

HEALTH and SAFETY

PROGRAM AUDIT

**When complete, please return this
audit within 30 days to your nearest
Workers' Compensation Board
Prevention Services Division.
Addresses located on page 6.**

Mission Statement:

PROMOTE SAFE WORK PRACTICES AND PROVIDE FAIR BENEFITS.

Table of Contents

| | Page |
|--|------|
| Introduction | 2 |
| Benefits of the Safety Audit | 3 |
| Health and Safety Audit | 7 |
| Occupation Health and Safety Policy | 8 |
| Joint Occupational Health and Safety Committee | 9 |
| Hazard Control | 11 |
| Training of Workers | 14 |
| Supervision | 17 |
| Investigation of Accidents and Occupational Hazards | 19 |
| Hazardous Material and Health Monitoring | 21 |
| Regular Inspections | 23 |
| First Aid Services and Emergency Response | 25 |
| Review of Occupational Safety and Health Program | 28 |
| Appendix: Manager/Supervisor Interview Questions | 31 |
| Workers Interview Questions | 33 |

INTRODUCTION

Auditing is a long-established tool commonly used to evaluate and monitor financial and production performance. In recent years, the audit tool has been adapted to workplace safety programs to evaluate the effectiveness of those programs and to identify deficiencies that require corrective action.

The Workers' Compensation Board's Prevention Services Division has recently introduced the attached basic safety program self audit to evaluate the ten components or elements that make up a comprehensive safety program.

The Workers' Compensation Board booklet **Guidelines for Developing Effective Health & Safety Programs** describes the ten elements and should provide a useful reference to enable you to complete the audit.

BENEFITS OF THE SAFETY PROGRAM AUDIT

A safety audit provides management with five major benefits:

1. The safety audit is an *evaluation tool* that will enable management to evaluate the effectiveness of its safety program.
2. The safety audit is a *monitoring tool* to be administered at regularly scheduled intervals. It will indicate relative increases or decreases in effectiveness in each area that is being measured.
3. The safety audit is a *corrective tool* to show management what areas are deficient and what corrective action is required.
4. Regular safety auditing will *serve to maintain worker safety consciousness* at a consistent level and, if corrective action is undertaken as needed, will convince employees that management strongly supports the workplace safety and health program.

Safety audits improve the effectiveness of safety programs, and *will reduce injury risk and WCB claims*.

Six Basic Steps in the Audit Process

1. Initiate the audit.
2. Gather the necessary information:
 - documents;
 - interviews;
 - questionnaires;
 - other methods.
3. Analyze the information.
4. Report your findings.
5. Develop an action plan.
6. Follow up.

STEP 1

Initiate the Audit

This is a self-audit. A consultant can, however, do the audit for you. The time required to complete the audit will depend on the complexity of your business. Because effectiveness of the audit depends on worker participation, the person initiating the audit should explain its purpose and how it will be conducted. The information provided above, in the section "Benefits of the Safety Program Audit", can help you to explain the purpose of an audit.

STEP 2

Gather the Necessary Information

Before you begin, gather together the relevant documentation, such as:

- the company safety policy;
- safety handbooks (rule book);
- written work procedures;
- safety committee minutes;
- accident statistics and investigation reports;
- planned inspection reports;
- first-aid record books;
- the accident prevention program;
- planned maintenance checks;
- training records;
- hazardous substance record;

You may not have all of these documents because of the age or size of your firm. The more you have, however, the easier your audit will be. To ensure that the audit is effective, you should go back at least six months in your documentation. If you find a recurring problem, however, you should go back even further and document the problem. You will then have a solid basis for your recommendations.

Interview questions should be handled the same way as observations. You should go through the audit and make up a list of what you are going to ask. The number of persons interviewed will vary according to the number of workers at your worksite.

b) Interviews

Examples of interview questions may be:

1. **Of a Worker** What instructions were you given when you began work at this workplace?
2. **Of a Supervisor** Does the company's policy state your responsibilities regarding safety?
3. **Of a Manager** What training in effective supervision is done for your line supervisors?

