| **ACTIVITY**  **and**  **VERIFICATION METHOD** | **SCORE ON A SCALE, FROM 0 (DOES NOT EXIST) TO 6 (EXISTS AND IS COMPLETE)** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Does not exist Exists but is missing something Exists and is**  **complete**  **0 1 2 3 4 5 6** | | | | **Score (out of 6)** |
| **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)** | * No statement of safety policy or knowledge of the need for one | * A general understanding of safety responsibilities and accountability, but not in written format | * Safety policy and responsibilities in writing but not distributed to supervisors or workers * Supervisors have a general understanding of safety responsibilities and accountability | * 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)** | * Supervisors/ Managers have no knowledge or awareness of *Workers Compensation Act*, OH&S Regulations, or other applicable legislation | * Supervisors are aware of the need to provide a safe workplace but cannot identify the legislation requirements | * Supervisors/ Managers can identify legislated requirements but have limited access to resources | * Supervisors and Managers have access to resources and know how to access them * Workers have access to, and know how to access appropriate resources |  |

|  | **Does not exist Exists but is missing something Exists and is**  **complete**  **0 1 2 3 4 5 6** | | | | **Score (out of 6)** |
| --- | --- | --- | --- | --- | --- |
| **PROGRAM AND PROCEDURES** | | | | |  |
| **Safety Instructions for hazardous tasks**  **(Documentation)** | * No written instructions | * Written instructions for some hazardous tasks | * Written instructions are available for all hazardous tasks | * 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)** | * No emergency procedures developed | * Procedures developed but not for all situations | * Procedures developed, but effectiveness is not tested | * Possible emergencies are identified * Workers are trained in the procedures * Effectiveness of the procedures is tested and any deficiencies are corrected |  |
| **First Aid Services are provided as required by Regulation**  **(Documentation and Interview workers)** | * No first aid services available * Not aware of minimum first aid requirements that must be provided. | * First Aid services are available but inadequate | * First aid services are available but staff do not know how to contact first aid attendant | * 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 |  |

|  | **Does not exist Exists but is missing something Exists and is**  **complete**  **0 1 2 3 4 5 6** | | | | | | | | | | **Score (out of 6)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TRAINING, EDUCATION AND CERTIFICATION** | | | | | | | | | | |  |
| **Workers receive training and education in job- specific hazards, work procedures and practices**  **(Documentation and Interview workers)** | * No training or education provided to workers | * Some training and education is provided but not to everyone who needs it, and is not current | | | * Some training and education has been provided to everyone who needs it, but is not current | | | | * 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 * 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, and designation of Prime Contractor Status (if appropriate) (Documentation)** | * No orientation procedure in place * No designation of Prime Contractor in documents | * Orientation procedure is available for workers but is lacking key elements * No orientation is available for contractors or visitors * No designation of Prime Contractor in documents | | | * 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 | | | * 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   * Prime Contractors are always designated in writing * Visitors are made aware of emergency procedures | | |  |
| **Workers have appropriate certifications for their jobs**  **(Documentation)** | * No certification requirements are identified * Review not completed to see if certifications are required | * Certification requirements are identified for some positions | | * Certification requirements are identified for all applicable positions but there is no verification system in place | | | | * 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)** | * Hazards have not been identified | * Hazards are identified but risk assessments not completed | | | | | * Hazards are identified * Risk Assessments completed * Workers are not aware of hazards or assessments | | | * 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 |  |
| **Controls to hazards have been implemented**  **(Documentation and Interview Workers)** | * Hazards not identified so no controls are in place | | * Hazards are identified but no controls in place | | | | * Hazards are identified, risk assessments completed, controls established but not yet implemented | | | * 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)** | * PPE needs not identified | | * PPE needs identified but PPE not always provided | | | * PPE needs identified but workers are not aware of what is required | | | | * PPE needs identified * PPE requirements communicated to workers * Supervisors enforce the need to use PPE |  |

