

## **LOCAL GOVERNMENT COR AUDITS DOCUMENTATION FOR AUDITORS TO REVIEW**

This is not a complete list and other documentation may be required.

### **Health and Safety Manual**

- ☐ Safety policy
- ☐ Discipline policy
- ☐ Drug and alcohol policy
- ☐ Education and training policies
- ☐ Injury management – stay at work/return to work policies

### **Meeting Minutes**

- ☐ Incident reports/investigations
- ☐ Safety committee meeting minutes
- ☐ Management meeting minutes
- ☐ Pre-work/tailgate meeting minutes
- ☐ Senior management meeting minutes where safety is discussed

### **Training and Orientation Records**

- ☐ Site orientation procedure and records
- ☐ New hire policy and orientation records
- ☐ Employee personnel files – employment contracts, hours of work, timesheets, holidays, resume and reference checks
- ☐ Training records and copies of certifications (ex. confined space, WHMIS etc.)

### **Incident Reporting and Investigation Records**

- ☐ Incident reporting procedures
- ☐ Hazard alerts and bulletins created by your organization
- ☐ First aid records

### **Return to Work**

- ☐ Formal injury management program documentation
- ☐ Return to work plans

### **Pre-work Assessments and Inspections**

- ☐ Inspection procedures, checklists and records
- ☐ Hazard and risk assessments
- ☐ Equipment maintenance programs and records
- ☐ Copies of WorkSafeBC inspections/orders
- ☐ Contractor pre-qualification checklists/criteria

### **Audit and Statistics**

- ☐ Copies of previous safety audits
- ☐ Safety incident records and statistics

### **Other**

- ☐ Organization chart
- ☐ Management/supervisor logs
- ☐ Emergency response plan documentation
- ☐ Corrective action logs