More examples of interview questions can be found in the appendices.

c) Questionnaires

Information may be obtained by other methods. For example, one way to effectively obtain information from a larger number of workers is to have them complete a questionnaire.

d) Other Methods for Collecting Information

- Inspecting the workplace.
- Studying published research materials.
- Informal workplace observation.
- Planned task observation.

e) Scope

The elements evaluated include:

1. occupational health and safety policy;
2. the Joint Occupational Health and Safety Committee;
3. hazard control;
4. the training and instruction of workers;
5. supervision;
6. the investigation of accidents and occupational hazards;
7. hazardous materials and health monitoring;
8. regular inspections;
9. First Aid services and emergency response; and
10. a periodic review of the occupational health and safety program.

These are the same elements found in the **Guidelines for Developing Effective Health and Safety Programs**.

STEP 3

Analyze the Information

Rating System

The following method is used to rate scoring results:

| | |
|-------------------------------------|-----------------|
| Functioning Effectively | 85 - 100 |
| Documented and Implemented | 65 - 84 |
| Meets Minimum Requirements | 50 - 64 |
| Requires Immediate Attention | 0 - 44 |

Use the rating system to score each element individually. Where an element does not apply to your particular worksite, skip that component and proceed with the other elements. The overall total of all elements may not be relative if one or two elements do not apply to your business.

STEP 4

Report Your Findings

The people involved in the audit process should present their findings to the management and safety committee. A signed copy of this completed report should be sent to the Safety Officer/Mine Inspector listed on page 7. Note that management and worker representatives must sign and date the audit. At this stage, the auditor(s), management and workers are signing an honest appraisal. Please provide a copy of the company's safety policy with this audit. No other documentation needs to be remitted.

STEP 5

Develop an Action Plan

This is the step that deals with the honest appraisal of the safety program. It may be possible to make substantial improvements in some areas as problems are spotted during the audit process, but it is more than likely that a set of recommendations and a plan to achieve them will need to be drawn up.

STEP 6

Follow-Up

Management and the Safety Committee must review the implementation of the action plan until each element is functioning effectively.

Elements requiring attention should be audited monthly. All elements should be audited annually, possibly one element each month.

**HEALTH
AND
SAFETY
PROGRAM
AUDIT**

Employer _____

Address _____

Person(s) and position(s) completing this report _____ Date _____

Reviewed by management co-chairperson _____ Date _____

Reviewed by worker co-chairperson _____ Date _____

(Please include a copy of the company's safety policy)

Return to:

Safety Officer/Mine Inspector _____

By _____ **20** _____

Workers' Compensation Board
Prevention Services Division
Box 8888
Yellowknife, NT
X1A 2R3

Safety Officer/Mine Inspector _____

By _____ **20** _____

Workers' Compensation Board
Prevention Services Division
Box 368
Rankin Inlet, NU
X0C 0G0

Safety Officer/Mine Inspector _____

By _____ **20** _____

Workers' Compensation Board
Prevention Services Division
Box 669
Iqaluit, NU
X0A 0H0

MAXIMUM POINTS
POINTS

POINTS
EARNED

Element 1

OCCUPATIONAL HEALTH AND SAFETY POLICY

- ◆ The Occupational Health and Safety Program is initiated by a written policy statement by the employer.

10

Comment

- ◆ The policy statement:

10

- a) sets forth the objectives of the program. This can also include the company philosophy towards occupational safety and health.
- b) describes in general terms the roles and responsibilities of the:

3
3
3
3
3

Employer
Supervisor
Worker
Contractor(s)
Joint OH&S Committee

Comment

25

- ◆ The policy is:

10
10
10

- a) dated;
- b) signed by the employer;
- c) visibly posted.

Comment

30

20

◆ The policy statement is signed by the employer and is posted at a place where it is available to or readily seen by the workers. Other forms of communication can be:

5

a) during induction of new workers;

5

b) discussions during crew talks or staff meetings.

