



Workplace Compliance Assessment

Every worker home safe and healthy



1. Management Responsibility and Commitment

Under the Internal Responsibility System and the Occupational Health and Safety Act, managers play a key role in the company's health and safety program. It is critical that they establish policies and systems and demonstrate their commitment.

Section 1 Total Available Points = 22

Section 1 Actual Total Score =

Standard		Guidelines	Score	
One point per checkmark			Available Points	Our Score
1.1	Policy and management participation	<input type="checkbox"/> Health and safety policy is established and posted <input type="checkbox"/> Posted copy is dated, signed by the most senior manager on site and current within past 12 months <input type="checkbox"/> Policy is reviewed annually; contains employer's commitment, and outlines responsibilities of employer, supervisor and worker <input type="checkbox"/> Managers attend/participate in health and safety meetings <input type="checkbox"/> Managers (2 nd line or above) participate in workplace inspections at least twice a year <input type="checkbox"/> Managers participate in incident investigation follow-up process <input type="checkbox"/> Managers report unresolved health and safety issues to executive management/board of directors/owner <input type="checkbox"/> Managers set standards for the performance of safe and healthy work <input type="checkbox"/> Policies are communicated to all employees <input type="checkbox"/> Health and safety standards are set for any contractors hired	10	
1.2	Supervisory commitment to health and safety	<input type="checkbox"/> Supervisors have specific written health and safety responsibilities <input type="checkbox"/> Management provides instruction in what supervisors are expected to do, how it should be done, and what constitutes a job well done Supervisors apply their knowledge and skills by: <ul style="list-style-type: none"> <input type="checkbox"/> Holding shift/crew safety meetings at least monthly with records of topics and attendance <input type="checkbox"/> Holding tailgate or crew safety meetings weekly and keeping records of meetings <input type="checkbox"/> Conducting focused site inspections (e.g. guarding, lockout, etc.) with records of focus and locations inspected <input type="checkbox"/> Encouraging workers to report health and safety concerns <input type="checkbox"/> Observing the work in progress and providing positive input to workers <input type="checkbox"/> Holding other safety meetings – specify _____ 	8	

1. Management Responsibility and Commitment (continued)				
Standard		Guidelines	Score	
One point per checkmark			Available Points	Our Score
1.3	Supervisor safety training	All supervisors/managers are trained in: <input type="checkbox"/> Mandatory legislated supervisory training <input type="checkbox"/> Incident investigation <input type="checkbox"/> Planned workplace inspection & hazard recognition <input type="checkbox"/> Others – specify _____	4	
2 Worker Health and Safety Representative The Occupational Health and Safety Act requires all workplaces with 6 -19 employees to have a worker health and safety representative. The worker health and safety representative needs to inspect the workplace monthly and have systems in place to ensure it is effective.			Section 2 Total Available Points = 11 Section 2 Actual Total Score =	
Standard		Guidelines	Score	
One point per checkmark			Available points	Our score
2.1	Health and Safety Representative	<input type="checkbox"/> Health and Safety Representative has been chosen by workers <input type="checkbox"/> HS Representative inspects workplace monthly (OH&S Act section 8(6)) <input type="checkbox"/> HS Representative meets regularly with management and makes recommendations to employer <input type="checkbox"/> HS Representative participates in incident investigations <input type="checkbox"/> A procedure is in place for employees to refuse unsafe work and this procedure has been communicated to all employees	5	

2. Worker Health and Safety Representative (continued)			Available Points	Our Score
One point per checkmark				
2.2	Documented meetings	<input type="checkbox"/> HS Representative monthly workplace inspections are documented <input type="checkbox"/> Recommendations to the employer are documented on the inspection report or other documentation <input type="checkbox"/> An effective process is in place to address concerns not acted upon from previous inspections <input type="checkbox"/> Health and safety issues and updates are communicated across the organization	4	
2.3	HS Representative training	<input type="checkbox"/> HS Representative has received basic training <input type="checkbox"/> Training includes planned workplace inspection, incident investigation, and OH&S Act and regulations	2	
3. Training Programs An effective training program identifies the specific needs of employees for knowledge or skills, maintains up-to-date records of training provided and evaluates training and trainers to ensure quality.			Section 3 Total Available Points = 24 Section 3 Actual Total Score =	
Standard	Guidelines		Score	
One point per checkmark			Available points	Our score
3.1	Job-specific safety training conducted	Required job-specific safety training is identified, recorded and provided to appropriate employees: <input type="checkbox"/> Mandatory legislated worker training <input type="checkbox"/> Mobile equipment/safe driver training <input type="checkbox"/> Fall protection <input type="checkbox"/> Lockout/machine hazards <input type="checkbox"/> MSD hazards <input type="checkbox"/> WHMIS <input type="checkbox"/> Workplace violence <input type="checkbox"/> Workplace/Hazard training	8	

3. Training Programs (continued)			Available Points	Our Score
One point per checkmark				
3.2	Job-specific safety training records	<input type="checkbox"/> Training attendance/records are kept <input type="checkbox"/> Tracking system (e.g. training matrix) is in place to ensure all employees have required training (e.g. transferred employees, relieving for holidays, etc.) <input type="checkbox"/> Training files are properly maintained (2 points per check = 6 available points)	6	
3.3	Worker training on posted documents	All workers know the location of and understand the importance of the following legislated postings in the workplace: <input type="checkbox"/> Health and safety policy <input type="checkbox"/> OH&S Act and Regulations <input type="checkbox"/> WSIB Poster (Form 82) <input type="checkbox"/> WSIB First Aid Requirements, Regulation 1101 <input type="checkbox"/> JHSC member names and job locations/HS Representative <input type="checkbox"/> MOL Reports/MOL Health & Safety at Work Prevention Starts Here	6	
3.4	Training evaluation system	<input type="checkbox"/> Training needs are monitored and training of all employees is up to date <input type="checkbox"/> System is in place to ensure trainers are competent <input type="checkbox"/> Training effectiveness is monitored through auditing and observation <input type="checkbox"/> Supervisors (and/or other competent person) conduct and document follow-up to training to ensure employees understand standards, safe operating procedures, communication procedures	4	
4. Workplace Inspections			Section 4 Total Available Points = 8	
Regular inspections of the workplace are required by law and help to ensure hazards are identified and controlled. Documentation is important to the inspection program.			Section 4 Actual Score =	
Standard	Guidelines	Score		
One point per checkmark			Available Points	Our Score
4.1	Planned workplace inspections	<input type="checkbox"/> Workplace inspections are carried out monthly. If not practical to inspect the entire workplace at least once a month, JHSC worker representative inspects the entire workplace at least once a year, inspecting at least a part of the workplace once a month <input type="checkbox"/> Workplace inspection schedule is established and followed	2	

4. Workplace Inspections (continued)				
One point per checkmark			Available Points	Our Score
4.2	Inspection processes	<input type="checkbox"/> Inspectors are trained <input type="checkbox"/> A standard procedure for inspections is established and followed <input type="checkbox"/> Identified hazards are classified (e.g. A, B, C) <input type="checkbox"/> A system is in place to ensure recommendations are assigned to the appropriate people <input type="checkbox"/> A follow-up system is in place to ensure corrective measures have been taken <input type="checkbox"/> Inspections are reviewed periodically (at least annually) to identify trends and ensure appropriate corrective measures have been taken	6	
5. Safe Work Practices and Standard Operating Procedures (SOPs) Written SOPs document the safest and most effective way to complete a task. They should be developed in consultation with workers, the JHSC, the safety department and any manufacturer's requirements. They must be reviewed and updated regularly and employees must be trained to follow them.			Section 5 Total Available Points = 9 Section 5 Actual Total Score =	
Standard		Guidelines	Score	
One point per checkmark			Available Points	Our Score
5.1	SOP standards	<input type="checkbox"/> An inventory of all occupations and/or jobs has been prepared <input type="checkbox"/> All jobs have been reviewed to identify hazards. Method used (e.g. task analysis, risk assessment)_____ <input type="checkbox"/> Analysis identifies all sources of hazards, assesses the risk of each hazard, and provides appropriate controls, with an initial focus on engineering controls, for each hazard <input type="checkbox"/> Where required, proper written operating procedures for occupations/jobs involving hazards to workers are established and current <input type="checkbox"/> A procedure is in place to review hazards and standards whenever changes are made to processes or equipment, which adheres to pre-start review/pre-commissioning legislation	5	
5.2	Training	<input type="checkbox"/> All workers are trained in safe operating procedures for their work <input type="checkbox"/> Training on SOPs is established for new employees and transferring employees	2	
5.3	Monitoring	<input type="checkbox"/> Systems are in place to ensure compliance with SOPs by all workplace parties	1	
5.4	Evaluation	<input type="checkbox"/> Policy, standards and procedures are reviewed frequently to ensure effectiveness, legal compliance, and to make improvements	1	

6. Injury/Incident Investigation

To prevent recurrence of incidents or injuries, workplaces require a policy and program of investigating all incidents. Employees must be encouraged to report even "near miss" incidents (those without injury or damage) as these can help to identify hazards and gaps in the health and safety program.

