COR PROGRAM SELF-ANALYSIS

Introduction

This analysis tool is intended to be used to determine the readiness of your Occupational Health and Safety (OHS) Program for participation in the **Certificate of Recognition (COR) 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 OHS Program 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) (highlighted in green) – a visual examination of work conditions, processes, and practices to measure implementation and follow through of the program.
2. As you review documentation and observe the workplace, mark "yes", "no", or "N/A" (not applicable) to the corresponding question.
3. Where necessary, include any comments related to the element in the "Comments/Notes" section for follow-up action or review.
4. Once the self analysis is complete, review all questions with "yes" answers and delete their corresponding guidance from the **Guidance and Recommendations document.** Once you've deleted the recommendations that are already met (the questions with "yes" answers), you will be left with a summary list of your negative findings, and a list of recommendations to complete before attempting COR Certification. Please note that yellow highlighted questions should be considered higher priority action items than the non-highlighted recommendations.

Disclaimer

This analysis is to assist you in evaluating your program's readiness for an initial COR Certification Audit. By completing this analysis, go2HR does not guarantee your organization has met all COR requirements. An audit by a certified 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 refer to the go2HR COR Health and Safety Program Toolkit. If you find yourself needing support during your self analysis, please contact go2HR's health and safety experts who are available and ready to assist you by calling: 604-633-9787 or emailing: safety@go2hr.ca.

Element 1: Management and Leadership Commitment

An effective OHS Program must demonstrate management leadership and commitment to the program and a willingness to improve the workplace safety culture. A Health and Safety Policy is a written statement of your aims as an employer and explains your responsibilities, as well as those of supervisors and workers.

For more requirement information and guidance for this element, click here: COR Toolkit: Element 1

Q	Requirement	Yes	No	N/A
1.1 (D)	Is there a written Health and Safety Policy? Guidelines: • Signed by an owner or senior executive • Last reviewed in the current year (updated annually)			
1.2 (D)	Are the aims of the Health and Safety Policy clearly stated? Guidelines: The health and safety policy must include the employer's commitment to: • Protect the health and safety of workers • Continual improvement of the OHS Program • Create a culture of health and safety in the workplace • Prevent workplace injury and disease • Comply with applicable regulations			
1.3 (D)	Does the Health and Safety Policy clearly outline the responsibilities of the employer, managers, supervisors, and workers? Guidelines: • Clear and concise responsibilities listed for Employer, Manager, Supervisor and Workers either found in the health and safety policy statement or OHS Program Manual			
1.8 (D)	Is there an effective system to ensure accountability for safety roles and responsibilities of managers, supervisors, and workers? Guidelines: • How are managers, supervisors and workers held accountable and responsible for safety roles and responsibilities assigned to them? • Documented evidence may include orientation and training records, equipment inspection records, supervisor journals, key performance indicators, performance evaluations, etc.			

Comments/Notes:

Element 2: Hazard Identification and Control

A process to identify and control workplace hazards is critical to eliminate, minimize or prevent unsafe or harmful conditions and work procedures. All work, equipment, tools, machinery, work practices and conditions need to be included in the hazard recognition process.

For more requirement information and guidance for this element, click here: COR Toolkit: Element 2

Q	Requirement	Yes	No	N/A
2.1 (D)	Is there a process to analyze jobs, equipment, and conditions for hazards according to risk? Guidelines: • Review policy/procedure describing the process to identify health and safety hazards in the task(s) performed by job positions, and assess the risks from these hazards (e.g. risk matrix, hierarchy of controls, etc.)			
2.2 (D)	Is the process to analyze risks outlined in Question 2.1 being followed? Guidelines: • Review completed hazard identification/risk assessments to determine if the process described in question 2.1 is followed			
2.3 (D)	Is there a process for reporting unsafe conditions? Guidelines: • Formal process may include written hazard reporting procedure and a hazard reporting form • Informal process may include verbally reporting the hazard(s) to the supervisor • The procedure shall include steps to address the reported hazard(s)			
2.5 (D)	Do qualified individuals participate in the hazard identification process? Guidelines: • Review documentation (training records) to confirm qualified individuals participate in hazard identification process • Individuals may include managers, supervisors and members of the JHSC			
2.6 (D)	Are hazard identifications, assessments and controls reviewed regularly? Guidelines: • Review documentation (e.g. hazard identification process/policy and completed risk assessments) to ensure hazards are reviewed annually and whenever new hazards are identified (through incident investigations, workplace inspections and hazard reporting), as per the process/policy			
2.7 (O)	Are engineering controls identified in the hazard identification process available and being used? Guidelines: • Observe workplace to determine if engineering controls (e.g. machine safeguards, screens, local exhaust ventilation, emergency-stops, guardrails, noise absorption panels, mechanical lifting devices, lock-out/de-energization, etc.) identified in the hazard identification, risk assessment and controls process are physically put in place, in working condition and safely utilized			
2.8 (O)	Do workers work according to safe work procedures and job practices? Guidelines:			

Q	Requirement	Yes	No	N/A
	• Select safe work procedures and observe workers to determine they are working according to safe work procedures and job practices			
2.9 (D)	Does the employer have a method to ensure compliance with the rules, safe work practices, and job procedures? Guidelines: • Documentation may include new/young worker orientation, safety rules, disciplinary action policy, etc.			
2.11 (D)	Are employees who use Personal Protective Equipment (PPE) trained? Guidelines: • Review orientation and/or training records for evidence of training on use, care and maintenance of PPE			
2.12 (D)	Is there a system to ensure employees wear appropriate PPE? Guidelines: • Documentation may include new/young worker orientation, safety rules, disciplinary action policy, etc.			
2.12 (O)	Is there a system to ensure employees wear appropriate PPE? Guidelines: • Observe workers using PPE as required in the safe work procedures and administrative controls include posted signs reminding employees to use appropriate PPE			
2.13 (O)	Is PPE identified in the hazard identification process available and being properly maintained? Guidelines: • Observe the required PPE being readily available, accessible to employees and is being properly stored and maintained			

Comments/Notes:

Element 3: Safe Work Procedures and Written Instruction

An effective OHS Program needs to ensure that systems are in place for the workers' safe performance of their duties. Safe work procedures and practices must be developed and made available to workers as required by the Occupational Health and Safety Regulation.

For more requirement information and guidance for this element, click here: COR Toolkit: Element 3

Q	Requirement	Yes	No	N/A
3.1 (D)	Have safe work practices and job procedures been written for the identified hazards as required in question 2.2? Guidelines: • Review safe work procedures and/or job procedures to address identified hazards			
3.3 (D)	Has a first aid assessment been completed annually for the site and the results implemented into a program? Guidelines: • First aid assessment should be completed for all worksites, reviewed annually or whenever there is a significant change in operations • It must outline the required information (attendants, procedures, supplies, and equipment)			
3.4 (O)	Are the first aid equipment and supplies available as required? Guidelines: • First aid equipment, supplies, and support (first aid attendants) available to the level required in the first aid assessment • Check condition (expiry dates, function, etc.) and adequacy of first aid equipment and supplies			
3.6 (D)	Is there a procedure for rendering and reporting of first aid services? Guidelines: • Review documented first aid procedures to determine if process for reporting and rendering first aid is included			
3.7 (D)	Are there written emergency response plans? Guidelines: • Review documented emergency response plans to determine if plans for appropriate emergencies (fire, evacuation, flood, robbery, etc.) are written			
3.7 (O)	Are the emergency response plans (ERP) readily available for all employees to review? Guidelines: • Observe the location (binders, safety bulletin boards, etc.) of the emergency response plan (incl. evacuation plans, location of muster station, emergency contact list) to ensure it is accessible to all employees			
3.9 (D)	Are emergency response plans evaluated to identify deficiencies and revise accordingly? Guidelines: • Review documentation (JHSC and management meetings) to determine if emergency drill logs and emergency response plans are reviewed and any deficiencies reported during the emergency drills are corrected			

Q	Requirement	Yes	No	N/A
3.10 (D)	Is there a Workplace Hazardous Materials Information System (WHMIS) program? Guidelines: • Documented WHMIS program should address WHMIS 2015 requirements including responsibilities for the program			
3.10 (O)	Is there a Workplace Hazardous Materials Information System (WHMIS) program? Guidelines: • Observe that the WHMIS program is being implemented including storage and disposal, workplace labels, updated SDS information, appropriate signage, appropriate PPE and product usage, spill clean-up kits, etc.			

Comments / Notes:

Element 4: Inspection of Premises, Equipment, Workplaces and Work Practices

Regular inspections of the premises, equipment, work methods and work practices are a cornerstone of a proactive approach to health and safety. Inspections will help you identify hazards so you can take preventive action before an incident occurs.

For more requirement information and guidance for this element, click here: COR Toolkit: Element 4

Q	Requirement	Yes	No	N/A
4.1 (D)	Is there a written policy/procedure for inspections? Guidelines: • Review policy and/or procedures that identifies who would conduct the inspections, what would be inspected, and when/how often inspections of premises, equipment, workplaces, and work practices are to be performed			
4.2 (D)	Are inspections being performed as per the inspection policy/procedure? Guidelines: • Review completed inspection and inspection records for workplace, equipment and work practices to verify inspections are conducted according to documented policy/procedures			
4.3 (D)	Do the individuals identified in the policy participate in the inspection process? Guidelines: • Review inspection and/or maintenance records to verify inspection and/or maintenance is carried out by the appropriate individual(s)			
4.4 (D)	Is there a system to ensure that unsafe or harmful conditions and work procedures are corrected, and followed up without delay? Guidelines: • Review the policy and procedures to determine how unsafe conditions and equipment are identified (tag out, lock-out) • Review maintenance records for corrective actions to address deficiencies • Review JHSC meetings and management meeting minutes for corrective action plan and follow up within specified timeframes			
4.4 (O)	Is there a system to ensure that unsafe or harmful conditions and work procedures are corrected, and followed up without delay? Guidelines: • Visually verify unsafe conditions and equipment are being identified (tag out, lock-out), and corrective actions from completed inspections and maintenance record are completed			
4.5 (D)	Are the individuals performing inspections trained to do them? Guidelines: • Examine training records to verify individuals performing inspections and/or maintenance are appropriately trained and authorized			
4.6 (D)	Is there a system for preventing the use of defective/broken tools and equipment until it is repaired or replaced? Guidelines: • Review policy/procedure and completed maintenance logs for the isolation of defective/unsafe equipment and tools			

Q	Requirement	Yes	No	N/A
4.6 (O)	Is there a system for preventing the use of defective/broken tools and equipment until it is repaired or replaced? Guidelines: • Visually verify by looking at the condition/repair of a sample of items including currently locked out or tagged out machinery or equipment to prevent use			

Comments/Notes:

Element 5: Investigation of Incidents/Accidents

Incident investigations assist in determining the root causes and contributing factors that led to incidents occurring, and the actions you need to take to prevent it from happening again. The need for prompt investigation of accidents, including external reporting to WorkSafeBC, is required in accordance with the Occupational Health and Safety Regulation.

For more requirement information and guidance for this element, click here: COR Toolkit: Element 5

Q	Requirement	Yes	No	N/A
5.1 (D)	Does the employer have an accident/incident investigation procedure? Guidelines: • The procedure should include information on what incidents to investigate, intent of the investigation (determine root cause(s) and prevent reoccurrence), what to report to external authorities (WorkSafeBC, etc.), reporting and investigating timelines, who is involved and follow-up of action items			
5.3 (D)	Are incidents/accidents investigated as per the company's procedures? Guidelines: • Review completed incident investigation reports (at least 10% of total annual reports) for execution of written incident investigation and reporting procedures			
5.4 (D)	Are the incident investigators trained in investigation techniques? Guidelines: • Review training records to verify persons (managers, supervisors, and JHSC members) conducting incident investigations received formal incident investigation training			
5.5 (D)	Are investigation findings and recommendations discussed with the Joint Health and Safety Committee? Guidelines: • Review minutes of JHSC and/or management meetings to verify if incident investigation findings and recommendations are reviewed and corrective actions are addressed in a timely manner			
Comments/Notes:				

Element 6: Training and Instruction of Employees

The success of your OHS Program depends on the effectiveness of your training efforts. All workers need to know how to perform their jobs safely and to 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 in the safe performance of their work.

For more requirement information and guidance for this element, click here: COR Toolkit: Element 6

Q	Requirement	Yes	No	N/A
6.1 (D)	Does the company have a program to ensure employees are trained, qualified, and competent to perform their tasks safely? Guidelines: • Review policy and/or procedures to train and qualify employees, and assess their competency before performing assigned task(s) • Review job-specific instructions to determine current procedures and availability to the workers for reference			
6.2 (D)	Are workers trained on safe work practices and job procedures? Guidelines: • Review training records to verify workers received training on relevant and current safe work practices and/or job procedures before performing task(s) and when transferred to a new job			
6.4 (D)	Is there a Health and Safety Orientation for all new employees? Guidelines: • Review orientation documents and records to verify all appropriate information is included during new and young worker orientation			
6.5 (D)	Is there a Health and Safety Orientation for all contractors? Guidelines: • Review related policy and/or procedures and completed orientation records • The orientation should include critical items such as complying to health and safety rules, using appropriate PPE, emergency response plans, first aid, incident reporting, etc.			
6.6 (O)	Is there a Health and Safety Orientation for all visitors? Guidelines: • Review policy and/or procedures for visitors' safety, visitor orientation records, and sign in/out being followed along with visitor orientation signage for topics such as emergency evacuation plans, restricted areas, wet floor signs, etc.			
Comments/Notes:				

Element 7: Program Administration

The maintenance of health and safety records is necessary to determine the effectiveness of an OHS Program. Reports of inspections and incident investigations are required to determine frequency, severity, and incident trends. Effective communication of the program is necessary to promote a good safety culture. As an employer, you are required to keep health and safety records and statistics on file, including inspections, incident investigations, first aid treatments, and training records.

For more requirement information and guidance for this element, click here: COR Toolkit: Element 7

Q	Requirement	Yes	No	N/A
7.1 (D)	Is there a health and safety records management system? Guidelines: • Review the program guidelines for collecting and retaining data, document storage, running reports, protection, and program responsibilities			
7.2 (D)	Are records and statistics collected and analyzed to determine incident trends (frequency, severity, type and nature of worker injury)? Guidelines: • Review JHSC meeting, management meeting, and annual incident review meeting minutes, along with written communications addressing incident and injury statistics being collected and analyzed for trends, and follow-up actions			
7.4 (D)	Is there a safety improvement plan based on the analysis of incident trends referred to in Question 7.2? Guidelines: • Review JHSC, management meetings, program improvement documents, etc. showing recommendations being made to address incident and injury trends identified in question 7.2			
7.5 (D)	Does senior management make sure that previous safety audit recommendations are implemented and deficiencies corrected? Guidelines: • Review JHSC, management meetings, program improvement documents, etc. for evidence of action items from previous safety audit and verify percentage completed			
Comments/Notes:				

Element 8: Joint Health and Safety Committee

A formal Joint Health and Safety Committee (JHSC) is required at every workplace that has 20 or more employees. Committees, by regulation, have specific responsibilities and duties within the OHS Program and are integral to the success of the program as a whole.

For more requirement information and guidance for this element, click here: COR Toolkit: Element 8

Q	Requirement	Yes	No	N/A
8.1 (D)	Is there a Joint Health and Safety Committee (JHSC)? Guidelines: • Review minutes of JHSC minutes, member training records, and rules of procedure documents to determine if there is an established and active JHSC			
8.2 (D)	Does the Joint Health and Safety Committee have written Rules of Procedure? Guidelines: • Review the documented Rules of Procedure to verify all requirements (committee members' involvement, functions and duties, annual evaluation, etc.) are being followed			
8.4 (D)	Are committee committee meetings held regularly? Guidelines: • Documented evidence should include a meeting schedule for the year and minutes of monthly JHSC meetings held according to Rules of Procedure			
8.5 (D)	Are minutes kept for the meetings and made accessible to all employees? Guidelines: • Review minutes of monthly JHSC minutes			
8.5 (O)	Are minutes kept for the meetings and made accessible to all employees? Guidelines: • Verify that JHSC member names and work locations are visibly posted, along with a copy of the last 3 months of committee meeting minutes			
8.6 (D)	Does the committee have a process for ensuring recommendations are presented to and followed up with management? Guidelines: • Review the Rules of Procedure for the procedure for making recommendations to management, and minutes of committee meetings for discussion of recommendations and follow up actions from management responses.			

Comments/Notes: