**2019 Health and Safety Management System Review Form**

The purpose of the HSMS Review Form is:

- To do an internal audit to compare a workplace HSMS to the audit criteria as set out in the audit tool utilized.

Using the following Workplace Health and Safety Management System (HSMS) Review Form, indicate the stage of completion for each element in the health and safety management system. In the space provided document relevant information/evidence that demonstrates how this part of the element has or has not been met. Evidence **may include**, but not limited to, lists of policies/activities/standards, records, observations and interview feedback, that are relevant to the element.

Review Process

1. A document review is the first step in conducting the audit. It establishes initial conformity to audit criteria and determine other types of evidence to sample.

Gather and record evidence by:

a. reviewing documents, reports, records, etc.
b. interview workplace parties
c. observe the workplace

2. Compare the evidence against the audit requirements, the firm's health and safety policies and procedures (standards) and applicable legislation.

3. Decide conformity or non-conformity for each element.

Conformity & Non-conformity definitions

Conformity is the fulfilment of the requirements of the audit requirements, legislation **AND** the workplace's health and safety policies and procedures (standards).

Non-conformity is the non-fulfilment of or deviation from the requirements. Non-conformities are classified as:

- a non-conformity if:
  - the issue will continue to occur because of how the HSMS and health and safety program are structured
  - there is high risk to a worker's health or safety if the requirements are not met
  - there are serious legal implications
  - there is an accumulation of related minor non-conformities
- a minor non-conformity if:
  - the HSMS structure is valid, but there was minor deviation because of for example, human error
  - there is not high risk to worker
  - there are no significant legal implications

When completing your audit, for audit evidence:

1. The first source of evidence MUST ALWAYS be the applicable and current written company standard to the audit criteria. This establishes initial conformity and determines other types of evidence to sample.
2. Sufficient corroborating audit evidence that is relevant to the audit criteria and verifiable, may include as **applicable:**
   a) Review and listing of required **records** (dated, historical and unchangeable) AND/OR
   b) review and listing of appropriate **observations** of people working and **observations** of the physical worksite (may be a policy, procedure, work instruction, form or other document that gives instruction that is current, active and changeable) AND/OR
   c) listing of **interview** findings with appropriate people

How much information is enough?

- Sufficient to demonstrate a consistent pattern of conformance
- One piece might be enough, for example:
  - Maybe only one incident occurred so there will only be one investigation report
  - Observed one failure to use confined space procedure;
- 10 to 50 pieces may be needed:
  - Monthly workplace inspections
  - Pre-shift forklift inspections

– If there is no written standard, it is automatically a non-conformity, however, as per requirement 4.4 must still list evidence that could not be verified as an audit finding of non-conformity requires the auditor to document (list) the evidence that could not be verified following the same audit process outlined above. The more information you collect about how existing practices compare to the audit criteria, the better able you will be to craft a plan for closing the gaps. Drilling down will help you to narrowly define the non-conformity and provide greater focus in your CIP to address the gaps.

– EVERY subsection must have a list of evidence reviewed **or missing** with a determination of conformity or non-conformity (see page 2 above for conformity and non-conformity definitions).

| **A.1 Management Commitment Standard** | **Evidence/Notes** | **C or NC** |
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| A.1.1<br>The employer establishes, implements and maintains a documented HSMS. The system supports a strong internal responsibility system. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| A.1.2<br>The employer:<br>▪ ensures that the workplace parties, including workers, supervisors and managers, have the time, resources and competency to implement the HSMS and to achieve its policy, objectives and targets | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| ▪ makes health and safety an organizational priority similar to other priorities and integrates the management system into all aspects of the organization, and | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| ▪ promotes participation of, and seeks feedback from, all workplace parties in developing and implementing and maintaining the HSMS, and recognizes the value of these contributions. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview | ☐ C<br>☐ NC |

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| | ☐ Observation | |
| A.1.3<br>Senior management:<br>a. actively promotes and participates in the HSMS, and | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. assigns a senior management representative the overall responsibility for implementing and maintaining the HSMS. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. Promotes health and safety in the community | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| **A.2 Health & Safety Policy Statement Standard** | **Evidence/Notes** | **C or NC** |
| A.2.1<br>The employer has a written health and safety policy statement that is specific to the organization. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |

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| A.2.2<br>The policy:<br>a. is dated and signed by the most senior accountable person on site | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. includes a general statement of health and safety responsibilities and commitment of all workplace parties | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. specifies commitment to achieve compliance with legal requirements, and | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| d. specifies the commitment of the employer to health and safety and the protection of workers | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| e. specifies a commitment to continual improvement. | Title of Standard:<br><br>Date on Standard: Click here to enter a date. | ☐ C<br>☐ NC |

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| | ☐Record<br><br>☐ Interview<br><br>☐ Observation | |
| **A.3 Legal Requirements Standard** | **Evidence/Notes** | **C or NC** |
| A.3.1<br><br>The employer establishes and implements a process that:<br><br>a. identifies all applicable legal requirements | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. incorporates legal requirements into the health and safety management system | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. evaluates that legal requirements are consistently met<br>**Note:** Other requirements include Canadian Standards Association standards, MOL Guidelines etc) | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| **A.4 Health & Safety Objectives Standard** | **Evidence/Notes** | **C or NC** |
| A.4.1<br>The employer ensures continual improvement by establishing measurable health and safety objectives for the organization. | Title of Standard:<br><br>Date on Standard: Click here to enter a date. | ☐ C<br>☐ NC |

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| | ☐Record<br><br>☐ Interview<br><br>☐ Observation | |
| A.4.2<br>The employer:<br>a. sets health and safety objectives and assigns responsibility for achieving the objectives through a documented action plan | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. develops health and safety performance indicators that reflect the size and nature of the organization and its risks, and | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. ensures that the objectives are evaluated at least once a year and revised as needed. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| **B.1 Roles and Responsibilities for All Workplace Parties Standard** | **Evidence/Notes** | |
| B.1.1 | Title of Standard:<br><br>Date on Standard: Click here to enter a date. | ☐ C<br>☐ NC |

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| The employer ensures that responsibilities for all workplace parties include legal requirements and responsibilities for HSMS. | ☐Record<br><br>☐ Interview<br><br>☐ Observation | |
| B.1.2<br><br>The employer:<br><br>a. ensures that health and safety responsibilities for managers, supervisors and workers are defined and implemented, and persons are held accountable | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. prepares health and safety responsibilities for contractors, visitors and other persons who attend the workplace, communicates these responsibilities and any potential hazards to which they may be exposed and holds persons accountable for meeting the responsibilities. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| **B.2 Joint Health & Safety Committee or Health & Safety Representative Standard** | **Evidence/Notes** | |
| B.2.1<br><br>Where required by law, the employer establishes a joint health and safety committee or ensures the selection of a health and safety representative appropriate for the needs, size and nature of the organization. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| B.2.2<br>The employer: | Title of Standard:<br><br>Date on Standard: Click here to enter a date. | ☐ C<br>☐ NC |

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| a. ensures representatives are appropriately selected | ☐Record<br><br>☐ Interview<br><br>☐ Observation | |
| b. provides resources, support, time, knowledge and training for the JHSC or health and safety representative to carry out related duties, and | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. responds to input and feedback from the JHSC or health and safety representative on recommendations and implementation of the HSMS. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| **C.1. Hazard Recognition & Assessment Standard** | **Evidence/Notes** | |
| C.1.1<br><br>The employer establishes a process to identify hazards in the workplace, assess those hazards and prioritize them according to the level of risk. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| C.1.2<br>The hazard recognition and assessment is conducted by a competent person or persons and in consultation with workers. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record | ☐ C<br>☐ NC |

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| | ☐ Interview<br><br>☐ Observation | |
| C.1.3<br>To complete the hazard recognition and assessment, procedures must be in place for:<br>a. reporting of hazards | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. first aid reporting and procedures | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. injury and illness reporting | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| d. Incident investigations | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| | Title of Standard: | ☐ C |

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| e. workplace inspections, and | Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ NC |
| f. job/task analysis | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| C.1.4<br>The identification and assessment of the hazards considers people, equipment, materials, environment and process (PEMEP) and information from the following:<br>a. review of fatality, injury or occupational illness risk factors that are prevalent in the business sector | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| b. review of hazard reports, injury and illness reports, inspections, investigations, monitoring and measuring results and JHSC recommendations | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| c. hygiene assessments | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview | ☐ C<br>☐ NC |

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| | ☐ Observation | |
| d. job task analysis | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| e. ergonomic assessments | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| f. consultation and input from the workers who do the job being assessed | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| g. review of applicable information such as MOL Guidelines, material safety data sheets (MSDSs), relevant CSA standards, and | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| h. any other information that is of value. | Title of Standard: | ☐ C |

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| | Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ NC |
| C.1.5<br>All identified hazards are prioritized by rating the frequency of exposure, probability of being harmed when exposed and the potential severity of that harm. The results of these risk assessments shall be used in the development of controls. | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| **D.1. Preventive Measures and Hazard Controls Standards** | **Evidence/Notes** | |
| D.1.1<br>The employer:<br>a. establishes and implements preventive measures and hazard controls to address the risks identified in C1. Hazard Recognition and Assessment; or | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| b. ensures that controls are defined, implemented and maintained starting with those having the highest risk | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| c. implements controls that meet all applicable legal and other requirements. | Title of Standard:<br>Date on Standard: Click here to enter a date. | ☐ C<br>☐ NC |

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| | ☐Record<br><br>☐ Interview<br><br>☐ Observation | |
| **D.2 Procurement and Contractor Safety Standards** | **Evidence/Notes** | |
| D.2.1<br><br><u>Procurement:</u><br><br>The employer:<br><br>a. establishes a process governing the procurement of equipment and material to include consideration of health and safety requirements | Title of Standard:<br><br>Date on Standard Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. includes health and safety requirements in the purchasing specifications | Title of Standard:<br><br>Date on Standard Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. conducts a hazard recognition and risk assessment on purchases and develops appropriate controls as required in D.1., and | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| d. conducts a health and safety pre-check or pre-start review on purchases where needed. | Title of Standard:<br><br>Date on Standard: Click here to enter a date. | ☐ C<br>☐ NC |

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| | ☐Record<br><br>☐ Interview<br><br>☐ Observation | |
| D.2.2<br><u>Contracting:</u><br><br>The employer:<br>a. establishes a process governing the contracting and use of service providers to perform maintenance, construction, services, and repairs that the employer requires | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. ensures Health and safety criteria in the contractor selection process | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. ensures minimum acceptable standards for contractors and service providers to follow while performing work in the workplace including participation in orientation activities | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| d. ensures identification, assessment, and elimination or control of hazards that the contractor's activities may | Title of Standard:<br><br>Date on Standard: Click here to enter a date. | ☐ C<br>☐ NC |

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| create or the contractor's employees may be exposed to within the workplace | ☐Record<br><br>☐ Interview<br><br>☐ Observation | |
| e. ensures compliance by all contractors with the employer's HSMS and all applicable legal and other requirements when working on the employer's premises, and | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| f. requires a copy of the WSIB Clearance Certificate to ensure that the contractor's employees are covered by WSIB as required or other liability insurance as appropriate | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| **D.3 Return to Work Standard – must be audited to the WSIB Work Re-integration (WR) Policies. Section D.3.1 must be completed. To assist with review, Section D.3.2 may be completed.** | **Evidence/Notes** | |
| D.3.1<br><br>The employer establishes and implements a return to work program (RTW) including:<br><br>a. RTW Self-Assessment | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. Physical Demands Information (as distinct from physical demands assessment) | Title of Standard: | ☐ C |

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| | Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ NC |
| c. RTW Case Management | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| d. RTW Performance Tracking | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| D.3.2<br>Work Reintegration Principles, Concepts and Definitions - #19-02-01<br>a. Does our RTW Standard address the guiding principles of work reintegration?<br>b. Does our RTW Program start as soon as we learn that a worker suffered an injury?<br>c. Does our RTW Program include a Stay-at-Work process?<br>d. Does our RTW Program clearly outline the roles & responsibilities of the worker, employer, union (if applicable), treating health care providers and WSIB?<br>e. Does our RTW Standard clearly define the goal of our RTW Program? | | ☐ C<br>☐ NC |

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| f. Does our RTW Standard include a process to address our duty to accommodate?<br>g. Does our RTW Standard include the concepts and definitions of Suitable Work and Available Work as outlined in WSIB policy 19-02-01? | | |
| Responsibilities of the Workplace Parties in Work Reintegration - #19-02-02<br>a. Does our RTW Standard include a process to ensure the Workplace Parties' obligations to co-operate with the RTW Process are clearly outlined?<br>b. Does our RTW Standard include a process to ensure we meet our Re-employment obligations?<br>c. Does our RTW Standard clearly define the roles and responsibilities for the duty to co-operate and the duty to re-employ and includes training requirements?<br>d. Does our RTW Standard clearly define the skills and training required to meet the duty to co-operate and re-employ? | | ☐ C<br>☐ NC |
| Determining Suitable Occupation - #19-03-03<br>a. Does our RTW Standard address the concepts of a Work Transition Assessment when a return to suitable and available work with us has been unsuccessful?<br>b. Does our RTW Standard outline roles and responsibilities for the development of a Suitable Occupation and includes training requirements?<br>c. Does our RTW Standard promote the identification and/or development of a Suitable Occupation with us?<br>**d.** Does our RTW Standard reference an anticipated time for the Work Transition Assessment to be conducted (i.e. – 6 to 9 months following date of injury)? | | ☐ C<br>☐ NC |
| Work Transition Plans - #19-03-05<br>a. Does our RTW Standard include a process to address the concepts of Work Transition Plans? | | ☐ C<br>☐ NC |

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| b. Does our RTW Standard outline roles and responsibilities for the development of Work Transition Plans and includes training requirements?<br>c. Does our RTW Standard confirm who will sign the Work Transition Plan on behalf of the employer?<br>d. Does our RTW Standard include the Work Transition option for workers 55 and older? | | |
| Work Transition Expenses - #19-03-06<br>a. Does our RTW Standard have a process to review the Work Transition Expenses to be paid by the WSIB related to a Work Transition Plan prior to commencement?<br>**b.** Does our RTW Standard have a process to monitor the on-going expenses of a Work Transition Plan? | | ☐ C<br>☐ NC |
| Relocation Services - #19-03-11<br>a. Does our RTW Standard have a process to review an offer of relocation services by the WSIB as part of a Work Reintegration Program? | | ☐ C<br>☐ NC |
| **D. 4 Emergency Management Standard** | **Evidence/Notes** | |
| D.4.1.<br><br>The employer establishes an emergency management program which addresses:<br><br>a. identification of potential emergency situations | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. development of emergency procedures and response plans, | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview | ☐ C<br>☐ NC |

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| c. emergency drills and exercises including table top exercises and full scale, hands-on exercises, and | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| d. allocation of responsibility for overseeing the emergency management system | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| **E.1 Documentation and Records Standard** | **Evidence/Notes** | |
| E.1.1<br><br><u>Documents:</u><br><br>The employer :<br><br>a. establishes a system for creating, modifying, approving, and controlling health and safety documents | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. ensures documents include health and safety policies procedures, work instructions, guidelines, etc. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview | ☐ C<br>☐ NC |

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| | ☐ Observation | |
| c. ensures documents are in a format appropriate for the workplace parties | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| d. ensures that the documents are regularly reviewed and updated where applicable by competent persons to ensure that the information is current and re-approved | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| E.1.2<br><br><u>Records:</u><br><br>The employer:<br><br>a. establishes a process to prepare, maintain and review records and a process for document release | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. ensures that health and safety records are retained | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |

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| c. ensures that the records are regularly reviewed for completeness | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| **F. 1. Communication System Standard** | **Evidence/Notes** | |
| F.1.1<br>The employer establishes a communication system that creates awareness and ensures:<br>a. information about HSMS is provided to all workplace and external parties as appropriate<br>b. information is provided in a language and format understood in the workplace | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. workers can provide feedback and information to the employer | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| d. all internal and external feedback is acknowledged and dealt with appropriately | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| e. identification of methods to communicate HSMS content | Title of Standard: | ☐ C |

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| | Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ NC |
| f. a process for employee involvement and consultation on health and safety matters, including a procedure for dealing with health and safety issues and corrective actions | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| g. a process for communicating to and from the JHSC or health and safety representative | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| h. a process for regular communication on the progress of the HSMS including objectives, procedures relating to the HSMS, results of audits and results of the management review | Title of Standard:<br>Date on Standard: Click here to enter a date.<br>☐Record<br>☐ Interview<br>☐ Observation | ☐ C<br>☐ NC |
| | Title of Standard:<br>Date on Standard: Click here to enter a date. | ☐ C<br>☐ NC |

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| i. a process for regular communication with suppliers, contractors and visitors about company health and safety requirements applicable to them, and | ☐Record<br><br>☐ Interview<br><br>☐ Observation | |
| j. documentation of all communication | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| **G. 1. Competency and Training Standard** | **Evidence/Notes** | |
| | | |
| G.1.1<br>The employer establishes a training system that:<br>a. identifies competencies, skills, licences and qualifications required by all workplace parties | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. establishes a system to identify training needs for health and safety, provides training and assesses the effectiveness of training | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. the competency required by all workplace parties is defined for their particular job and a process to ensure that they been acquired and maintained. Competency includes having the knowledge of legal and workplace | Title of Standard:<br><br>Date on Standard: Click here to enter a date. | ☐ C<br>☐ NC |

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| requirements and the proficiency to carry out their health and safety duties and responsibilities | ☐Record<br><br>☐ Interview<br><br>☐ Observation | |
| d. workplace parties receive training that is effective and appropriate for the workplace; this includes periodic refreshers as required | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| e. all workplace parties are oriented to the HSMS, emergency procedures, injury reporting, hazard reporting and safe work procedures | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| f. training is provided for new workers, when workers change jobs or return to work and when a process or legislation is changed and as determined by management | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| g. all occupational health and safety training is documented and records are maintained; training needs are reviewed regularly. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview | ☐ C<br>☐ NC |

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| | ☐ Observation | |
| **H.1. System Evaluation Standard** | **Evidence/Notes** | |
| H.1.1<br>The employer develops an evaluation program that:<br>a. includes evaluator qualifications, evaluation scope, frequency, methodology and reporting process. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| b. determines whether program elements are implemented and working as intended | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. determines whether objectives are achieved as per section A.4. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| d. determines the effectiveness of prevention activities | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |

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| e. identifies successes and opportunities for continual improvement | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| f. includes documentation and communication of the evaluation results, conclusion and recommendations to senior management for their review | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| g. ensures preventive and corrective action are taken on the identified outcomes of the Accreditation audit and Annual Reviews. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| **I.1 Management Review Standard** | **Evidence/Notes** | |
| I.1.1<br><br>Senior management ensures that a review of the organization's HSMS is conducted at least once a year to ensure it is meeting its objectives, is up-to-date, implemented and working. The review: | Title of Standard:<br><br>Date on Standard: Click here to enter a date. | ☐ C<br>☐ NC |

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| a. examines all the elements of the HSMS to determine the level of conformity and effectiveness | ☐Record<br><br>☐ Interview<br><br>☐ Observation | |
| b. includes information from the system evaluations, worker input, investigation results, corrective and preventive actions records, reports and any other information that may be of benefit | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| c. ensures that any failures to conform to the HSMS are identified and deficiencies are remedied in a timely manner | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| d. evaluates progress towards the organization's HSMS objectives and evaluates the effectiveness of follow-up actions from earlier management reviews | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |
| e. records the findings of the review and formally communicates to all appropriate internal and external parties | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br>☐Record<br><br>☐ Interview | ☐ C<br>☐ NC |

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| f. prompts senior management to prepare and implement a corrective action plan to address any non-conformities and opportunities for improvement and recognizes and rewards achievement. | Title of Standard:<br><br>Date on Standard: Click here to enter a date.<br><br>☐Record<br><br>☐ Interview<br><br>☐ Observation | ☐ C<br>☐ NC |

DON'T FORGET TO HAVE AUDIT SIGNED AS PER NEXT PAGE

Complete the following and ensure that all participants in the HSMS Review Audit sign to indicate their participation.

Date(s) of 2018 HSMS Review Audit _____

**LEAD AUDITOR:**

Name:
Title:
Date: Signature:
Contact Information:

**AUDITOR(S):**

Name:
Title:
Date: Signature:
Contact Information:

Name:
Title:
Date: Signature:

Contact Information:

**SENIOR MANAGEMENT:**

Name:
Title:
Date: Signature:
Contact Information:

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