Section 6 Total Available Points = 10

Section 6 Actual Total Score =

Standard		Guidelines	Score	
One point per checkmark			Available Points	Our Score
6.1	Investigation	<input type="checkbox"/> All injuries are investigated <input type="checkbox"/> All critical and fatal injuries are investigated jointly by certified members and reported as per the OH&S Act <input type="checkbox"/> All incidents are investigated <input type="checkbox"/> System is in place to encourage employees to report incidents (including non-injury or damage)	4	
6.2	Investigation program	<input type="checkbox"/> Policy specifies what will be investigated and the purpose (discovery and prevention) of conducting investigations <input type="checkbox"/> Investigation procedure sets out responsibilities for each party and steps to follow <input type="checkbox"/> All investigators are trained <input type="checkbox"/> Standard form is used for investigations <input type="checkbox"/> Investigators make recommendations to prevent recurrence <input type="checkbox"/> One person is assigned to ensure follow-up on corrective action	6	

7. Emergency Response Plan

A good emergency response plan will identify the most likely emergencies and set out the key steps and responsibilities for responding to each, in order to minimize potential injury and loss.

Section 7 Total Available Points = 6

Section 7 Actual Total Score =

Standard		Guidelines	Score	
One point per checkmark			Available points	Our score
7.1	Procedure	<input type="checkbox"/> A detailed program/process has been developed and documented <input type="checkbox"/> Information is posted and communicated to all employees <input type="checkbox"/> Detailed area plans are posted for evacuation	3	

7. Emergency Response Plan (continued)			Available points	Our score
One point per checkmark				
7.2	Training	<input type="checkbox"/> All employees (workers and supervisors) have been trained <input type="checkbox"/> All employees are knowledgeable about their responsibilities in the event of an emergency	2	
7.3	Yearly test	<input type="checkbox"/> Emergency plan is tested and evaluated every year	1	

8. Health and Safety Initiatives

Section 8 Total Available Points = 30

The safest and healthiest companies go beyond compliance with the legislation and take initiative to learn more about health and safety and share their knowledge with others.

Section 8 Actual Total Score =

Standard	Guidelines	Score	
One point per checkmark		Available points	Our score
8.1	Audit <ul style="list-style-type: none"> <input type="checkbox"/> Firm has audited its health and safety program, either internally or by a third party (3 points) <input type="checkbox"/> Audit included document review (1 point) <input type="checkbox"/> Audit included site inspections (1 point) <input type="checkbox"/> Audit included interviews with employees (1 point) List elements audited (1 point each – total 5 points available) <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Audit results have been analysed to assess effectiveness of health and safety program and management system (1 point) 	12	
	<input type="checkbox"/> Action plan is in place to address any gaps identified (3 points)	3	

8. Health and Safety Initiatives (continued)				
Standard		Guidelines	Score	
One point per checkmark			Available points	Our score
8.2	Other health and safety initiatives	<p>Included in your health and safety program, the company:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participates in volunteer H&S organizations (district committee, regional safety group, volunteer committee, technical advisory committee) Specify _____ (3 points) <input type="checkbox"/> Participates in WSIB SCIP or Safety Groups incentive program Specify _____ (3 points) <input type="checkbox"/> Organizes employee health and safety events and campaigns (e.g. safety day, safety picnic, employee recognition program) Specify _____ (3 points) <input type="checkbox"/> Focuses on off the job safety, and family health and safety (e.g. safe driving campaign, off-the-job safety meetings, family fitness memberships) Specify _____ (3 points) <input type="checkbox"/> Demonstrates community health and safety leadership (e.g. Young Worker Awareness Program, school presentations, conference presentations) Specify _____ (3 points) 	15	

Results			
Tabulate your results in the space below		Available points	Our score
Section 1	Management Responsibility and Commitment	22	
Section 2	Worker Health and Safety Representative	11	
Section 3	Training Programs	24	
Section 4	Workplace Inspections	8	
Section 5	Safe Work Practices and Standard Operating Procedures (SOPs)	9	
Section 6	Injury/Incident Investigation	10	
Section 7	Emergency Response Plan	6	
Section 8	Health and Safety Initiatives	30	
Total		120	