| **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
 |  |

|  |  |
| --- | --- |
| **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.** |