participation in the **Certificate of Recognition (COR) Small Employer Program**. By reviewing documents and observing workplace conditions and acts, strengths and deficiencies will be identified within your program, helping you to create an action plan to meet COR standards. This will provide insight and next steps for you in your pursuit of initial COR Certification.

Methodology

1. Using this self-analysis tool, review the current state of your SMS through:
 - a. Documentation Review (**D**) – an examination of documented policies, procedures, records and operational documents to determine extent of the written program development to determine if the minimum requirements are being met.
 - b. Worksite Observation (**O**) – a visual examination of work conditions, processes, and practices to measure implementation and follow through of the program.
 - c. Interviews (**I**) – interviewing staff of all levels to determine the effectiveness and communication of the program.
2. As you review documentation, observe the workplace, and interview staff, mark "yes", "no", or "N/A" (not applicable) to the corresponding question.
3. Once the self-analysis is complete, review all questions with "No" answers and refer to the guidance provided for recommended resources.

Disclaimer

This analysis is to assist you in evaluating your program's readiness for an initial SECOR Certification Audit. By completing this analysis, go2HR does not guarantee your organization has met all SECOR requirements. An audit by a certified internal or external auditor is required to determine if all requirements have been met and COR Certification is achieved.

Additional Support

For additional guidance and information about each element listed, please reach out to our safety team at safety@go2hr.ca

Element A: Management (Owner) Commitment

Overview

An effective occupational health and safety (OHS) system 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.

Q	Requirement	Yes	No	N/A
A1 (D)	<p>Is there a written Health and Safety Policy?</p> <p>Guidelines:</p> <ul style="list-style-type: none"> • Signed by an owner or senior executive • Last reviewed in the current year (updated annually) 			
A2 (D)	<p>Are the aims of the Health and Safety Policy clearly stated?</p> <p>Guidelines: The health and safety policy must include the employer's commitment to:</p> <ul style="list-style-type: none"> • Protect the health and safety of workers • Continual improvement of the OHS Program • Create a culture of health and safety in the workplace • Preventing workplace injury and disease • Comply with applicable regulations • Responsibilities listed for Employer, Manager, Supervisor and Workers either found in the health and safety policy statement or OHS Program Manual 			
A3 (I)	<p>Are the following aware of their safety responsibilities?</p> <ul style="list-style-type: none"> • Managers • Supervisors • Workers <p>Guidelines: This is an interview question. Employees at each level are asked for examples of their responsibilities.</p>			

	<p>Examples:</p> <ul style="list-style-type: none"> • 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. Workers should never start a new job task until they are fully trained and aware of all possible hazards. 		
A4 (I)	<p>Are managers and supervisors aware and knowledgeable of the applicable regulations?</p> <p>Guidelines: 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.</p>		
A5 (D)	<p>Is there an effective system to ensure accountability for safety roles and responsibilities of managers, supervisors, and workers?</p> <p>Guidelines: How are managers, supervisors and workers held accountable and responsible for safety roles and responsibilities assigned to them?</p> <p>Documented evidence may include orientation and training records, equipment inspection records, supervisor journals, key performance indicators, performance evaluations, etc.</p>		
A6 (I)	<p>Are health and safety responsibilities carried out?</p> <p>Guidelines: This is an interview question for managers, supervisors and workers to determine what they do on a regular basis to ensure safety compliance throughout their shift.</p> <p>Examples:</p> <ul style="list-style-type: none"> • 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. 		

A7 (I)	<p>Does senior management ensure that ongoing resources are allocated to implement and maintain the health and safety program?</p> <p>This is an interview question that asks employees for examples of how senior management supports the safety program. Answers could include management providing:</p> <ul style="list-style-type: none"> • Training programs • First aid facilities • PPE • Regular equipment inspections • Proper tools for the job 			
A8 (D)	<p>Does senior management demonstrate their level of commitment toward improving the workplace safety culture?</p> <p>Guidelines: Verify documentation is reviewed, and signed off on by senior management. Examples include, corrective action plans, workplace inspections, training.</p> <p>(I) Interview senior management or the owner to gauge their level of commitment toward improving the workplace safety culture.</p>			
A9 (I)	<p>Are employees aware of the Health & Safety policy?</p> <p>Guidelines: This is an interview question for managers, supervisors and workers to determine if they are aware of the Health & Safety policy and what it sets out.</p>			
<p><u>Comments/Notes:</u></p>				

