

Health & Safety System Self Audit

This self-audit was developed to provide a quick assessment of your company health & safety system. Put a check mark in the appropriate column.

If you are unsure, place a question mark (?) in the DEV column.

Section 1 – Health & Safety Policy and Responsibilities	YES	NO	DEV.
Is there a written health & safety policy?			
Is the policy signed by senior management			
Is the policy posted and accessible to all workers?			
Can employees explain the policy in their own words?			
Are there written job descriptions for all employees?			
Are all employees aware of their specific safety responsibilities			
Is employee safety performance evaluated annually?			
Does management reaffirm their commitment to safety annually?			
Do senior managers tour the worksite?			
Do middle managers tour the worksite?			
Does management set annual safety goals?			
Does management provide the necessary resources for the health & safety system?			

Section 2 – Hazard Assessment	YES	NO	DEV.
Is there a company organizational chart?			
Is there a job and task inventory?			
Are health & safety hazards identified for all tasks in the inventory?			

Is there a system in place for rating the risk of the identified health and safety hazards?			
Are health & safety hazards evaluated based on risk rating?			
Are managers, supervisors and workers involved in the hazard assessment process?			
Are employees who perform hazard assessments trained in the hazard assessment process?			
Is there a policy or written process to review formal hazard assessments?			
Is there a policy or process for conducting field level hazard assessments?			
Do hazard assessments involve affected workers?			

Section 3 – Hazard Controls	YES	NO	DEV.
In the hazard assessments, have hazard controls been identified as either Health hazards, Safety hazards, or both?			
In the hazard assessments, have hazard controls been identified as Engineered, Administrative, and Personal Protective Equipment controls?			
Are controls implemented and correctly used?			
Are controls identified from the results of field level hazard assessments?			
Do managers and supervisors enforce the use of hazard controls?			
Are changes to hazard controls communicated to affected employees?			
Are there written violence prevention plans, inclusive of both policies and procedures, for workplace violence and harassment?			
Are employees trained in the applicable prevention plans?			

Section 4 – Joint Worksite Health and Safety Committee or Health and Safety Representative	YES	NO	DEV.
Does the company have a health and safety committee or representative?			
Does the committee have 50% worker representation?			
Are names of committee members or representative posted?			
Does the company have a Terms of Reference?			
Are there written duties for the committee or representative?			
Have the members or representative been trained in their duties and responsibilities?			
Is there a formal process for the committee or representative to make health and safety recommendations to management?			
Are monthly meetings conducted?			
Are formal workplace inspections conducted prior to the meeting?			
Are health and safety issues identified in the minutes resolved in a timely manner?			
Are meeting minutes communicated to all workers?			
Is there a written policy or procedure in place for the committee or representative to address formal complaints and concerns?			

Section 5 – Training and Competency	YES	NO	DEV.
Is there a written and signed safety training and competency policy?			
Is there a process to ensure employees are qualified for the position for which they are being considered?			
Does the orientation cover OHS rights and worker safety?			

Do managers and supervisors ensure orientation is conducted prior to employees starting regular duties?			
Have managers and supervisors completed formal health and safety training to support them in their role?			
Do workers receive job-specific training?			
Does training include practical demonstrations?			
Is there a process in place to assess employee competency?			
Is refresher training provided?			

Section 6 – Other Parties at or in the Vicinity of the Worksite	YES	NO	DEV.
Is there a policy or procedure in place for the protection of other parties at the worksite who are not under the company's direction?			
Is a process in place that includes criteria for evaluating and selecting other employers or self-employed persons?			
Is there a policy or procedure in place for monitoring other employers or self-employed persons?			
Are health and safety orientations provided to visitors and other persons?			
Is the company health and safety policy communicated to other employers or self-employed persons?			
Does the company communicate with external worksite parties regarding their health and safety responsibilities, worksite controls and any changing conditions that may affect them?			
Is health and safety information readily available to affected external worksite parties?			
Is a process in place to address non-compliance?			

Section 7 – Preventative Maintenance	YES	NO	DEV.
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Is there a written and signed maintenance policy?			
Is there an inspection program for tools, equipment and facilities?			
Is there a system to identify and report damaged tools and equipment?			
Is there a preventative maintenance schedule?			
Is there a lock out procedure for controlling hazardous energy?			

Section 8 – Worksite Inspections	YES	NO	DEV.
Does the company have a written and signed inspection policy?			
Is there a site-specific checklist or form used for conducting inspections?			
Are the workers conducting inspections trained to do so?			
Is there involvement from workers, managers and supervisors in the inspection process?			
Is there a process to correct deficiencies during a worksite inspection?			
Are deficiencies noted during inspections tracked to ensure they get corrected?			
Is there a process for reporting newly identified hazards?			

Section 9 – Incident Investigation	YES	NO	DEV.
Does the company have a written policy for reporting work-related incidents, illnesses and work refusals?			
Is there a process for reporting and investigating work-related incidents, illnesses and work refusals?			

Do workers know what their responsibilities for reporting incidents are?			
Is there a process for reporting near misses?			
Are personnel conducting incident investigations trained to do so?			
Is there participation from supervisors and managers in the investigation process?			
Are workers required to participate in the investigation process?			
Do completed incident investigation reports identify root causes?			
Do completed investigation reports identify corrective actions that have been implemented?			
Are complete incident investigation results communicated to the employees?			
Is there a process ensuring incidents are investigated in a timely manner?			
Are corrective actions being monitored to verify their effectiveness?			

Section 10 – Emergency Preparedness	YES	NO	DEV.
Are there written plans or procedures for site-specific emergencies?			
Is there an emergency communication system in place?			
Is there a process for identifying emergency response personnel, both internally and externally?			
Are managers, supervisors, and workers trained in their responsibilities during an emergency?			
Are emergency response plans reviewed regularly to ensure they are effective?			

Are annual emergency response drills and/or table-top exercises conducted for each emergency response plan?			
Are deficiencies resulting from actual emergency response activations and drill exercises corrected to prevent reoccurrence?			

Section 11- First Aid	YES	NO	DEV.
Does the company have the required number of trained first aid personnel according to OHS guidelines?			
Do first aid supplies and facilities meet the OHS legislated requirements?			
Is there a system for documenting first aid records containing the 8 criteria outlined in the OHS Code?			

Section 12 – Senior Management Leadership	YES	NO	DEV.
Does sr. management provide the necessary resources needed to implement and improve the company health and safety system?			
Is sr. management aware of high-risk hazards?			
Does sr. management review and sign monthly health and safety committee meeting minutes?			
Does sr. management review and sign complete worksite inspection forms?			
Does sr. management review and sign complete incident investigation reports?			
Does sr. management demonstrate their commitment to health and safety?			
Is management held accountable for the performance of the health and safety management system?			

Section 13 – System Administration	YES	NO	DEV.
Are health and safety system documents, such as hazard assessments, procedures and inspections, readily available to all employees?			
Is there a process for recording and tracking statistics on an annual basis?			
Are health and safety statistics analyzed annually to identify trends?			
Is the health and safety management program audited annually?			
Is an action plan developed following each audit?			
Are items identified in the audit action plan implemented and monitored for effectiveness?			
Are annual audit results communicated to all employees?			

Notes:
