



Safety Proficiency QA Checklist

Application Date:

Day

Month

Year

Applicant's Name:

Surname

First Name

Initial

Safety Proficiency Checklist					
Documents Submitted		Document Date	Acceptable		Comments
			YES	NO	
<input type="checkbox"/>	Formal Hazard Assessment		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Field-Level Hazard Assessment		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Emergency Response Record		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Work site Inspection Report		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Incident Investigation Report		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Safety Meeting Minutes		<input type="checkbox"/>	<input type="checkbox"/>	

Proficiency Awarded:	YES	NO	Comments:
	<input type="checkbox"/>	<input type="checkbox"/>	

MHSA Reviewer Signature

Date

REFERENCE NO: 01	EFFECTIVE DATE: 1 April, 2021
REVISION NO. 00	REVISION DATE:



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Certificate of Safety Proficiency Guidelines

Documents submitted for Safety Proficiency must be reviewed, evaluated and meet a minimum standard for acceptance. While submitted documents will vary significantly in format and completion requirements from company to company, all documents should at least meet legislative and industry standards. Such as outlined in the MHSA course materials.

The following guidelines will be reviewed by the MHSA, for the purposes of the Safety Proficiency application to the MSO or MSA program, to ensure documents are completed to an acceptable standard. Please note that the MHSA is evaluating these documents to ensure the appropriate steps are in place for the following guidelines, and is not evaluating the content based on the quality of information provided.

Formal Hazard Assessment Guidelines

Formal Hazard Assessments (FHA) reports/forms should include as a minimum:

- Description of task analyzed
- Assessment date and Revision date (if applicable)
- Job title/trade, department or location task is to be performed
- FHA is identified as new, revised or annual review
- Name/title and signature(s) of those who conducted the FHA
- Tools, equipment, materials, PPE, and OH&S legislation listed
- Sequence of basic task steps listed
- Description of existing and/or potential H&S hazards of each step
- Identification of hazard controls used
- A method of classification/prioritization system for identified hazards

Field-Level Hazard Assessment Guidelines

Employers are required to have a process in place to access hazards for both formal and field-level work. Field-Level Hazard Assessments (FLHA) submitted should include as a minimum:

- Description of task(s) or job(s) being conducted
- Date of assessment and date of re-assessment (if applicable)
- Name and signature of those who conducted the FLHA
- Identification existing and potential of H&S Hazards
- Working Alone policy or procedure identified (if applicable)
- Description of hazard controls used

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- A method of classification/prioritization system for identified hazards
- Name and Signature of all persons affected by the task or the hazards present

Emergency Response Record Guidelines

The emergency response record submitted may be an activation of a real emergency or a simulation/drill exercise that was conducted. The emergency response record should include as a minimum:

- Date of emergency or simulation exercise
- Name and signature of those conducting the Emergency Response Record
- Description of the emergency /simulated emergency. (If simulated, the report should specify whether it was a practical drill or a table-top activity)
- Description of the emergency procedure followed
- Detail the emergency supplies/facilities, fire protection systems, alarm/communication systems used
- Identify any shortcomings or deficiencies noted during the emergency or simulation
- Assignment of corrective action(s) to an employee(s) responsible for implementation
- Target completion date(s) and Actual completion date(s) recorded
- Summary of the role of designated evacuation/rescue workers in the described emergency/simulation
- Name and Signature of management representative who reviewed the record

Workplace Safety Inspection Guidelines

Workplace safety inspections reports/forms should include as a minimum:

- Company name, date and location of area inspected
- Name/title and signature(s) of who conducted the inspection
- Description and location of recognized H&S issues
- A method of classification/prioritization system for identified hazards
- Identification of corrective action(s) required to eliminate or mitigate the identified hazards
- Assignment of corrective action(s) to an employee(s) responsible for implementation
- Target completion date assigned
- Actual completion date recorded
- Name and signature of a management representative who reviewed the completed inspection report

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Incident Investigation Report Guidelines

Incident investigations submitted could consist of a report of injury, occupational illness, property or environmental damage, or PSI (near miss). Sensitive or Personal information may be blacked out due to FOIP issues and this is acceptable. Investigation reports/forms should include as a minimum:

- Company name, date/time of incident and date/time reported to the employer or supervisor
- Employment Information of employee/contracted employer/ involved person(s)
- Details of incident (type and mechanism of injury, body part, medical treatment provided, property damage, environmental, task involved, time of day, shift, etc.)
- Immediate effects to workers and production
- Witness information and statements
- Direct causes (unsafe acts/conditions) identified
- Indirect causes (personal/job factors) identified
- Root causes (H&S management system failures) identified
- Prevention methods/corrective actions recommended by investigators
- Assignment of corrective action(s) to an employee(s) responsible for implementation
- Target completion date assigned and actual completion date recorded
- Name/title and signature(s) of investigator(s), involved worker(s)
- Name and signature of a management representative who reviewed the completed investigation report
- Name and signature of H&S Committee member/H&S Representative who reviewed the report

Safety Meeting Minute Guidelines

A safety meeting may be conducted in any manner or format and may include a meeting of the H&S Committee or H&S Representative, Toolbox, Tailgate, Standdown, etc. Safety Meeting minutes should include at a minimum:

- Company Name, date, time and location of the meeting
- Name/title and signature(s) of who conducted and who attended the meeting
- The topic is clearly identified (additional handout examples may be attached)
- Opportunity for Questions and Answers
- Follow-up action from Q&A (if applicable)
- Indicate any Action to be taken and who is responsible
- Realistic deadlines assigned to each Action item
- Review and Sign-off by meeting conductor or Co-chairpersons (if applicable)

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