5

c) how the policy was communicated to the workers, e.g., through crew talks

Comment

35

100

Total for Element 1

**MAXIMUM POINTS POINTS
POINTS EARNED**

Element 2

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

◆ The employer has established and maintained:

5

a) an accident prevention program;

5

b) a joint health and safety committee.

Note: If a committee is not established go to Element 3.

Comment

10

◆ The committee consists of members:

2

a) who are regularly employed at the place of employment;

4

b) not fewer than four in number;

2

c) at least half of whom represent the worker;

2

d) who are employer members designated by the employer and worker members elected by the workers.

| | | |
|-------|-------|-------------------------------|
| <hr/> | <hr/> | <i>Comment</i> |
| 10 | | <hr/> <hr/> <hr/> <hr/> <hr/> |

- | | | |
|--|--|--|
| | | <ul style="list-style-type: none"> ◆ The committee: <ul style="list-style-type: none"> a) functions through a set of terms of reference. b) elects two co-chairpersons from its membership. One is chosen by employer members and the other is selected by worker members. c) chooses a safety representative from worker members. d) schedules meetings. e) records and maintains minutes of its proceedings and makes them available to the employer and workers. f) inspects the workplace monthly. |
|--|--|--|

2
2
2
2
2

| | | |
|-------|-------|-------------------------------|
| <hr/> | <hr/> | <i>Comment</i> |
| 10 | | <hr/> <hr/> <hr/> <hr/> <hr/> |

- ◆ The names and locations of each of the committee members and health and safety representatives are conspicuously posted in the work place.

5

| | | |
|-------|-------|-------------------|
| <hr/> | <hr/> | <i>Comment</i> |
| | | <hr/> <hr/> <hr/> |

| | |
|-----------------------|----------------------|
| MAXIMUM POINTS | POINTS EARNED |
| <hr/> | <hr/> |

7
7

- ◆ The Joint Occupational Safety and Health Committee:
 - a) identifies situations that may be a source of danger or hazard to workers;
 - b) makes recommendations to the employer and to the workers for the improvement of the health and safety of workers;

- 6 c) participates through assigned representatives in workplace safety and health inspections;
- 7 d) investigates and deals with complaints relating to the health and safety of workers represented by the committee;
- 7 e) reviews all accident investigation reports and participates in investigations into accidents that result in or have high potential for serious or fatal injuries;
- 7 f) inquires into matters pertaining to health and safety including consultation with persons who are technically qualified to advise the committee on such matters;
- 5 g) provides appropriate safety representatives to accompany the safety officers/mining inspectors during investigations and inspections,
- 7 h) promotes programs, measures and procedures for the protection of health and safety and for the education and training of workers represented by the committee;
- 7 i) obtains from the employer information concerning hazards with respect to materials, processes or equipment that may be possessed or reasonably attained by the constructor or the employer;
- 5 j) participates in scheduled training that is relevant to the work of the committee.

Comment

60

100

Total for Element 2

Element 3

HAZARD CONTROL (as per company policy)

◆ Written procedures include:

- 3 a) what equipment is to be monitored;
- 3 b) how equipment is to be monitored;
- 3 c) when equipment is to be monitored;

- 3 d) who is responsible for monitoring equipment;
- 3 e) what type of administrative controls are in place;
- 3 f) what type of engineering controls are in place;
- 2 g) what type of personal protective equipment is required and available.

| | | |
|-------|-------|-------------------|
| <hr/> | <hr/> | <i>Comment</i> |
| 20 | | <hr/> <hr/> <hr/> |

| | | |
|------------------------------|-----------------------------|--|
| <u>MAXIMUM POINTS</u> | <u>POINTS EARNED</u> | <ul style="list-style-type: none"> ◆ Written procedures have been developed to provide instruction for work which is particularly hazardous, such as confined space entry, lock out, etc. |
|------------------------------|-----------------------------|--|

| | | |
|-------|-------|-------------------|
| <hr/> | <hr/> | <i>Comment</i> |
| 10 | | <hr/> <hr/> <hr/> |

- ◆ Guards or isolation techniques are used to protect the worker from dangers that cannot be isolated.

| | | |
|-------|-------|-------------------------|
| <hr/> | <hr/> | <i>Comment</i> |
| 10 | | <hr/> <hr/> <hr/> <hr/> |

- ◆ Workers are provided with protective equipment to protect themselves from dangers.
- a) Workers have also received training in areas of availability, monitoring, maintenance and discipline.

| | | |
|-------|-------|-------------------|
| <hr/> | <hr/> | <i>Comment</i> |
| 10 | | <hr/> <hr/> <hr/> |

◆ Some form of monitoring for ergonomics, biological, chemical, physical and radiation exposure of workers is present. When results exceed a certain level of standard, action is taken.

Comment

10

◆ Do you have workplace procedures which include:

a) emergency/fire procedures?

b) injury reporting?

c) employee orientation?

d) safe equipment operation?

Comment

20

| MAXIMUM POINTS | POINTS EARNED | |
|-------------------|------------------|--|
| 5 | | ◆ Do you have workplace standards which include: |
| 5 | | a) floors, corridors, doorways and stairs kept free of obstruction? |
| 5 | | b) specific personal protective equipment to be worn during work procedures? |
| 5 | | c) no alcoholic beverages or drugs to be consumed prior to or while on duty? |
| 5 | | d) personal hygiene requirements? |
| 5 | — | |
| 20 | | <i>Comment</i> |
| | | _____ |
| | | _____ |
| | | _____ |
| 100 | — | Total for Element 3 |

Element 4

TRAINING AND INSTRUCTION OF WORKERS

| | | |
|----|---|--|
| | | ◆ The employer has: |
| 3 | | a) developed a comprehensive orientation training program; |
| 3 | | b) delivered an orientation program to each new employee; |
| 3 | | c) transferred employee; |
| 3 | | d) promoted employee; |
| 3 | | e) hired casual workers; |
| 3 | | f) arranged program delivery by a competent staff member. |
| | | <i>Comment</i> |
| 15 | — | _____ |
| | | _____ |
| | | _____ |
| | | _____ |

◆ Workers are trained and periodically retrained to ensure that they are capable of competently performing their duties safely.

Comment

15

◆ Workers receive specific training for each new or different task assigned.

Comment

10

MAXIMUM POINTS **POINTS EARNED**

◆ Workers receive training regarding hazard identification and reporting procedures.

Comment

10

◆ Workers receive training on chemicals, toxins, biological agents and physical hazards, which may be harmful to their health.

Comment

10

- ◆ Workers receive specific training in the use and care of personal protective equipment.

Comment

10

- ◆ Workers receive training regarding the workplace safety policy, the NWT and/or Nunavut Safety Acts or the NWT and/or Nunavut Mine Health and Safety Acts and Regulations pertaining to the specific workplace. This will include the workers' rights and responsibilities and hazard reporting (internal responsibility system).

Comment

10

- ◆ Workers display observable and consistent safe work procedures.

Comment

10

100

Total for Element 4

**MAXIMUM POINTS
POINTS EARNED**

Element 5
SUPERVISION

- ◆ A system of effective two-way communication exists between management and supervisors to discuss health and safety concerns, internal responsibility systems, and accountability.

Comment

10

- ◆ Supervisors are trained in techniques of effective supervision and worker motivation, instruction and training of workers.

Comment

10

- ◆ Supervisors have received training or direction on accident investigation.

Comment

10

- ◆ Supervisors ensure that worker orientation is done and that specific job instruction is delivered to workers.

Comment

10

- ◆ Supervisors conduct:

5

a) regular process and equipment inspections;

5

b) frequent informal observation of work procedures.

| | | |
|-----------|---|----------------|
| <u>10</u> | — | <i>Comment</i> |
| | | |
| | | |

◆ Supervisors conduct documented crew talks and set a good example.

| | | |
|-----------|---|----------------|
| <u>10</u> | — | <i>Comment</i> |
| | | |
| | | |

| | |
|-----------------------|----------------------|
| MAXIMUM POINTS | POINTS EARNED |
|-----------------------|----------------------|

◆ A supervisor is responsible for:

10

- a) the proper training of workers under his/her direction and control, ensuring that their work is performed without undue risk;
- b) ensuring that the worker uses or wears the equipment, protective devices, or clothing required under the *NWT* and/or *Nunavut Safety Acts* or the *NWT* and/or *Nunavut Mine Health and Safety Acts* and Regulations or by the nature of the work;

10

- c) advising the worker of the existence of any danger to his/her health and safety;

10

- d) providing the worker with written instruction on the measures and procedures he/she is to take for his/her own protection.

| | | |
|-----------|---|----------------|
| <u>40</u> | — | <i>Comment</i> |
| | | |
| | | |

| | | |
|------------|---|----------------------------|
| <u>100</u> | — | Total for Element 5 |
|------------|---|----------------------------|

Element 6

INVESTIGATION OF ACCIDENTS AND OCCUPATIONAL HAZARDS

◆ A written investigation procedure should include:

- 3 a) which incidents are to be reported to the Workers' Compensation Board (WCB) and which are to be reported to the Prevention Services Division;
- 3 b) who is to notify the WCB or Prevention Services Division;
- 3 c) which incidents are to be investigated internally;
- d) incidents investigations procedures reflecting the legislative requirements;
- 3 e) the intent of the investigation and who is on the investigation team;
- 3 f) the identification of causes;
- 3 g) what should be on the file report;
- 3 h) what should be posted and what remains confidential;
- 3 i) a statement towards the preservation of evidence;
- 3 j) remedial action taken, including routing and follow-up;
- 3 k) feedback to the investigation team.

Comment

20

◆ Verify that documentation exists for investigations of:

- 10 a) all medical aid injuries;
- 10 b) all serious near misses.

Comment

20

| MAXIMUM POINTS | POINTS EARNED | |
|----------------|---------------|---|
| | | ◆ Investigators receive training on conducting accident investigations, which includes: |
| 4 | | a) the principles of accident investigations; |
| 4 | | b) the gathering of evidence; |
| 4 | | c) information analysis; |
| 4 | | d) report writing; |
| 4 | | e) the firm's individual procedure. |
| | | <i>Comment</i> |
| 20 | | |
| | | ◆ Corrective action and follow-up are done by: |
| 5 | | a) head office; |
| 5 | | b) the site manager; |
| 5 | | c) the first line supervisor; |
| 5 | | d) a safety committee member or representative; |
| | | <i>Comment</i> |
| 20 | | |
| | | ◆ Investigations are being reviewed by Health and Safety Committee/supervisors/senior management as indicated by: |
| 2 | | a) further recommendations which have been made; |
| 2 | | b) noted reference in committee minutes; |
| 2 | | c) updated work procedures; |
| 2 | | d) recommended training and education; |
| 2 | | e) crew talks content. |
| | | <i>Comment</i> |
| 10 | | |
| | | |
| | | |
| 100 | | Total for Element 6 |

MAXIMUM POINTS **POINTS EARNED**

Element 7

HAZARDOUS MATERIALS AND HEALTH MONITORING

◆ Management must identify harmful substances that enter the workplace and develop inventory. This includes:

3

a) a purchasing system to ensure that when controlled products are ordered, a request is made for a current Material Safety Data Sheet;

2

b) a system to ensure that the product is properly labeled and that the product MSDS is included;

2

c) assurance that no product will be used unless it is properly labeled and the product MSDS is available on site;

3

d) training on the Workplace Hazardous Material Information System (WHMIS);

2

e) an annual review of WHMIS.

Comment

12

All controlled products which do not have the original supplier labels or that are decanted or that are in pipes, tanks and piles have workplace labels.

◆ Workplace labels must have:

3

a) a product identifier;

3

b) information for safe handling;

3

c) a statement referring to the available MSDS.

Comment

9

◆ Management ensures that a proper MSDS is available for each controlled product on site. The MSDS should be:

3
3
3

- a) updated at least every three years;
- b) updated when the product changes;
- c) accessible to all workers on all shifts.

Comment

9

MAXIMUM POINTS **POINTS EARNED**

5
5
5
5
5
5
5
5

◆ Management must train workers to:

- a) recognize different labels;
- b) understand the significance of labels;
- c) read applicable portions of the MSDS;
- d) use controlled products properly;
- e) use proper personal protective equipment when handling hazardous products;
- f) know how to store controlled products;
- g) know disposal procedures;
- h) know emergency procedures.

Comment

40

◆ Management ensures that harmful substances and physical agents at the workplace are monitored to reduce risk to workers working under these conditions. This is done by:

4

- a) using testing equipment or arranging for spot testing for air contaminants (e.g. poisonous, flammable and asphyxiate gases);

- 4 b) constant monitoring for dangerous gases and vapors;
- 4 c) using thermometers for heat and cold measurements;
- 4 d) advising workers of hazards and indicating personal protective equipment to be worn;
- 4 e) ensuring workers in high noise areas have annual hearing tests.

Comment

20

◆ An employer should have a spill and emergency plan and facilities for any hazardous material. This will include:

- 2 a) spill clean-up stations (including protective equipment);
- 3 b) an emergency shower and /or eyewash station;
- 3 c) trained response personnel;
- 2 d) a brief step-by-step plan.

Comment

10

100

Total for Element 7

MAXIMUM POINTS POINTS EARNED

**Element 8
REGULAR INSPECTIONS**

- 5 ◆ Management has developed guidelines, which include:
 - a) a statement of the intent of conducting an inspection;
 - 5 b) a commitment to address the recommendations made;
 - 5 c) what is to be inspected;
 - 5 d) what conditions are not acceptable;

- 5 e) who conducts the inspection;
- 5 f) how frequently inspections are conducted;
- 5 g) the areas and equipment to be inspected;
- 5 h) an explanation and the use of a hazard classification system.

Comment

40

◆ The inspection report should contain:

- 5 a) a hazard classification section;
- 5 b) sections for follow-up and actions taken;
- 5 c) information regarding whose responsibility it is to correct the hazards;
- 5 d) the date by which the hazard must be corrected.

Comment

20

◆ Inspectors:

- 5 a) are given directions on how to address unsafe conditions;
- 5 b) are trained in hazard recognition and hazard control;
- 5 c) should know their responsibilities;
- 5 d) make use of a checklist and complete an inspection report.

Comment

20

◆ A written procedure is available for workers to report unsafe conditions.

Comment

5

MAXIMUM POINTS **POINTS EARNED**

◆ Management, supervisors and workers take immediate corrective action when hazards are recognized.

5

Comment

◆ Special inspections should be done when there is equipment failure, an accident or when a new process is incorporated.

10

Comment

100

Total for Element 8

Element 9

FIRST AID SERVICES AND EMERGENCY RESPONSE

◆ Management ensures that:

5

a) first aid services, equipment and supplies are readily available on site;

5

b) services, equipment and supplies are in accordance with their hazard classification as outlined by the NWT and Nunavut Safety Regulations or the NWT and Nunavut Mine Health and Safety Regulations;

5

c) all supplies and equipment are kept clean and dry;

5

d) all supplies and equipment are complete.

20

Comment

- ◆ Management ensures that a number of workers with valid first aid certificates are available on site as required by the NWT and Nunavut Safety Regulations or the NWT and Nunavut Mine Health and Safety Regulations.

| | | |
|----|--|-------------------|
| | | <i>Comment</i> |
| 10 | | <hr/> <hr/> <hr/> |

| | |
|-----------------------|----------------------|
| MAXIMUM POINTS | POINTS EARNED |
| | |

- ◆ The first aid record book is:
 - a) accurately kept;
 - b) reviewed by management and by the Health & Safety Committee on specified dates, as required by the company safety policies.

| | | |
|----|--|-------------------|
| | | <i>Comment</i> |
| 20 | | <hr/> <hr/> <hr/> |

- ◆ Emergency lighting is provided in places of employment that are normally used during periods of darkness or that do not have an available source of natural light.

| | | |
|----|--|-------------------|
| | | <i>Comment</i> |
| 10 | | <hr/> <hr/> <hr/> |

- ◆ An emergency plan including a fire fighting plan with which all workers are familiar, is in place in each workplace. This includes procedures for:
 - a) electrical failure;
 - b) an earthquake;
 - c) chemical spills or gas leaks;
 - d) structural failure;
 - e) industry specific emergencies (e.g., flood, mine rescue techniques).

