New Audit Standards

The following information highlights some of the changes to the audit standard to commence on January 1, 2019. The following abbreviations will be utilized to identify the validation techniques that are to be used: Documentation ***(Doc.)***, Interview ***(Int.)***, and Observation ***(Obs.)***.

Section 1 – Health & Safety Policy and Responsibilities

Is there a comprehensive company health and safety policy? **(*Doc.)***

The policy must include:

i. Current Senior Manager signature.

ii. Policy is recent and dated within 3 years.

iii. Statement(s) of the management commitment to health and safety that addresses physical, psychological, and social well-being of employees.

iv. Statement of health and safety responsibilities of managers, supervisors, workers, and contractors.

v. Statement of compliance that all employees will comply with applicable OHS legislation and company's own health and safety program.

The policy is to be readily available and communicated to all employees.

All employees (Managers, Supervisors, Workers) are interviewed regarding their knowledge of: ***(Int.)***

a. Individual OHS rights, (right to know, right to participate, and the right to refuse dangerous work).

b. Company-assigned health and safety responsibilities.

c. Legislated responsibilities.

Are employees evaluated on their individual health and safety performance? ***(Doc., Int.)***

Does management communicate health and safety issues to employees at least monthly? ***(Doc., Int.)***

Section 2 – Hazard Assessments – Formal and Field Level

Do the following participate in the formal hazard assessment process: ***(Doc., Int.)***

a. Managers,

b. Supervisors,

c. Workers.

Is there a policy and/or written procedure to review formal hazard assessments? ***(Doc.)***

Is there a policy and/or written procedure for conducting field level hazard assessments? ***(Doc.)***

Section 3 – Hazard Controls

Is there a written Violence Prevention Policy as per legislative requirements? ***(Doc.)***

Is there a Violence Prevention Procedure written, as per legislative requirements? ***(Doc.)***

Are employees trained in the Violence Prevention Plan? ***(Int.)***

Is there a Harassment Prevention policy as per legislative requirements? ***(Doc.)***

Is there a Harassment Prevention Procedure written, as per legislative requirements? ***(Doc.)***

Are employees trained in the Harassment Prevention Plan? ***(Int.)***

Have the Violence and Harassment Policies and Procedures been reviewed? ***(Doc.)***

Section 4 – Joint Worksite Health and Safety Committee (HSC) and/or Health and Safety Representatives (HSR)

Have the names and contact information of the HSC members and/or the HSR(s) been posted? ***(Obs.)***

Do the Terms of Reference for the HSC include all legislated requirements? ***(Doc.)***

Does the company have a policy or procedure that includes guidelines for a HSR(s) as per the legislative requirements? (Only for companies under 20 employees.) ***(Doc.)***

Have the HSC members and/or HSR(s) been trained in their duties and responsibilities? ***(Doc.)***

Is a process in place for the HSC and/or HSR(s) to make health and safety recommendations to management? ***(Int.)***

Do HSC members and/or the HSR(s) participate in health and safety activities? ***(Int.)***

Are formal inspections completed prior to HSC meetings? ***(Doc.)***

Is there a system in place for the HSC and/or HSR(s) to address formal employee concerns and complaints related to the health and safety program? ***(Doc.)***

Section 5 – Training and Competency

Is there a health and safety training and competency policy? ***(Doc.)***

Is there a process to ensure employees are qualified for the position for which they are being considered? ***(Doc., Int.)***

Do managers/supervisors ensure orientations are conducted prior to employees starting regular duties? ***(Int.)***

Have managers and supervisors completed *formal* health and safety training to support them in their role within the last five years? ***(Doc.)***

Does job-specific training include a practical demonstration? ***(Int.)***

Is there a process to assess employee competency of new and reassigned workers? ***(Doc., Int.)***

Are employee competency assessments conducted? ***(Doc.)***

Section 6 – Other Parties at or in the Vicinity of the Worksite *(New Section)*

Is there a policy and/or process in place for the protection of other parties at the worksite, *not under the company's* direction? ***(Doc.)***

Is a process in place that includes criteria for evaluating and selecting other employers and/or self-employed persons? ***(Doc.)***

Is a policy and/or process in place that includes a system for monitoring other employers and/or self-employed persons? ***(Doc., Int.)***

Are health and safety orientations provided to: ***(Doc.)***

I. visitors
II. other employers and/or self-employed persons

Is the company health and safety policy communicated to other employers and/or self-employed persons? ***(Int.)***

Does the company communicate with external worksite parties regarding: ***(Int.)***

a. their health and safety responsibilities while on site
b. worksite hazards and controls
c. when there are changes to the site

Is health and safety information readily available to affected external worksite parties according to legislative requirements? ***(Int.)***

Is a process in place to address non-compliance of other employers and/or self-employed persons under the direction of the contracting employer? ***(Doc.)***

Section 7 – Preventative Maintenance

There are no significant changes to this section of the audit.

Section 8 – Formal Worksite Inspections

Are checklists or forms used to record formal worksite inspection(s)? ***(Doc.)***

Are the lead employees conducting formal worksite inspections trained? ***(Doc.)***

Is there a process to correct deficiencies identified in formal worksite inspections? ***(Doc.)***

Section 9 – Incident Investigation

The company's written policy and/or procedures and processes must include the requirements for reporting and investigating the following: Incidents (including near miss), Illness, and Work Refusals *(New*). ***(Doc.)***

Incident Investigation reports must identify direct causes, indirect causes, and root causes. ***(Doc.)***

Section 10 – Emergency Preparedness

The company's written emergency response plans for potential site-specific emergencies and at a minimum, have 5 site-specific emergency response plans developed for: ***(Doc.)***

1. Fire,
2. Medical Emergency,
3. Utility Failure,
4. Severe Weather, and
5. One other emergency response plan.

Emergency response plans are to include: ***(Doc.)***

a. Communication systems
b. Emergency phone numbers
c. List(s) of emergency response personnel
d. Appropriate response procedures
e. Monitoring the emergency plans for effectiveness

Have deficiencies in the emergency response plan identified through an actual emergency response been corrected? ***(Doc.)***

Section 11 – First Aid

There are no significant changes in relation to this section.

Section 12 – Senior Management Leadership

Is senior management knowledgeable about high-risk health and safety hazards? ***(Int.)***
Does senior management communicate to employees, at least annually, the company's commitment to health and safety? ***(Int.)***
Is management accountable for the performance of the health and safety management system (OHSMS). ***(Doc., Int.)***

Section 13 – System Administration

Is health and safety information readily available to all employees? ***(Int.)***
Are results from the previous annual audit communicated to employees? ***(Doc., Int.)***