



COLLINS SAFETY

Your Safety... Is Our Business!®

SAFETY PROGRAM CHECKLIST

SELF ASSESSMENT

Does your company's Health & Safety Program measure up?

- | | |
|---|--|
| <input type="checkbox"/> Blank and completed incident reports | <input type="checkbox"/> Contactor Orientation Checklist |
| <input type="checkbox"/> Drug and alcohol policy | <input type="checkbox"/> Return to Work Program |
| <input type="checkbox"/> Emergency response plan documentation | <input type="checkbox"/> Preventative Maintenance Records |
| <input type="checkbox"/> Employee personnel files | <input type="checkbox"/> Contractors pre-qualification checklist |
| <input type="checkbox"/> Hazard assessment form (during work) | <input type="checkbox"/> Management/Supervisor journals |
| <input type="checkbox"/> Health and Safety Policy | <input type="checkbox"/> COR internal audits |
| <input type="checkbox"/> Health and Safety Program Manual | <input type="checkbox"/> Bulletins |
| <input type="checkbox"/> Incident investigation form | <input type="checkbox"/> Timesheets |
| <input type="checkbox"/> Inspection checklists and standards | <input type="checkbox"/> Safety meeting minutes |
| <input type="checkbox"/> Inspection records | <input type="checkbox"/> Safe Work Procedures |
| <input type="checkbox"/> Investigation reports | <input type="checkbox"/> Documentation on PPE requirements |
| <input type="checkbox"/> Monthly Health and Safety Reports | <input type="checkbox"/> Safety action lists |
| <input type="checkbox"/> New employee orientation program | <input type="checkbox"/> Safe Driving policy |
| <input type="checkbox"/> Pre-Safety Inspection (PSI) hazard assessment forms and records | <input type="checkbox"/> Training records (Confined Space, Lockout, Return to Work, and Harassment policy) |
| <input type="checkbox"/> Quarterly staff meetings | <input type="checkbox"/> Tailgate meeting records |
| <input type="checkbox"/> Written statements of health and safety responsibilities for different occupations | <input type="checkbox"/> WHMIS documents |





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ELEMENTS FOR A COR CERTIFIED SAFETY PROGRAM

With Sample questions (not complete)

Company Health and Safety Policy

- Does the health and safety policy outline your responsibilities in regards to your health and safety?
- Is signed by the president, CEO, or local senior management?
- Includes management's commitment to provide a safe and healthy work environment?
- Is current and dated?
- Is reviewed annually by management?

Workplace Hazard Assessment and Control

- Are written hazard assessments conducted as required?
- Does the employer use an ongoing hazard assessment process?
- Are appropriate personnel involved in the hazard assessment process?
- Are the hazards identified?
- Are the hazards prioritized?

Safe Work Practices

- Do the safe work practices accurately reflect the company's activities?
- Have applicable safe work practices been written?
- Are they understood by workers?
- Are they readily available?





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Safe Work Procedures

- Do the safe job procedures accurately reflect the employer's activities?
- Have all critical safe job procedures been written?
- Are they understood by workers?
- Are safe job procedures followed on a regular basis?

Company Rules

- Are the rules clearly stated in writing?
- Are the rules prominently posted or provided to each worker?
- Do workers understand company and site-specific rules?
- Does the program address non-conformance and progressive disciplinary actions?

Personal Protective Equipment

- Is there a written policy for PPE?
- Are workers made aware of the requirements for PPE?
- Do all employees have access to basic PPE?
- Is specialized PPE available to workers when required?

Preventative Maintenance

- Does the preventative maintenance program of facilities, tools, equipment, and vehicles include:
- An inventory of items to be maintained?
- Maintenance meeting regulatory and manufacturers' standards?
- The use and completion of schedules and checklists as required?
- Records with a description of corrective actions taken?





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Training and Communication

- Does the employer have a formal orientation program?
- Is it mandatory for workers to receive a new worker orientation before starting work?
- Is there a standardized written orientation form?
- Does the form provide for signatures of workers and the person conducting the orientation?
- Are mandatory training requirements verified or training provided before starting work?

Inspections

- Are inspections performed as required?
- Are the identified deficiencies corrected promptly?
- Is there a written policy for inspections?
- Does the policy include frequency of inspections?
- Is the required frequency being met?

Investigation and Reporting

- Is there a written investigation policy and reporting procedure?
- When an accident occurs, is it investigated?
- Have you been trained in the investigation and reporting process?
- Are you recording near miss incidents? (close calls)

Emergency Preparedness

- Are extinguishers regularly inspected and maintained?
- Is there a means to transport an injured employee to a medical facility?
- Is an appropriate emergency communication system available?
- Do you have the required number of trained first aid personnel at the worksite?
- Are there adequate first aid supplies and facilities?





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Records and Statistics

- Are adequate first aid treatment records kept?
- Was an action plan developed based on the most recent audit?
- Was that action plan communicated and implemented?
- Is there a process to organize and manage program documentation?

Legislation

- Are copies of relevant legislation posted or available at each workplace?
- Are employees aware of their rights and responsibilities and how to exercise them?
- Does the employer's injury and incident reporting meet the legislated requirement?
- Does management/supervision regularly refer to relevant legislation during job planning?

Joint Health and Safety Committee or Worker Health and Safety Representative

- Has a committee been established or a worker representative been appointed?
- Are committee or safety meeting minutes posted (or if this is not practicable, made readily available) for all employees to read?
- Are committee members or the worker representative familiar with their duties and functions?
- Have committee members or the worker representative received any training in how to carry out these duties and responsibilities?
- Are committee members or the worker representative actively involved in inspections and investigations?

