Partnerships
IN **INJURY REDUCTION**

PARTNERSHIPS AUDIT STANDARD

Forward

Employers are responsible for developing and implementing health and safety programs relevant to their operations. Any audit instrument developed to measure an employer's OHS program against the Partnerships in Injury Reduction standard must include the fundamentals of a health and safety program, including road safety and the following content criteria.

1. Management, Leadership and Organizational Commitment

Scoring: 15% of total audit score
Validation: Documentation, Interviews, Observation

For any health and safety program to be effective, management must demonstrate leadership and commitment to the program. Audits need to measure the level of management leadership, organizational commitment and worker involvement by verification of the following:

- Knowledge and awareness of applicable legislation
- Existence of an Occupational Health and Safety Policy signed by current CEO
- Employees are awareness of the OHS Policy
- Assignment of health and safety roles/responsibilities at all levels of the organization (senior management, middle management, worker)
- A system for accountability of health and safety roles and responsibilities at all levels of the organization
- Awareness of individual roles and responsibilities at all levels of the organization
- Commitment to the health and safety program as measured by:
  - Level of senior management involvement in the program (e.g. communication, inspections)
  - Level of middle management involvement in the program
  - Level of worker involvement in the program
  - Allocation of sufficient resources to occupational health and safety (e.g. dedicated OH&S professional, management/worker training, OH&S budget)

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2. Hazard Identification & Assessment:

Scoring: 15% of total score
Validation: Documentation, Interviews

The identification of hazards at the work site is the most critical component in building a health and safety program. All equipment, machinery, work areas and work processes need to be carefully evaluated to identify all hazards and assess their risk. Audits need to measure the systems in place for identifying and assessing job specific health and safety hazards. The system must include:

- Analysis of jobs and operations for hazards
- A mechanism to evaluate hazards according to risk and determine the order of importance to implement controls
- Review of hazard assessment when changes are made to operations

3. Hazard Control:

Scoring: 15% of total score
Validation: Documentation, Interviews, Observation

A health and safety program needs to ensure that control measures are in place to eliminate or reduce the risk of harm to workers (and equipment). Audits need to measure the systems in place for controlling hazards, including the development and use of:

- Engineering controls
    - preventive maintenance programs
    - proper use of controls by workers and management enforcement of their use of controls
    - availability of standardized engineering controls for the industry
- Administrative controls (work practices/procedures/rules)
    - written safe work procedures and practices for hazardous jobs
    - workers following safe work procedures, and management enforcement of the use of procedures
- Personal Protective Equipment
    - availability of accepted PPE for the industry
    - training in the use of PPE
    - maintenance of PPE
    - workers using PPE, and management enforcement of the use of PPE

4. Ongoing Inspections:
Scoring: Minimum 5%, maximum 15% of total audit score
Validation: Documentation, Interviews, Observation

Hazard control methods must be effective, so a health and safety program requires a system of formal inspections that will make looking for hazards a normal part of work. An informal system must also be in place to allow workers to report the uncontrolled hazards they encounter when carrying out their daily duties. Audits need to measure formal inspection activities, including:

- A formal inspection process which has:
    - a written policy or procedure
    - a regular frequency for inspections
    - a format for conducting inspections
    - personnel designated at specific organizational level(s) who are required to conduct inspections on a regular basis
    - a system to ensure follow-up action for correcting deficiencies
    - training for personnel responsible for inspections
- An informal inspection process which includes a system for workers to report hazards encountered.

5. Qualifications, Orientation and Training
Scoring: Minimum 5%, maximum 15% of total audit score
Validation: Documentation, Interviews

Employees need to know how to do their jobs safely and without risk to their health. They must understand that health and safety is an important part of their work process. Audits need to measure the system to ensure employees are qualified and trained to perform their assignments, and must verify that the following processes are in place:

- A system for ensuring workers have the appropriate qualifications for their job
- New employee orientation that:
    - covers critical issues (e.g. emergency procedures, alarm systems, hazard reporting)
    - occurs within a specified time frame
    - covers health and safety policies and procedures
- Job specific training that:
    - covers job specific hazards
    - covers work procedures and practices
- Orientation of reassigned employees
- Visitor/contractor orientation
- Refresher training

6. Emergency Response
Scoring: Minimum 5%, maximum 15% of total audit score
Validation: Documentation, Interviews, Observation

Health and safety programs cannot guarantee immunity from natural and other disasters. An Emergency Response Plan which can be implemented in an emergency situation for all

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risks can reduce the potential for injury and loss. Audits need to verify that the employer's ERP includes:

- Written plans addressing possible emergencies
- A communication system
- Training of employees to the plan
- Knowledge and awareness of the employees to the plan
- Testing of plans to measure effectiveness
- A system that meets medical emergency response requirements
- A process for the evaluation and revision of the plan to correct identified deficiencies

7. Accident/Incident Investigation
Scoring: Minimum 5%, maximum 15% of total audit score
Validation: Documentation, Interviews, Observation

When an accident or incident occurs, it is important to investigate and identify causes. This allows for measures to be put in place to prevent the same or a similar occurrence from happening again. Audits need to verify that the system for reporting and investigating accidents/incidents includes:

- A procedure for reporting accidents/incidents
- Employee knowledge and awareness of the reporting procedures
- A procedure for investigating reported accidents/incidents
- A requirement to identify causes
- A requirement to follow up and implement corrective action for causes identified
- Designated management/supervisor responsible for investigation
- Investigation training for designated personnel

8. Program Administration
Scoring: Minimum 5%, maximum 15% of total audit score
Validation: Documentation, Interviews

Record keeping plays a critical part in monitoring the effectiveness of a health and safety program. Communication of the program must ensure employees are aware of and understand the program. Audits need to verify that the employer's system effectively manages the health and safety program by including the following criteria:

- Two-way communication (e.g. health and safety meetings, newsletters)
- Records management system
- Analysis of statistics (e.g. frequency, severity, type of injury)
- System for program evaluation (e.g. auditing, developing plans to correct deficiencies, implementation of plan)

Use of Validation Techniques

Audits must include use of three different validation techniques: documentation review, employee interviews, and work site observations.

Each technique must be used to score a minimum of 10% and a maximum of 50% of the total points possible for the audit document.

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Partnerships Approval of Audit Instruments

Only audit documents endorsed by a recognized Certifying Partner, and which meet the above standard, can be recognized as a Partnerships-approved audit instrument.

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