|  | **Does not exist Exists but is missing something Exists and is**  **complete**  **0 1 2 3 4 5 6** | | | | **Score (out of 6)** |
| --- | --- | --- | --- | --- | --- |
| **INSPECTIONS** | | | | |  |
| **There is an inspection program in place**  **(Documentation)** | * There is no program in place and inspections are not being conducted | * There is no written inspection program but some inspections are being done on an infrequent basis | * There is a written inspection program but inspections are not always being done as stated in the program | * There is a written inspection program that states the intent of inspections, who is to inspect, what is to be inspected, and inspection frequency * Inspections are occurring as detailed in the written program |  |
| **Training is provided for personnel responsible for inspections**  **(Interview other)** | * No personnel are identified for inspections | * Personnel responsible for inspections are identified | * Inspection personnel are sometimes trained | * Inspection personnel always receive training |  |
| **Unsafe or harmful conditions are corrected**  **(Documentation and Interview supervisors)** | * Harmful conditions are not identified | * Harmful conditions are identified but are seldom corrected without delay | * Harmful conditions are identified and are usually corrected without delay | * 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 |  |

|  | | **Does not exist Exists but is missing something Exists and is**  **complete**  **0 1 2 3 4 5 6** | | | | **Score (out of 6)** |
| --- | --- | --- | --- | --- | --- | --- |
| **INVESTIGATION OF INCIDENTS/ACCIDENTS** | | | | | |  |
| **Incidents and accidents are investigated promptly (Documentation)** | * Incidents and accidents are not investigated | | * 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 | * 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 | * 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)** | * No personnel are identified for investigations as they do not occur | | * Personnel responsible for investigations are identified | * Investigation personnel are sometimes trained | * Investigation personnel always receive training |  |

|  | **Does not exist Exists but is missing something Exists and is**  **complete**  **0 1 2 3 4 5 6** | | | | | **Score (out of 6)** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM ADMINISTRATION** | | | | | | |  |
| **Records and statistics of incidents/accidents are maintained**  **(Documentation and interview supervisors and workers)** | | * No records are maintained | * Records and statistics are maintained for some incidents or accidents | * Records and statistics are maintained for all incidents or accidents * The statistics are not used to analyze trends | * 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)** | | * Staff have no knowledge of any aspect of the program | * Staff have some knowledge of the health and safety program | * Most staff are aware of the health and safety program | * The Owner/ Manager regularly communicates safety items with staff | |  |

|  | **Does not exist Exists but is missing something Exists and is**  **complete**  **0 1 2 3 4 5 6** | | | | | **Score (out of 6)** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** | | * Prime Contractor takes no responsibility for the safety of adjacent worksites | * Prime Contractor keeps an eye on adjacent worksites | * Prime Contractor has a plan to ensure worksite health and safety but does not communicate with other affected employers | * 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 | |  |

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| --- | --- | --- | --- | --- | --- |
| **ACTION PLAN (IF RECERTIFICATION AUDIT)** | | | | |  |
| **An Action Plan has been developed for identified deficiencies from last Audit**  **(Documentation)** | * No action plan in place | * Action plan developed but does not address all deficiencies identified in previous audit | * Action plan developed but there are no clear timelines for completion or responsibility assigned | * Action plan developed which contains clear timelines for completion and has identified who is responsible for implementing required changes |  |

# Small Employer Audit Score Sheet

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Element #** | **Element Name** | **Possible Score** | **Actual Score** | **% for Element** |
| 1 | Management/Owner Commitment | 12 |  |  |
| 2 | Program and Procedures | 18 |  |  |
| 3 | Training, Education and Certification | 18 |  |  |
| 4 | Hazard Identification, Risk Assessment, and Control | 18 |  |  |
| 5 | Inspections | 18 |  |  |
| 6 | Investigation of incidents/Accidents | 12 |  |  |
| 7 | Program Administration | 12 |  |  |
| 8 | Integration of Health and Safety Management System (If Prime Contractor) | 6 |  |  |
|  | Total | **114** |  |  |
| \*\*\* | Action Plan (Only if Re-Certification Audit) | 6 | **\*\*** | **\*\*** |
|  | | | | |

|  |  |
| --- | --- |
| **Minimum Standard** = **80% overall score and**  **50% each section** | Reviewed:  Senior Manager signature |
|  |  |
| Actual Score x 100 = \_\_\_\_\_\_\_\_%  Possible Score | Auditor signature |
|  |  |
| Standard Achieved: **YES \_\_\_\_\_\_ NO \_\_\_\_\_\_** | Goal for Next Audit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Percentage |
| **The goal for the next audit must be set by the senior manager.** | |