



**LOCAL GOVERNMENT
CERTIFICATE OF RECOGNITION PROGRAM FOR SMALL EMPLOYERS**

ACTIVITY And VERIFICATION METHOD	SCORE 0 (does not exist)	SCORE 2 (exists but is not good)	SCORE 4 (exists and is good, not communicated)	SCORE 6 (exists, is good, and is communicated)	SCORE OUT OF SIX
MANAGEMENT/OWNER COMMITMENT					
Written safety policy which identifies the employers aims, and the responsibilities of the employer, managers, supervisors and workers and awareness of these individual responsibilities at all levels in the organization (Documentation)	<ul style="list-style-type: none"> ▪ No statement of safety policy or knowledge of the need for one 	<ul style="list-style-type: none"> ▪ A general understanding of safety responsibilities and accountability, but not in written format 	<ul style="list-style-type: none"> ▪ Safety policy and responsibilities in writing but not distributed to supervisors or workers ▪ Supervisors have a general understanding of safety responsibilities and accountability 	<ul style="list-style-type: none"> ▪ Safety policy is written, signed by management/owner, and communicated to all staff ▪ Responsibility and accountability for safe culture is emphasized in supervisory performance evaluations 	
Awareness and availability of applicable legislation and safety resources (Interview Supervisors and Managers)	<ul style="list-style-type: none"> ▪ Supervisors/Managers have no knowledge or awareness of <i>Workers Compensation Act</i>, OH&S Regulations, or other applicable legislation 	<ul style="list-style-type: none"> ▪ Supervisors are aware of the need to provide a safe workplace but cannot identify the legislation requirements 	<ul style="list-style-type: none"> ▪ Supervisors/Managers can identify legislated requirements but have limited access to resources 	<ul style="list-style-type: none"> ▪ Supervisors and Managers have access to resources and know how to access them ▪ Workers have access to, and know how to access appropriate resources 	



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PROGRAM AND PROCEDURES					
Safety Instructions for hazardous tasks (Documentation)	<ul style="list-style-type: none"> ▪ No written instructions 	<ul style="list-style-type: none"> ▪ Written instructions for some hazardous tasks 	<ul style="list-style-type: none"> ▪ Written instructions are available for all hazardous tasks 	<ul style="list-style-type: none"> ▪ Written instructions available at all workplaces ▪ Management ensures that employees follow the instructions ▪ The instructions are regularly updated 	
Emergency procedures developed and workers trained (Documentation and interview workers)	<ul style="list-style-type: none"> ▪ No emergency procedures developed 	<ul style="list-style-type: none"> ▪ Procedures developed but not for all situations 	<ul style="list-style-type: none"> ▪ Procedures developed, but effectiveness is not tested 	<ul style="list-style-type: none"> ▪ Possible emergencies are identified ▪ Workers are trained in the procedures ▪ Effectiveness of the procedures is tested and any deficiencies are corrected 	



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First Aid Services are provided as required by Regulation (Documentation and Interview workers)	<ul style="list-style-type: none"> ▪ No first aid services available ▪ Not aware of minimum first aid requirements that must be provided. 	<ul style="list-style-type: none"> ▪ First Aid services are available but inadequate 	<ul style="list-style-type: none"> ▪ First aid services are available but staff do not know how to contact first aid attendant 	<ul style="list-style-type: none"> ▪ First aid assessment completed for each workplace ▪ First Aid attendants and supplies in place as required ▪ Employees are aware of how to contact first aid attendant 	
TRAINING, EDUCATION AND CERTIFICATION					
Workers receive training and education in job specific hazards, work procedures and practices (Documentation and Interview workers)	<ul style="list-style-type: none"> ▪ No training or education provided to workers 	<ul style="list-style-type: none"> ▪ Some training and education is provided but not to everyone who needs it, and is not current 	<ul style="list-style-type: none"> ▪ Some training and education has been provided to everyone who needs it, but is not current 	<ul style="list-style-type: none"> ▪ There is a tracking system in place to ensure workers receive training and education to do their job safely. ▪ Workers are corrected if not following established procedures ▪ (continued) 	