2
2
2
2
2

| | | |
|------------------------------|-----------------------------|---|
| <u>10</u> | <u> </u> | <i>Comment</i> |
| | | _____ |
| | | _____ |
| | | _____ |
| | | ◆ Emergency fire exits: |
| 2 | | a) open in the direction of exit travel; |
| 2 | | b) remain unlocked; |
| 2 | | c) are easily accessible; |
| 2 | | d) are marked by an exit sign; |
| 2 | | e) remain illuminated. |
| <u>10</u> | <u> </u> | <i>Comment</i> |
| | | _____ |
| | | _____ |
| | | _____ |
| <u>MAXIMUM POINTS</u> | <u>POINTS EARNED</u> | ◆ Portable fire extinguishers of sufficient number which are approved under the <i>NWT and Nunavut Fire Protection Acts</i> : |
| 5 | | a) are located in all work areas as outlined in part 6 of the National Fire Code: 1990; |
| 5 | | b) bear the name of the person in charge of maintenance and the date of the last annual inspection; |
| 5 | | c) are filled after each use; |
| 5 | | d) are of a class appropriate to the area. |
| <u>20</u> | <u> </u> | <i>Comment</i> |
| | | _____ |
| | | _____ |
| | | _____ |
| <u>100</u> | <u> </u> | Total for Element 9 |

Element 10

PERIODIC REVIEW OF OCCUPATIONAL SAFETY AND HEALTH PROGRAM

◆ A periodic review of data and records is completed. This review evaluates:

- 5 a) first aid records;
- 5 b) inspection reports, accident investigation reports;
- 5 c) training records;
- 5 d) Health & Safety Committee minutes and records;
- 5 e) maintenance reports and equipment log books;
- 5 f) Material Safety Data Sheets.

Comment

30

- 4 a) A formal review of the firm's Accident Prevention Program is done annually.
- 3 b) A written report is completed for management's review.
- 3 c) The Safety Committee or a safety representative is involved in the review.

Comment

10

| <u>MAXIMUM POINTS</u> | <u>POINTS EARNED</u> |
|---------------------------|--------------------------|
|---------------------------|--------------------------|

The review of the firm’s Accident Prevention Program should include the 10 elements covered in this Health and Safety Program Audit:

- | | | |
|---|--|--|
| 5 | | 1) occupational health and safety policy; |
| 5 | | 2) Joint Occupational Health and Safety Committee; |
| 5 | | 3) hazard control; |
| 5 | | 4) training and instruction of workers; |
| 5 | | 5) supervision; |
| 5 | | 6) investigation of accidents and occupational diseases; |
| 5 | | 7) hazardous material and health monitoring; |
| 5 | | 8) regular inspections; |
| 5 | | 9) First Aid services and emergency response; |
| 5 | | 10) periodic review of occupational health and safety. |

| | |
|-----------|-------------|
| <u>50</u> | <u> </u> |
|-----------|-------------|

- | | | |
|---|--|--|
| 3 | | a) Management prioritizes areas needing improvement. |
| 4 | | b) Management sets up a plan of action to implement improvements quickly. |
| 3 | | c) A follow-up assessment is done to evaluate the effectiveness of the action taken. |

| | | |
|-----------|-------------|----------------|
| <u>10</u> | <u> </u> | <i>Comment</i> |
| | | _____ |
| | | _____ |
| | | _____ |

| | |
|------------|-------------|
| <u>100</u> | <u> </u> |
|------------|-------------|

Total for Element 10

SAFETY OFFICER/MINING INSPECTOR REVIEW

Comments:

Appendix

Manager/Supervisor Interview Questions

It is very important that a good cross section of all the company personnel is interviewed.

| Question | | Manager/Supervisor Interview Questions | Interview Response | |
|----------|------------|---|--------------------|-----|
| # | Evaluation | | NO | YES |
| 1 | | Can you tell me what the company health and safety program objectives are? | | |
| 2 | | Can you tell me what your responsibilities for health and safety with this company are? | | |
| 3 | | How are hazards identified? | | |
| 4 | | When hazards have been identified, how do you prioritize, evaluate and determine corrective actions? | | |
| 5 | | Can you list the written safe work procedures your workers use? | | |
| 6 | | Is there a system in place to review these safe work procedures? | | |
| 7 | | Have you been involved in the development of any safe work procedures? | | |
| 8 | | Are there written job procedures that your workers use on a regular basis? | | |
| 9 | | Are these job procedures reviewed? Please explain that process. | | |
| 10 | | How are the company rules communicated to workers? | | |
| 11 | | What happens if someone breaks the rules? | | |
| 12 | | Do you use guidelines to select personal protective equipment (PPE)? What are they? | | |
| 13 | | Who explains to new employees the PPE requirements? | | |
| 14 | | How are defective equipment such as hand tools, equipment or machinery handled on this site? | | |
| 15 | | Is orientation mandatory for all personnel including, clerical and supervisory staff, contractors etc.? | | |
| 16 | | What topics are covered during the orientation? | | |
| 17 | | What on-the-job training do the workers receive? | | |

Manager/Supervisor Interview Questions Cont.

| Question | | Manager/Supervisor Interview Questions | Interview Response | |
|----------------------|------------|--|--------------------|-----|
| # | Evaluation | | NO | YES |
| 18 | | Who trains the workers? | | |
| 19 | | Have you received formal training to assist you with leading the company safety program? | | |
| 20 | | Have you attended any safety meeting? When was the last one? | | |
| 21 | | What were the topics discussed at that safety meeting? | | |
| 22 | | When are formal inspections conducted? | | |
| 23 | | When did you take part in an inspection? | | |
| 24 | | Who is involved in formal inspections? | | |
| 25 | | What areas are normally inspected? | | |
| 26 | | How are the deficiencies dealt with? | | |
| 27 | | Does management sign and review inspections reports? | | |
| 28 | | Is formal training provided for accident/incident investigations? | | |
| 29 | | How are close calls reported? | | |
| 30 | | Does the management team review and sign accident and incident reports? | | |
| 31 | | When did you last practice the emergency plan? | | |
| 32 | | How do you contact emergency assistance? | | |
| 33 | | Give examples of how government legislation is implemented in your daily job planning? | | |
| | | | | |
| Comments/totals etc. | | | | |

Workers - Interview Questions

| Question | | Workers Interview Questions | Interview Response | |
|----------|------------|---|--------------------|-----|
| # | Evaluation | | NO | YES |
| 1 | | Please tell me what your responsibilities for health and safety are within this company. | | |
| 2 | | Have you ever given or been asked for feedback on hazards? | | |
| 3 | | Are safe work practices and procedures available to you, as required by company safety policy? | | |
| 4 | | What safe work practices or procedures do you use on a regular basis? | | |
| 5 | | Do you have any input into the development of safe practices and procedures? | | |
| 6 | | Is there a method in place to review safe work practices and procedures? Please explain the method. | | |
| 7 | | How were you made aware of company rules? | | |
| 8 | | What are the rules regarding PPE? | | |
| 9 | | What happens when someone breaks a rule? | | |
| 10 | | Do you have access to PPE? Please explain how the system works. | | |
| 11 | | What PPE do you use and how were the requirements regarding PPE communicated to you? | | |
| 12 | | If you wanted to look at the company's safety program, how would you get it? | | |
| 13 | | What system is in place for the maintenance of equipment, or machinery? | | |

| | | |
|----------------------|--|--|
| 14 | | Do you know the procedure for work refusal? |
| 15 | | If you see a hazard, what do you do about it? |
| 16 | | Do you know how to contact a member of the Joint OH&S Committee? |
| 17. | | Do you attend safety meeting, when? What topics are on the agenda? |
| Comments/totals etc. | | |