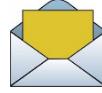
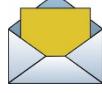
Element B: Policies and Procedures (Work, Emergency)

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

Q	Requirement	Yes	No	N/A
B1 (D)	<p>Is there a First Aid Policy & Procedures?</p> <p>Guidelines: There must be written instructions that direct First Aid services, supplies & equipment to be provided.</p>			
B2 (I)	<p>Are the first aid equipment and supplies available as required?</p> <p>Guidelines: 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.</p>			
B3 (I)	<p>Do the employees know the procedure for obtaining first aid?</p> <p>Guidelines 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.</p>			

B4 (D)	<p>Is there a procedure for rendering and reporting of first aid services and does it comply with the current OHS Regulation requirements?</p> <p>Guidelines: Company first aid policies and procedures must comply with OHS Regulation requirements.</p>			
B5 (I)	<p>Are workers aware and knowledgeable of the company's emergency policies, procedures and safe work procedures?</p> <p>Guidelines: 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.</p>			
B6 (D)	<p>Are there written emergency response plans?</p> <p>Guidelines: 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).</p> <p>Is the response plan readily available to all employees?</p> <p>The interview portion of the question is to determine whether or not employees are aware of the emergency procedures and if those procedures are accessible to them at all times.</p>	 		
				
B7 (I)	<p>Have all employees been made aware of the emergency response plans?</p> <p>Guidelines: 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.</p>			
	<p>Are emergency response plans evaluated to identify deficiencies and revised accordingly?</p> <p>Guidelines: 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.</p> <p>For this section, interview supervisors and managers to verify they are aware of or have taken part in the emergency review process.</p>			



Comments/Notes:

Element C: 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 are 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.

Q	Requirement	Yes	No	N/A
C1 (D)	<p>Does the company have a system to ensure employees are trained, qualified and competent to perform their tasks safely?</p> <p>Guidelines: 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.</p>			
C2 (D) (I)	<p>Are workers trained in safe work practices and job procedures?</p> <p>Guidelines: For this section you will need to provide documentation that training on safe work practices and safe work procedures have been provided for workers.</p> <p>For the interviews, you will need to verify how many workers took part in this training.</p>	 		

C3 (I)	<p>Is there a system to verify job-specific instructions and training (including job-specific hazards, work procedures and practices) that have been given to workers, is current, enforced and followed?</p> <p>Guidelines: 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.</p>			
C4 (D)	<p>Does the organization have a health and safety orientation for all new employees?</p> <p>Guidelines: Review documentation to ensure all new employees receive an orientation that covers critical issues, such as emergency response, hazard reporting and first aid.</p>			
C5 (D) (I)	<p>Does the company have an OHS orientation for all contractors?</p> <p>Guidelines: Review documentation to ensure all contractors receive an orientation that covers critical issues, such as emergency response, hazard reporting and first aid.</p> <p>Interview supervisors to determine their knowledge of the procedures for contractors who come to the site.</p>			
C6 (O) (I)	<p>Does the organization have a health and safety orientation for all visitors temporarily working onsite?</p> <p>Guidelines: 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.</p> <p>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.</p>			

Comments/Notes:

Element D: Hazard Identification and Control

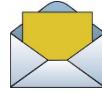
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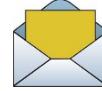
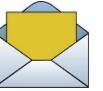
A method to identify and control workplace hazards is important in order to eliminate, minimize or prevent unsafe or harmful conditions and work procedures. The hazard identification process should include all jobs, equipment, machinery, worker activities and on-site conditions.

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 reviewed annually or any time there is a change in a job, piece of equipment, materials, or working conditions.
- A method to control the hazards through the use of:
 - a. Elimination or substitution, such as eliminating the need for, or replacing a hazard item with a less hazardous substitute
 - b. Engineering controls, such as power machinery instead of manual lifting by workers, and availability of standardized engineering controls.
 - c. Administrative controls, including having workers follow written safe work procedures for hazardous jobs and management enforcement of these practices.
 - d. Personal protective equipment (PPE) including the 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.

Q	Requirement	Yes	No	N/A
D1 (D)	<p>Is there a process to analyze jobs, equipment and conditions for hazards according to risk? Are they reviewed regularly?</p> <p>Guidelines: 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).</p> <p>Interview managers and supervisors to determine if the process is reviewed regularly.</p>			
(I)				

D2 (O)	<p>Are the safety controls identified in the hazard identification process available and in use? Do they follow the proper hierarchy of the regulated control measures?</p> <p>Guidelines: 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.</p>		
D3 (I)	<p>Are hazards and controls communicated to workers?</p> <p>Guidelines: 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 communicated this to them.</p>		
D4 (I)	<p>Are you reviewing potential hazards whenever changes are made?</p> <p>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.</p>		
D5 (I)	<p>Do qualified individuals participate in the hazard identification process?</p> <p>Guidelines: 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.</p>		
D6 (D)	<p>Does the employer have a documented method to ensure compliance with the use of engineering controls, OHS rules, and safe work practices for hazardous jobs and procedures?</p> <p>Guidelines: 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 organization’s health and safety policies and practices? Is the policy documented?</p> <p></p> <p>(I) The interview seeks to determine if the discipline policy is used consistently. Interview supervisors and managers to determine the methods used to enforce this policy.</p>		

D7 (O)	<p>Is the personal protective equipment identified in the hazard identification process made available to workers and being properly maintained?</p> <p>Guidelines: 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.</p>		
D8 (D)	<p>Have all the workers been properly trained in the use of PPE for their job tasks?</p> <p>Guidelines: This question requires you to produce documented employee training records on the proper use, including maintenance and care, of PPE. The training records should include training dates, facilitators, topics, lists of participants and signatures.</p>		
D9 (D)	<p>Is there is system to ensure workers are wearing the right PPE and using it as required?</p> <p>Guidelines: 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.</p> <p>Observation: 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.</p>	 	
<p><u>Comments / Notes:</u></p>			

Element E: Inspections

Overview

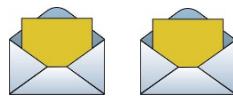
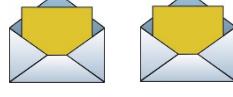
An effective health and safety program must include regular inspection of the premises, equipment, work methods and work practices.

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.

Q	Requirement	Yes	No	N/A
E1 (D)	<p>Is there a written policy or procedure for workplace inspections, and does it outline the intent of the inspection?</p> <p>Guidelines: This question requires a policy or a procedure that outlines the following:</p> <ul style="list-style-type: none"> • 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 			

	<p>random, focusing on improvements rather than assigning blame)?</p> 		
E2 (D)	<p>Are inspections being performed by the individuals as stated in the policy?</p> <p>Guidelines: 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.</p> <p>(I) 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.</p>		
E3 (D)	<p>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?</p> <p>Guidelines: 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.</p> <p>(I) For the interview, you need to determine if all your managers, supervisors and workers are aware of the policy and procedures for broken equipment.</p>		
E4 (D)	<p>Has training been provided to the individuals who perform the inspections?</p> <p>Guidelines: 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.</p> 		



Comments/Notes:

Element F: Investigation of Incidents/Accidents

Overview

The objective of any investigation is to learn from an event and reduce the likelihood of it recurring. Effective investigations identify root causes rather than symptoms, allowing meaningful corrective actions to be developed and implemented.

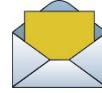
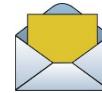
Conducting a thorough investigation and acting on its findings is one of the most effective ways to support injured or affected workers, address root causes, and prevent future incidents. Timely follow-up on recommendations demonstrates commitment to improvement and helps foster a strong safety culture.