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Workers receive training and education in job specific hazards, work procedures and practices (continued)				<ul style="list-style-type: none"> ▪ Supervisors can identify how they ensure workers are qualified to perform their duties 	
Orientation is provided to new workers and contractors, covering issues such as emergency procedures and general safety hazards (Documentation)	<ul style="list-style-type: none"> ▪ No orientation procedure in place 	<ul style="list-style-type: none"> ▪ Orientation procedure is available for workers but is lacking key elements ▪ No orientation is available for contractors or visitors 	<ul style="list-style-type: none"> ▪ Orientation procedure is available for workers but not provided within their first week of work ▪ Prime Contractors are identified in contract language but hazards are not identified ▪ Emergency procedures are posted for visitors but not pointed out to them 	<ul style="list-style-type: none"> ▪ Orientation is provided to new employees within one week of starting work; tracking system in place to ensure this occurs ▪ Contractors receive information on known or foreseeable hazards ▪ Visitors are made aware of emergency procedures 	



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Workers have appropriate certifications for their jobs (Documentation)	<ul style="list-style-type: none"> ▪ No certification requirements are identified ▪ A review has not been completed to determine if certifications are required 	<ul style="list-style-type: none"> ▪ Certification requirements are identified for some positions 	<ul style="list-style-type: none"> ▪ Certification requirements are identified for all applicable positions but there is no verification system in place 	<ul style="list-style-type: none"> ▪ Certification requirements are identified ▪ Tracking system is in place to ensure certification is up to date as required 	
HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONTROL					
Hazards to which workers or contractors could be exposed have been identified (Documentation and Interview workers)	<ul style="list-style-type: none"> ▪ Hazards have not been identified 	<ul style="list-style-type: none"> ▪ Hazards are identified but risk assessments not completed 	<ul style="list-style-type: none"> ▪ Hazards are identified ▪ Risk Assessments completed ▪ Workers are not aware of hazards or assessments 	<ul style="list-style-type: none"> ▪ Process is in place to analyze job, equipment and conditions for hazards ▪ Risk assessments completed for identified hazards ▪ Control procedures established following the hierarchy of controls ▪ Workers are aware of the hazards, risks, and controls 	



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Controls to hazards have been implemented (Documentation and Interview Workers)	<ul style="list-style-type: none"> ▪ Hazards not identified so no controls are in place 	<ul style="list-style-type: none"> ▪ Hazards are identified but no controls in place 	<ul style="list-style-type: none"> ▪ Hazards are identified, risk assessments completed, controls established but not yet implemented 	<ul style="list-style-type: none"> ▪ Controls to hazards have been implemented in a timely manner ▪ Workers are aware of the hazards and follow established controls where required 	
Personal Protective Equipment provided to workers as required (Interview workers and supervisors)	<ul style="list-style-type: none"> ▪ PPE needs not identified 	<ul style="list-style-type: none"> ▪ PPE needs identified but PPE not always provided 	<ul style="list-style-type: none"> ▪ PPE needs identified but workers are not aware of what is required 	<ul style="list-style-type: none"> ▪ PPE needs identified ▪ PPE requirements communicated to workers ▪ Supervisors enforce the need to use PPE 	
INSPECTIONS					
There is an inspection program in place (Documentation)	<ul style="list-style-type: none"> ▪ There is no program in place and inspections are not being conducted 	<ul style="list-style-type: none"> ▪ There is no written inspection program but some inspections are being done on an infrequent basis 	<ul style="list-style-type: none"> ▪ There is a written inspection program but inspections are not always being done as stated in the program 	<ul style="list-style-type: none"> ▪ There is a written inspection program that states the intent of inspections, who is to inspect, what is to be inspected, and inspection frequency 	



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There is an inspection program in place (continued)				<ul style="list-style-type: none"> ▪ Inspections are occurring as detailed in the written program 	
Training is provided for personnel responsible for inspections (Interview other)	<ul style="list-style-type: none"> ▪ No personnel are identified for inspections 	<ul style="list-style-type: none"> ▪ Personnel responsible for inspections are identified 	<ul style="list-style-type: none"> ▪ Inspection personnel are sometimes trained 	<ul style="list-style-type: none"> ▪ Inspection personnel always receive training 	
Unsafe or harmful conditions are corrected (Documentation and Interview supervisors)	<ul style="list-style-type: none"> ▪ Harmful conditions are not identified 	<ul style="list-style-type: none"> ▪ Harmful conditions are identified but are seldom corrected without delay 	<ul style="list-style-type: none"> ▪ Harmful conditions are identified and are usually corrected without delay 	<ul style="list-style-type: none"> ▪ There is a system in place to ensure that unsafe or harmful conditions and work procedures are identified, reported, corrected and followed-up without delay 	



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INVESTIGATION OF INCIDENTS/ACCIDENTS					
Incidents and accidents are investigated promptly (Documentation)	<ul style="list-style-type: none"> ▪ Incidents and accidents are not investigated 	<ul style="list-style-type: none"> ▪ Incidents and accidents are usually investigated ▪ Investigations don't often point to root causes ▪ WorkSafeBC is not notified of reportable incidents in a timely manner 	<ul style="list-style-type: none"> ▪ Incidents and accidents are investigated and WorkSafeBC is notified in a timely manner ▪ Investigations sometimes find root causes ▪ Recommendations to prevent recurrence are not made or not followed up on in a timely manner 	<ul style="list-style-type: none"> ▪ There is a written investigation program which is followed ▪ Incidents are investigated, WorkSafeBC is notified ▪ Recommendations to prevent recurrence are made, responsibility is assigned, and recommendations are followed up on promptly 	
Staff conducting investigations are trained in investigation techniques and procedures (Documentation)	<ul style="list-style-type: none"> ▪ No personnel are identified for investigations as they do not occur 	<ul style="list-style-type: none"> ▪ Personnel responsible for investigations are identified 	<ul style="list-style-type: none"> ▪ Investigation personnel are sometimes trained 	<ul style="list-style-type: none"> ▪ Investigation personnel always receive training 	



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PROGRAM ADMINISTRATION					
Records and statistics of incidents/accidents are maintained (Documentation and interview supervisors and workers)	<ul style="list-style-type: none"> ▪ No records are maintained 	<ul style="list-style-type: none"> ▪ Records and statistics are maintained for some incidents or accidents 	<ul style="list-style-type: none"> ▪ Records and statistics are maintained for all incidents or accidents ▪ The statistics are not used to analyze trends 	<ul style="list-style-type: none"> ▪ Records and statistics are maintained ▪ Incident/Accident trends are analyzed at least once a year to determine program deficiencies ▪ Trends are communicated to staff as a means to improve knowledge and safety culture 	
Staff are aware of the health and safety program (Interview supervisors and workers)	<ul style="list-style-type: none"> ▪ Staff have no knowledge of any aspect of the program 	<ul style="list-style-type: none"> ▪ Staff have some knowledge of the health and safety program 	<ul style="list-style-type: none"> ▪ Most staff are aware of the health and safety program 	<ul style="list-style-type: none"> ▪ The Owner/ Manager regularly communicates safety items with staff 	



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INTEGRATION OF HEALTH AND SAFETY MANAGEMENT SYSTEMS (if Prime Contractor)					
If acting as the Prime Contractor, the employer takes responsibility for leading the health and safety plan development (Documentation and interview Other)	<ul style="list-style-type: none"> ▪ Prime Contractor takes no responsibility for the safety of adjacent worksites 	<ul style="list-style-type: none"> ▪ Prime Contractor keeps an eye on adjacent worksites 	<ul style="list-style-type: none"> ▪ Prime Contractor has a plan to ensure worksite health and safety but does not communicate with other affected employers 	<ul style="list-style-type: none"> ▪ A plan or system is in place to ensure worksite health and safety which was developed in conjunction with other employers ▪ Prime Contractor regularly meets with designated staff on adjacent worksites 	
ACTION PLAN (IF RECERTIFICATION AUDIT)					
An Action Plan has been developed for identified deficiencies from last Audit (Documentation)	<ul style="list-style-type: none"> ▪ No action plan in place 	<ul style="list-style-type: none"> ▪ Action plan developed but does not address all deficiencies identified in previous audit 	<ul style="list-style-type: none"> ▪ Action plan developed but there are no clear timelines for completion or responsibility assigned 	<ul style="list-style-type: none"> ▪ Action plan developed which contains clear timelines for completion and has identified who is responsible for implementing required changes 	