A good safety culture promotes a blame-free approach, focusing on identifying system gaps rather than assigning fault. The goal is to understand what went wrong, why it happened, and what changes are needed to prevent recurrence. In some cases, particularly for serious or complex incidents, organizations may seek external assistance to ensure investigations are comprehensive and objective.

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

Q	Requirement	Yes	No	N/A
F1 (D) (I)	<p>Does the employer have an incident/accident investigation procedure and are the workers aware of it?</p> <p>Guidelines: This question requires employers to have a policy and procedure for incident investigations that complies with Part 2, Division 10, Section 68-73 of the Workers Compensation Act.</p> <p>For the interview portion you must interview workers to determine if workers have been made aware of the incident investigation policy and procedures.</p>			

F2 (D)	<p>Are incidents/accidents investigated as per policy?</p> <p>Guidelines: All investigations carried out in the past year have been reviewed. The auditor is 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?</p> <p>(I) Through interviews, the auditor is looking for verification from all 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.</p>			
F3 (D)	<p>Is there a process to identify and record the actions necessary to prevent recurrence?</p> <p>Guidelines: 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.</p>			
F4 (D)	<p>How is the process implemented and followed up on?</p> <p>Guidelines: 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.</p>			
F5 (D)	<p>Are the persons designated to perform the investigations adequately trained, and knowledgeable of the work involved in the incident/accident?</p> <p>Guidelines: All managers or supervisors in charge of investigating incidents should receive some type of documented training on how to conduct an investigation.</p>			



Comments/Notes:

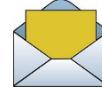
Element G: Program Administration

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

Q	Requirement	Yes	No	N/A
G1 (D)	<p>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 documentation)?</p> <p>Guidelines: 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.</p> <p>The second part of the question requires your company to have a records retention policy.</p> 			
G2 (D)	<p>Are records being maintained as per policy?</p> <p>Guidelines: 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.</p>			

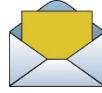
G3 (O)	<p>In what ways does the employer communicate this information to each level of the organization?</p> <p>Guidelines: This is an observation question that requires you to verify the different ways you communicate incident trends and statistics to workers.</p> <p>Examples of this include:</p> <ul style="list-style-type: none"> • 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 			
G4 (D)	<p>Is there a system to evaluate and correct identified deficiencies?</p> <p>Guidelines: 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.</p>			
G5 (I)	<p>Does senior management take an active role to ensure recommendations and deficiencies are dealt with in a timely manner?</p> <p>Guidelines: 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.</p>			
Comments/Notes:				

Element H: 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 continual improvement.

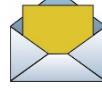
Note: If this is your certification audit, you do not need to complete this section.

Q	Requirement	Yes	No	N/A
H1 (D)	<p>Is there an action plan in place to correct deficiencies from previous audits?</p> <p>Guidelines: For this question you need to be able to produce documentation through action plans that verify previous audit recommendations have been considered and a plan to address the deficiency has been established.</p>			
H2 (D)	<p>Does your action plan show continual improvement?</p> <p>Guidelines: For this question you need to provide documented evidence that your previous action plan outlined required actions, including clear completion timelines, responsible persons, and demonstrated verification of completed items.</p>			
<p>Comments/Notes:</p>				

Element I: 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 the integration of OHS management systems with other employers to ensure worksite safety.

Q	Requirement	Yes	No	N/A
I1 (D)	<p>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?</p> <p>Guidelines: For this question you need to produce documented policies and procedures regarding the hiring and orientation of contractors working on your property.</p>			
I2 (D)	<p>Does the site orientation address OHS policies, emergency procedures, site-specific hazards, assessments and first aid and prime contractor obligations as required under the Workers Compensation Act?</p> <p>Guidelines: Review your contractor orientation checklist and ensure it addresses all these areas.</p>			
I3 (D)	<p>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.</p> <p>Guidelines: 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.</p>			
I4 (I)	<p>Have plans been effectively communicated to workers?</p> <p>Guidelines: For this question you need to interview managers, supervisors and workers to determine if they have been made aware of your contractor program.</p>			



Comments/Notes: