SASKATCHEWAN CONSTRUCTION SAFETY ASSOCIATION

2023 COR® Harmonized National Audit Tool Questions & Guidelines

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Contents

1.0 Safety & Health Policy 3

2.0 Hazard Assessment, Analysis and Control 4

3.0 Safe Work Practices 7

4.0 Safe Job Procedures 8

5.0 Company Safety Rules 10

6.0 Personal Protective Equipment 11

7.0 Preventative Maintenance Program 13

8.0 Training and Communication 15

9.0 Inspections 19

10.0 Incident Investigation and Reporting 21

11.0 Emergency Preparedness 23

12.0 Statistics, Records, and Documentation 26

13.0 Legislation 28

14.0 Procurement and Contractor Management 29

SS1 Physical Conditions 31

SS2 Harassment 32

SS3 Committees 33

1.0 Safety & Health Policy

Senior management shall establish, implement monitor and maintain a documented occupational safety and health policy appropriate to the scale and nature of the organization's operations and activities, and associated risks. Does the employer have a written safety and health policy that:

1.1 D	**Includes Management's commitment to provide a safe and healthy work environment?** *The policy must state management's commitment to providing a safe and healthy work environment.*
1.2 D	**Expresses a commitment to work in a spirit of consultation and cooperation with the workers?** *The policy must include a statement of the employer's commitment to work in a spirit of consultation and cooperation with their employees or clearly express the commitment to work jointly with their workforce in the development and implementation of their safety and health program.*
1.3 D,I	**Addresses accountability and responsibility for safety and health for workplace parties?** *The policy should include individual safety and health obligations and make reference to documented safety and health responsibilities of workplace parties (management, supervisors, employees, safety and health representatives, contractors, etc.) This information could be contained in a document separate from the company safety policy.* - *Award two (2) points for the written assignment of safety and health responsibilities.* - *Award two (2) points based on the majority of positive interview responses.*
1.4 D	**Is signed by current senior management and appropriately dated?** *The policy must be signed by current senior management with a current date. Note: not more than 3 years past.*
1.5 O,I	**Is visibly posted in the workplace and/or made readily available to all workplace parties.** *During worksite observations, verify the safety and health policy has been posted. If no suitable means of posting is available, points can be awarded if the majority of interviews confirm it is made readily available to employees. (In the form of a handbook, safety and health manual, or other accessible electronic formats).*
1.6 I	**Is communicated to workplace parties?** *The majority or interview responses must confirm that all personnel understand the safety and Health policy.*

2.0 Hazard Assessment, Analysis and Control

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for assessing, analyzing, and controlling hazards that are appropriate to the nature of the work and the levels of risk.

2.1 **D,O,I**	**Do formal hazard assessments include all aspects of company operations, including routine and non-routine aspects where work is performed?** *An employer is required to complete formal hazard assessments that encompass all aspects of company operations, including both routine tasks and non-routine work. Hazard assessments could also include primary scopes of work undertaken by the company, task inventories, or occupational exposures. The hazard assessments should be base on work performed and should result in the identification of hazards and implementation of control measures.* - *Award two (2) points based on documentation of completed formal hazard assessments as per company policy/directive.* - *Award three (3) points based on observations that the formal hazard assessments accurately reflect the activities on site and are made readily available.* - *Award two (2) points based on the majority of positive interview responses.*

2.2 **D,I**	**During hazard assessments are both existing and potential hazards identified and reported?** *Completed hazard assessments must clearly report/describe existing and potential hazards and the majority of interview responses must confirm employees' review of the information on hazard assessments. Both documentation and interviews must be confirmed to award points.*

2.3 **D**	**Are risks assessed/evaluated prior to work being performed?** *Completed hazard assessments must show that risks are assessed/evaluated prior to work being performed. An example of an assessment/evaluation could include hazard ranking using frequency, severity, and/or probability ranking.*

2.4 **D,I**	**Are risks re-assessed/re-evaluated when people equipment, material, environment or processes are changed?** *Documentation must show that risks on hazard assessments are reassessed/re-evaluated when people, equipment, materials, environment, or processes are changed. The frequency of this type of assessment will depend on how often changes occur. The hazard assessment commonly used before each day, or each task, is a good example of an ongoing risk assessment process.* - *Award three (3) points based on documentation of completed ongoing risk assessments from the same worksite location as applicable.* - *Award three (3) points based on the majority of positive interview responses.*
2.5 **D**	**Is the design and layout of the work area, ergonomics, machinery and processes considered in the assessments?** *Documented hazard assessments must include consideration of design and layout of the work area, ergonomics, machinery, or processes to award points for this section. The risk of musculoskeletal injury and appropriate prevention control (safe job procedures, tailored work schedules, personal protective equipment, etc.) would be an example for awarding points.*
2.6 **D,I**	**Are appropriate personnel involved in the hazard assessment process?** *The names of individuals involved in hazard assessments must be identified on the documentation. Employees, supervisors/management, and any other individuals on site must be involved in the hazard assessment process.* - *Award two (2) points based on verification of appropriate signatures on completed hazard assessments.* - *Award two (2) points based on majority of positive interview responses.* *Note: all levels of employees within the company should be involved in the hazard assessment process.*
2.7 **D,I**	**Are the personnel competent to participate in the hazard assessment process?** *Verify training has been completed for individuals involved in the hazard assessments to confirm their competency.* - *Award two (2) points based on verification of training for individuals identified on completed hazard assessments.* - *Award two (2) points based on the majority of positive interview responses of those responsible.*

2.8 D	**Has a list of critical tasks or activities been created and/or included within the hazard assessments?** *Verify a critical task list has been completed (a list of tasks involving the potential for serious injury or death – for which related safe job procedures should be developed). Points may also be awarded if critical tasks are identified on completed hazard assessments as well as having the applicable safe work procedure included as the control.*
2.9 D,O	**Have controls been developed for identified hazards using the hierarchy of controls?** *Once hazards are identified, appropriate controls must be put in place. Verify the methods of control follow the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, personal protective equipment).* *Verify through documentation showing hierarchy of controls was used to determine the appropriate control method. Points may also be awarded by verifying employees are following the controls identified on the hazard assessment for the job/task.*
2.10 D,I	**Are individuals/roles assigned to implement the identified controls?** *Verify through documentation and interviews that appropriate individuals/roles are assigned the responsibility to implement the control. Both documentation and interviews must be confirmed to award points.*
2.11 D,O	**Is there a process/timeline for indicating when the controls are implemented?** *When a control involves a time requirement or additional effort to implement, there must be a process or timeline indicating when the control is implemented.* *Verify through documentation that the control has been implemented (typically through a signature and completion date) or through observation that the identified controls have been implemented.*

3.0 Safe Work Practices

Safe work practices are generalized dos and don'ts of how to carry out a task or use equipment. Practices inform the worker about the hazards that are present and provide direction on how to safeguard against the hazards. They are general guidelines (safety tips) only and do not need to follow any specific order.

3.1 **D,O**	**Have save work practices applicable to operations been written?** *During worksite observations, look for tools or tasks and review the safe work practices to ensure the appropriate practices have been written. For example, if the auditor observes extension ladders in use at the worksite but safe practices have not been developed for extension ladders, points will not be awarded for this question.* *Note: review documentation to verify that developed safe work practices accurately reflect activities the company performs.*
3.2 **I**	**Are they understood by workers?** *Verify through interviews that the majority of employees are able to demonstrate an understanding of the company's safe work practices by describing some of the key points they contain.*
3.3 **O,I**	**Are they readily available?** *Applicable safe work practices must be readily available at each worksite and employees should be able to identify their location.* *Note: if electronic documentation is used, verify that they are readily accessible in order to award points.*
3.4 **O**	**Are safe work practices followed by employees?** *Confirm that employees are performing tasks/using tools in a manner consistent with the safe work practices.*
3.5 **D,I**	**Have both management and workers participated in the development/review of these practices?** *Verify through interviews that safe work practices have been a relevant topic of discussion. Points can be awarded if the company has a formal process to regularly review/revise safe work practices that includes both management and employees.*

4.0 Safe Job Procedures

Safe job procedures are written, step-by-step instructions for completing specific tasks safely. Safe job procedures must clearly identify the steps required to complete the task (In proper order), the hazards the worker could be exposed to, the control measures, and what to do in an emergency (i.e.: spill containment, shut down).

4.1 D,I	**Do the safe job procedures accurately reflect the employer's current work activities, including high risk or critical tasks?** *Confirm through documentation and observation that written safe job procedures accurately reflect activities that the company performs. An index of safe job procedures must be submitted.* - *Award two (2) points based on verification that written safe job procedures accurately reflect activities the company performs.* - *Award two (2) points based on verification that high-risk or critical tasks identified by the company have a written safe job procedure.* - *Award two (2) points based on observations that the written safe job procedures accurately reflect the company's worksite activities.*
4.2 I	**Are they understood by workers?** *Employees must be able to give an example(s) of safe job procedures they are required to follow with respect to critical tasks. Critical tasks are high-risk activities in which employees must be able to identify and understand they need to follow step-by-step procedures.*
4.3 O,I	**Are these procedures available and easily accessible to workers?** *Ensure copies of the company's safe job procedures are at each worksite and readily available to employees. The majority of employee interview responses must confirm an understanding of where safe job procedures are kept.* *Note: if electronic documentation is used, verify they are readily accessible in order to award points.*
4.4 O	**Are safe job procedures followed by employees?** *Confirm that employees are performing tasks in a manner consistent with the safe job procedure(s).*

4.5 D,I	**Have both management and workers participated in the development/review of these procedures?** *Review safety meeting minutes to verify safe job procedures have been a relevant topic of discussion and confirm both management and workers have participated.* - *Award two (2) points based on documentation that verifies both management and worker participation in the development or formal review/revision of safe job procedures.* - *Award two (2) points based on the majority of positive interview responses confirming workers have received instruction or training in safe job procedures.*

5.0 Company Safety Rules

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and/or guideline(s) for company safety rules.

5.1 **D**	**Does the policy, procedure, or guideline include responsibilities for setting, implementing, and complying with company rules.** *Documentation must clearly state responsibilities for setting, implementing, and complying with company rules.*

5.2 **D,I**	**Are both company and project (work location) specific rules available?** - *Award two (2) points based on documentation that confirms both written company rules and project specific rules are available to employees on site.* - *Award two (2) points based on the majority of positive interview responses confirming both company and site specific rules are made available to employees on site.*

5.3 **O,I**	**Are the rules written and prominently posted or provided to each employee?** *During worksite observations, verify the company rules have been posted. If no suitable means of posting is available, points can be awarded if the majority of interviews confirm that they have been made readily available to employees (in the form of a handbook, safety and health manual, or accessible electronic format).*

5.4 **I**	**Are company and project specific rules clearly explained and understood?** *The majority of employees interviewed must be able to give examples of some company safety rules or project safety rules.*

5.5 **D**	**Does the program address non-conformance and progressive disciplinary actions?** *Documentation must clearly address non-conformance and progressive disciplinary action.*

5.6 **D,I**	**Are rules applied/enforced consistently with all personnel?** *Verify through documentation and non-conformance is enforced consistently with all personnel. Points may also be awarded based upon the majority of interview responses confirming that rules are applied and enforced consistently with all personnel.*

6.0 Personal Protective Equipment

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guidelines for personal protective equipment (PPE).

6.1 **D,I**	**Are activities requiring PPE documented and is specific criteria used to select appropriate PPE for those activities?** *To determine the criteria used for basic and specialized personal protective equipment (PPE) selection, review hazard assessment forms, safety data sheets, codes of practice and company PPE policy requirements for reference to CSA or other legislated standards. Confirm employee understanding through the interview process.* - *Award two (2) points based on documentation to verify the company has established criteria for the selection of protective equipment.* - *Award two (2) points based on the majority of positive interview responses confirming an understanding of the criteria used for selection of protective equipment.* *Note: Each applicable Safe Work Practice and Safe Job Procedure must state the required PPE.*

6.2 **D**	**Are there written rules and/or guidelines for the proper fitting, care, and use of PPE?** *Verify through documentation that the employer has developed and made written instructions readily available to employees with respect to the proper fitting, care and use of basic and specialized PPE such as ear plugs, respiratory devices, fall protection, etc.*

6.3 **D,I**	**Are workers made aware of PPE requirements and provided instruction/training for proper fitting, care, and use of PPE?** *Verify that employees have been made aware of requirements/provided instructions with respect to the proper fitting, care and use of basic and specialized PPE prior to beginning work.* - *Award two (2) points based on completed employee orientations and/or training records confirming the review of PPE requirements.* - *Award two (2) points based on the majority of positive interview responses confirming an understanding of the company's requirements for PPE.*

6.4 **O,I**	**Is appropriate PPE provided and/or made available to workers for specific activities when required?** *Verify that appropriate PPE is provided and/or made available for specific activities. PPE that is required during specific activities may include but is not limited to, fall protection, respiratory protection, face shields, welding shields/goggles, chemical goggles, fire retardant coveralls, chemical suits and task specific gloves.* - *Award two (2) points based on the observation of appropriate PPE for specific activities is available.* - *Award two (2) points based on the majority of positive interview responses.*
6.5 **O**	**Is appropriate PPE used by workers as required?** *Employees should be observed using basic and specialized PPE at all times as prescribed by company criteria, SDS, CSA, or other legislated standards.* *Note: When no policy or regulation(s) exist, it can be to the Auditor's judgment when a danger to the employee exists and PPE would have been a suitable means of precaution.*
6.6 **D,O**	**Is there a system in place to regularly inspect and maintain PPE?** *Basic PPE inspections and maintenance may be conducted and recorded as part of a safety meeting or be included as an item on the company's inspection checklist. Specialized PPE will require documented inspection(s) and compliance with manufacturers' recommendations.* - *Award two (2) points based on supplied documentation that verifies regular inspection and maintenance of PPE.* - *Award two (2) points based on the observation that PPE is well maintained, in serviceable condition, and meets regulatory standards.*

7.0 Preventative Maintenance Program

The organization shall establish, implement, monitor, and maintain a preventative maintenance program.

7.1 **D**	**Is there an inventory of items to be maintained?** *Verify there is an inventory list of facilities/equipment/tools/vehicles that require ongoing maintenance.*

7.2 **D,O**	**Are preventative maintenance schedules and checklists used and completed as required, including manufacturers and legislated specifications?** *Verify through documentation, the completion of established maintenance schedules including all the items on the inventory list as well as a system to enable the recording of pre-operational checklists for equipment such as forklifts, man lifts, excavators, suspended platforms, vehicles, etc.* - *Award two (2) points based on documentation to verify completed pre-operational checklists and maintenance records are retained on file.* - *Award two (2) points based on observations confirming completed pre-operational checklists are kept with equipment in use.*

7.3 **D,O**	**Are records maintained that include a description of corrective actions taken?** *Documented records should include a description of corrective actions taken when a deficiency of a maintenance requirement has been identified through inspection (i.e. service records, lockout/tagout tags, repair invoicing, etc.)* - *Award two (2) points based on documentation to verify corrective actions have been completed.* - *Award two (2) points based on observations confirming that documented corrective actions have been completed.*

7.4 **D,I**	**Does a qualified/competent person perform the inspection and maintenance?** *Documented records should indicate that equipment is being maintained by recognized service facilities. Training records or other documentation should support qualifications and prove competency of in-house maintenance personnel. Verify through interviews how the individuals that perform maintenance are competent to do that type of work.*

7.5 **D,I**	**Does the preventative maintenance program of facilities, tools, equipment, and vehicles include a system that effectively removes defective tools, equipment, and vehicles from service?** *The company must develop a written system to prevent defective tools and equipment from being used and provide instruction to employees with respect to the course of action to be followed. A lockout/tagout system is the most common. This question could also be verified through interviews.*

7.6 **O**	**Is the system in 7.5 followed?** *Verify through observation that the company follows its system to prevent defective tools and equipment from being used.*

8.0 Training and Communication

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for training and communication of safety and health information.

8.1 D,I	**Is there a method for the selection of safety and health training of employees?** *The policy/procedure/guideline includes a method for selecting training of employees. Examples include legislative training requirements; manufacturers' training requirements; job-specific and high-risk activities; identifying competencies for each task and/or role; and identifying the effectiveness of training.* - *Award two (2) points based on documentation.* - *Award two (2) points based on the majority of positive interview responses.*
8.2 D,I	**Is there a method for the evaluation and monitoring of the knowledge, competency, and effectiveness of safety and health training of employees?** *Are employees evaluated to measure the effectiveness of training and the retention of the information as it pertains to the company safety and health program? Records of written and/or performance evaluations, tests, or examinations associated with job-specific training and/or orientations can help determine the effectiveness of training and awarding points for this question.* - *Award two (2) points based on documentation.* - *Award two (2) points based on the majority of positive interview responses.*
8.3 D,I	**Have appropriate individuals been trained in legislated requirements?** *Review training records to ensure supervisors or other individuals with Safety and Health responsibilities have received training in their legislative requirements. Documentation and interviews must both be verified in order to award points.* *Note: Employees must receive training in roles and responsibilities as stated in legislation. SCSA Leadership for Safety Excellence, Supervision & Safety Workshop, OHC Level 1 are some examples – if other training is provided, the auditor must verify that the content meets all requirements.*

8.4 D	**Have appropriate individuals been trained in job specific and/or manufacturer requirements?** *Review training records to ensure employees have received job-specific training in high-risk activities or for specific company roles (supervisor, safety rep, etc.).* - *Award three (3) points based on training records confirming workers have been trained in job-specific requirements (including high-risk activities and/or manufacturer requirements).* - *Award three (3) points based on training records confirming supervisors have been trained in tasks specific to their role (i.e.: hazard identification, inspections, communications, etc.).* *Note: Supervisors must receive training in workplace inspections, hazard identification, communications, etc. SCSA Leadership for Safety Excellence, Supervisions & Safety Workshop would meet this requirement – if other training is provided, the auditor must verify that the content meets all requirements.*
8.5 D,I	**Are mandatory training requirements verified or training provided before starting the task?** *Mandatory training as specified by legislation, policy, or project requirements must be confirmed and/or provided prior to beginning work.* - *Award three (3) points based on training records confirming.* - *Award three (3) points based on the majority of positive interview responses.* *Examples of mandatory training would include WHMIS, TDG, first aid, H2S, etc. Examples of policy or project requirements would include training identified in hazard assessments, fall protection plans, confined space permits, etc. to ensure that only people with proper training are performing the work.*
8.6 I	**Does a qualified/competent person conduct training?** *Verify that management ensures the persons providing training have been deemed competent or qualified by the employer. Examples could include verification of trade certification, experience, education, or training conducted by an outside agency.*
8.7 D	**Are training records maintained?** *Verify the company has a method to record and maintain training records. Examples could be hard copy, electronic copy, or a training matrix used to record and maintain employee training ensuring job-specific, recertification, and refresher training are taking place.*

8.8 **D,I**	**Is there a mandatory orientation program that is completed prior to starting work, if a change of location and/or operational change?** *The company safety program must have a formal process for providing company and worksite orientations to employees and contractors.* *Verify through documentation and interview that an orientation is provided to all workers. Documentation would include company or site-specific orientations, checklists, quizzes, etc. Verify through interviews that all workers have received an orientation before starting work.* *Documentation and interviews must both be verified in order to award points.*
8.9 **D**	**Is it applicable to new and young workers or returning workers?** *Verify that the orientation program addresses new and young workers as well as returning workers.*
8.10 **D,I**	**Does senior management attend/participate in safety and health meetings?** *As per company policy statement, procedure(s), and/or guideline(s), safety and health meetings are meant to be a regular outlet for related discussion. This question considers toolbox meetings/tailgate meetings and scheduled safety meetings, but does not include safety and health committee meetings or yearly start-up meetings.* *Minutes of safety meetings must verify senior management's participation/regular attendance. Documentation and interviews must both be verified in order to award points.*
8.11 **D**	**Doe workers attend/participate in safety and health meetings?** *As per company policy statement, procedure(s), and/or guideline(s), safety and health meetings are meant to be a regular outlet for related discussion. This question considers toolbox meetings/tailgate meetings and scheduled safety meetings, but does not include safety and health committee meetings or yearly start-up meetings. Minutes of safety meetings must indicate workers' regular attendance.*
8.12 **I**	**Is there a process for worker input and communication of safety and health information?** *Are all personnel given the opportunity to present their concerns and discuss corrective actions? Meetings should be a positive place for discussing identified safety concerns where all input is welcomed to determine the best course of action. This question is verified through interviews.*

8.13 D,I	**Are safety and health meetings held regularly and documented as per legislation, company, or project requirements?** *As per company policy statement, procedure(s), and/or guideline(s) safety and health meetings are meant to be a regular outlet for related discussion. This question considers toolbox meetings/tailgate meetings and scheduled safety meetings, but does not include safety and health committee meetings or yearly start-up meetings. Records or minutes must be on file that shows regular company, corporate, and/or toolbox meetings are being held.* - *Award two (2) points based on documentation from multiple locations that meetings are held as per legislation or policy as applicable.* - *Award two (2) points based on the majority of positive interview responses.* *Note: Safety and Health meetings and tool box talks have separate functions and can not be combined.*

9.0 Inspections

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for workplace and pre-use inspections.

9.1 D	**Are all areas inspected as required?** *Along with the actual equipment, process and site-specific areas identified, ensure that other areas such as yards, offices, shop, storage facilities, etc. are not being excluded from the inspection process.*
9.2 D,I	**Are specific methods, form, or checklists used to identify deficiencies for workplace inspections?** *A standardized method, form, or checklist should be completed for all inspections. The method, form, or checklist should include equipment, processes, and site activities; identification of the area and items inspected; hazard classification; recommended corrective actions; the person responsible for the action; and a date for expected completion/follow-up. This question may also be verified through interviews.*
9.3 D,I	**Are corrective actions assigned to individuals and implemented as specified?** *A review of past inspection methods/forms/checklists will confirm if the corrective action has been completed as assigned. Determine whether corrections have been completed in a timely manner, paying particular attention to unsafe acts and/or conditions with the potential to cause injury or serious property damage.* - *Award two (2) points based on the completed documentation verifying that deficiencies noted during an inspection are corrected in a timely manner.* - *Award two (2) points based on the majority of positive interview responses confirming that identified inspection deficiencies are corrected in a timely manner.*
9.4 D,I	**Are specific methods, forms, or checklists used to identify deficiencies for pre-use inspections?** *A standardized method, form, or checklist should be completed for pre-use inspections. The method, form, or checklist should include equipment, tools, and/or vehicles; identification of the items inspected; recommended corrective actions; the person responsible for the action; and a date for expected completion/follow-up. This question may also be verified through interviews.*

9.5 D	**Are corrective actions assigned to individuals and implemented as specified?** *A review of past pre-use inspection methods/forms/checklists will confirm if the corrective action has been completed as assigned. Determine whether corrections have been completed in a timely manner, paying particular attention to unsafe conditions with the potential to cause injury or serious property damage.*
9.6 D	**Is the required frequency of inspections being met by the supervisor and other responsible individuals?** *Are supervisors and other responsible individuals meeting the required frequency for inspections as outlined in the company policy statement, procedure(s), and/or guideline(s)? The frequency must be stated as monthly, weekly, daily, etc. The words, "on a regular basis," are not acceptable.* *Consecutive records must be submitted to support the adherence to the identified frequency of inspections for all work locations that apply.*
9.7 D,I	**Does the inspection process include participation of all levels within the company?** *Check inspection methods, forms, and/or checklists to verify that employees, safety representatives, supervisors, and senior management have taken an active role and are involved in the formal (and informal) inspection process.* - *Award three (3) points based on the supplied documentation that includes names of individuals at all levels within the company.* - *Award three (3) points based on the majority of positive interview responses.*
9.8 O,I	**Are inspection reports posted and/or communicated to appropriate personnel?** *During worksite observations, verify the inspection reports have been posted. If no suitable means of posting is available, points can be awarded if the majority of interviews confirm it is made readily available to employees, safety representatives, supervisors, and senior management or through other accessible electronic format.*

10.0 Incident Investigation and Reporting

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for reporting and investigating incidents, including near misses.

10.1 D,I	**Do workplace parties know their responsibilities and the reporting procedures?** *Verify that the company has formal documentation that clearly identifies the roles and responsibilities of workplace parties for reporting incidents and conducting investigations in a timely manner and that all parties understand these roles and responsibilities.* - *Award three (3) points based on documentation.* - *Award three (3) points based on the majority of positive interview responses.*

10.2 D	**Are appropriate personnel involved in investigations?** *Verify that investigation reports show management/supervisors, employees, and/or safety representatives/workplace safety committees are involved in the investigation process. The investigation report/forms should clearly identify the appropriate personnel involved.*

10.3 D,I	**Have appropriate individuals been trained in legislative and company-specific reporting requirements and investigation procedures?** *Verify supervisors and other appropriate individuals have taken training specific to incident investigations. The Leadership for Safety Excellence course or equivalent would be acceptable for the awarding of points.* - *Award two (2) points based on documentation confirming supervisor training.* - *Award two (2) points based on documentation confirming other appropriate individuals have received training.* - *Award two (2) points based on the majority of positive interview responses.* *Note: Supervisors must receive training in incident investigations and reporting procedures. SCSA Leadership for Safety Excellence, Supervision & Safety Workshop, and OHC Level 2 would meet this requirement – if other training is provided the auditor must verify that the content meets all requirements.*

10.4 D,I	**Are recommendations for prevention/remedial action implemented as per legislation and/or company requirements?** *A system to communicate, implement, and follow up on corrective actions is required. Corrective actions must be specific to preventing recurrence and clearly show when the stated corrected actions have been implemented. Verify through documentation and interviews that this process is in place and that corrective actions are implemented within an acceptable time frame.* - *Award two (2) points based on documentation verifying corrective actions are appropriate to prevent reoccurrence (i.e.: they must be specific and measurable — "be careful," "use caution," or other generic statements would not be acceptable).* - *Award two (2) points based on documentation verifying corrective actions have been implemented.* - *Award two (2) points based on the majority of positive interview responses.*
10.5 D,I	**Are investigation results and corrective/preventative actions communicated to appropriate parties?** *Verify through documentation or interviews that investigation results and corrective actions are communicated to appropriate parties. Examples could include documented lessons learned, toolbox talks, safety committee meetings, etc., that include investigation results and corrective actions. Points may also be awarded if the majority of interview responses confirm investigation results and corrective actions are communicated to appropriate parties.*
10.6 D,I	**Are the investigation reports completed according to company policy and procedures?** *Verify records of incidents, near misses, and investigation reports are completed according to company policy/procedures. Both documentation and interviews must be confirmed to award points.*

11.0 Emergency Preparedness

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for emergency preparedness and response.

11.1 D,O	**Are the emergency preparedness plans appropriate to work activities and legislative requirements?** *The goal of an effective emergency preparedness plan is to return to normal working operations as soon as possible. Appropriate emergency response plans should be developed specific to work activities.* - *Award one (1) point based on documentation to verify that the company has developed a generalized plan/procedure with respect to legislative requirements for emergency response (i.e.: fire, first aid, transportation, communication).* - *Award two (2) points based on documentation if evidence of site-specific written plans have been developed to meet the activities being performed (i.e.: chemical spill, rescue, confined space testing and retrieval, muster points, etc.).* - *Award three (3) points based on observation that site-specific emergency response plans have been posted/made readily available at each worksite and are appropriate to the work activities being performed.*

11.2 O	**Is emergency equipment readily available and well-marked?** *Verify through observation that emergency equipment is readily available, marked, and visible in work areas. Examples include defibrillators, spill kits, first aid supplies, and rescue equipment for confined space or fall arrest.*

11.3 D,O	**Is emergency equipment regularly inspected and maintained?** *Verify through either documentation or observation that emergency equipment is regularly inspected and maintained as per legislated, manufacturer, and/or company requirements. Examples could include inspection tags, invoices, or completed inspections.*

11.4 O,I	**Are the required number of qualified first aid personnel on site?** *Confirm that the number of qualified first aid personnel meet legislated requirements. Points can be awarded through observation of qualified first aid personnel names are posted. Points may also be awarded upon positive interviews confirming awareness of first aid personnel on site.*

11.5 O,I	**Is an appropriate emergency communication system available?** *Verify through observation that an emergency communication system is available. This would include a means to communicate to onsite personnel as well as contacting outside agencies for assistance. Verify through interviews that employees are familiar with the site-specific instructions necessary to contact appropriate personnel/agencies for emergency assistance. Observation and interviews must both be verified in order to award points.*
11.6 O,I	**Is there a means to transport an injured employee to a medical facility?** *Verify through observation that the organization would have the means to transport an injured employee to a medical facility should an emergency occur. This may also involve calling in emergency personnel for transport. A majority of interview responses must confirm an understanding of the process for transporting injured employees.*
11.7 O	**Are fire extinguishers readily available, marked, and visible?** *Fire extinguishers must be readily available, marked, and visible in all work areas.* *Note: Confirm the required number are available and correct distances such as when hot work is performed.*
11.8 D	**Have employees received training in emergency procedures, roles, and responsibilities?** *Verify through documentation that employees have received training in emergency procedures, roles, and responsibilities.*
11.9 I	**Do employees know their roles and responsibilities?** *Award points based on confirmation through interviews that employees understand site-specific requirements and their responsibilities in the event of an emergency.*
11.10 D	**Have the emergency plan(s) been tested for deficiencies and corrective action taken?** *Verify through documentation that emergency plans have been tested as per company policy or legislated requirements. Records must indicate the results of the tests and what corrective actions were taken to correct deficiencies.*

11.11 D	**Have the emergency procedures and response plans been reviewed, and revised as appropriate, at least annually?** *Records must show that the company's emergency response directives/plans have been reviewed annually. The records must indicate the results of the review and what corrective actions were taken (or reasons for no action being taken) to correct identified deficiencies.*

11.12 I	**Is relevant information regarding the emergency response plans communicated to the appropriate parties?** *Verify through interviews that appropriate parties have a clear understanding of the relevant information regarding the emergency response plans.*

12.0 Statistics, Records, and Documentation

The organization shall establish implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) to effectively control documents and records, including regular measurement of safety and health performance.

12.1 O	**Are approved and current versions of applicable documents readily available at the point of use?** *Verify the company is following its document control system. Through observation, verify that current versions of documents are readily available and used.*

12.2 D	**Are relevant safety and health records kept as per legislative requirements?** *Documentation should clearly support that safety and health documentation is retained according to legislation or other requirements.* *Note: The COR Standard requires a system that organizes and manages the safety program documentation. Legislated examples would include incident investigations, WCB Claims, Audiometric Testing, etc.*

12.3 D	**Does the company analyze current safety and health performance with past performance to identify trends as per the required frequency?** *Documentation should clearly support that safety and health documentation is retained according to legislation or other requirements.* *Note: The COR Standard requires a system that organizes and manages the safety program documentation. Legislated examples would include incident investigations, WCB Claims, Audiometric Testing, etc.*

12.4 D	**Are leading and lagging performance measured?** - *Award one (1) point if leading performance measures are included in the safety and health performance measurement.* - *Award one (1) point if lagging performance measures are included in the safety and health performance measurement.* *Note: Leading indicators can be part of the safety activity summaries (Inspections scheduled/Inspections conducted, training sessions completed, orientations, safety meetings scheduled/safety meetings held, senior management participation, etc.) Lagging indications could include breakdown of bodily injuries, frequency/severity calculations, LTI's, etc.*

12.5 D	**Are adequate first aid treatment records kept?** *Documentation must confirm that first aid records are being recorded and retained for all injuries.*

12.6 D	**Are corrective action plans developed to address audit results?** *There must be an action plan developed to address deficiencies in the audit.* *Note: Typically this would be from the most recent audit conducted.*

12.7 D,I	**Are results and analyses communicated to relevant workplace parties as per company policy, procedure(s), or guideline(s)?** *Documented evidence must show that an action plan was communicated. This question must also be verified through interviews.* - *Award two (2) points based on documentation to verify implementation of the audit corrective action plan.* - *Award two (2) points based on the majority of positive interview responses confirming the audit action plan has been communicated.*

13.0 Legislation

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) to identify, comply, and ensure all personnel have access to relevant legislation.

13.1 O,I	**Are copies of relevant legislation posted and/or readily available at each workplace as required?** *Verify through observation that relevant legislation has been posted. If no suitable means of posting is available, points can be awarded if the majority of interviews confirm it is made readily available to employees (via hardcopy or other accessible electronic format).*
13.2 D,I	**Does the management/supervisor regularly refer to relevant legislation and regulations during job planning to ensure compliance?** *Verify through documentation or interviews that legislative review is part of the management/supervisor's regular job planning process.*
13.3 I	**All personnel trained and aware of their legislated rights and responsibilities?** *The majority of interview responses must confirm that employees and supervisory/management personnel are aware of their legal duties and responsibilities.*

14.0 Procurement and Contractor Management

The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for procured products and services, including contractor management/outsourcing.

14.1 D	**Does the company have criteria for the selection, evaluation, and monitoring of contractors and service providers?** *When selecting contractors and service providers, a company must include safety and health as an integral part of their activities.* - *Award three (3) points based on the establishment of a criteria for the evaluation and selection of contractors and service providers (i.e.: COR®, Contractor Compliance Declaration/Agreement, etc.).* - *Award three (3) points based on the establishment of a system to regularly monitor contractors and service providers (i.e.: review/submission of safety meetings, safety inspection reports, orientations, verification of applicable worker training/certification, etc.).*

14.2 D,I	**Does the evaluation, selection, and monitoring include the ability and competency of the contractor to identify, communicate, and control hazards that may impact their own workers, your workers, as well as any other person?** *Award points if the criteria in 14.1 includes a documented process to verify the competency of contractors and service providers to identify, communicate, and control hazards (i.e. COR® or other safety and health management system, such as a prime or general contractor's process that clearly includes this ability). Points may also be awarded if the majority of interview responses are positive.*

14.3 D,I	**Has the criteria for the selection, evaluation, and monitoring of contractors and service providers been followed?** *Verify through documentation that the criteria identified in 14.1 and 14.2 have been followed. The majority of interview responses must also be positive in order to award points.*

14.4 D,O	**Is there a system in place to coordinate safety and health requirements, roles and responsibilities when multiple contractors/employers are working under your control?** *A company acting as the prime/general contractor is required to develop, implement, and monitor a system to manage safety and health compliance at the worksite. A company acting as a contractor must be aware of their legal obligations to share required information that may affect the safety and health of any other person. Examples of information to be shared could include completed hazard assessments, inspections, site safety orientations, toolbox/safety/start-up meeting minutes, utility clearances, permits, SDSs, incident investigation reports, etc. Documentation of required information shared between the prime and contractors can be retained on file and produced in support of the audit. Points may also be awarded if this information is shared and clearly posted or made readily available at the worksite (if no suitable means of posting is available, points can also be awarded if other accessible electronic format is readily available).*

14.5 D	**Does the company have criteria for the selection, evaluation, and procurement of products that have the potential to create a hazard?** *Award points based on verification that the company has a process that considers the impact to safety and health when selecting products with potential to create a hazard.*

14.6 D,I	**Has the criteria for the selection, evaluation, and procurement of products been followed?** *Award points upon verification that the company is following their process (i.e.: completed hazard assessment, analysis, and control). Points may also be awarded if the majority of interview responses are positive.*

SS1 Physical Conditions

SCSA Saskatchewan Supplemental Section.

SS1.1 O	**Are lunchroom and sanitary facilities kept in a clean and hygienic condition?** *The auditor must make a judgement based on the industry standards and the potential for adverse health effects. Examples could be overflowing garbage, tables/floors not clean, housekeeping, cleanliness of port-o-potties, etc.*
SS1.2 O	**Are lighting levels sufficient in all working areas?** *Observations should show that employees have sufficient lighting to perform all tasks safely. Employees must not be active in areas with insufficient lighting.*
SS1.3 O	**Does ventilation control airborne contaminants and temperature extremes?** *Observations should show a mechanical ventilation system in place for major fumes and/or dust. Reference exposure limits if needed. There should be a way to control temperature extremes indoors as well. Pay close attention to areas such as garages, work sheds, enclosed workspaces outdoors, outdoor hoardings, etc.*
SS1.4 O	**Do housekeeping practices reduce the potential for fall, trips, and fires?** *The auditor must judge whether housekeeping is adequate to reduce the risk of fire, slips, trips and falls. Consideration must be given to worker mobility during an emergency.*
SS1.5 O	**Are physical hazards identified and controlled?** *Observations on this point should be treated like a safety inspection, looking for major hazards or items that go against the safety manual. Examples may be barricades, storage of overhead material, handrails, control of ground conditions, condition of ladders, storage of fall protection devices, storage and labelling of chemicals and compressed gases, access to electrical panels, etc.*
SS1.6 O	**Are there sufficient entrances/exits including emergency exits provided?** *All work areas must have adequate entrance and exit facilities.*
SS1.7 O	**Are all exits clearly marked and kept clear?** *Every exit sign shall be visible on approach to the exit. There must not be any obstructions in front of exits and the path should be clear with appropriate lighting.*

SS2 Harassment

SCSA Saskatchewan Supplemental Section.

SS2.1 **D**	**Is there a written policy, signed, and dated by current senior management?** *There must be a policy statement for the prevention and control of harassment.*

SS2.2 **I**	**Are employees aware of the policy objectives?** Employees must be award of the harassment policy.

SS2.3 **D,O**	**Is the policy posted on all work sites?** *The harassment policy must be posted in an obvious location at each company facility and every worksite. For companies that do not have a job trailer or an area to post relevant information on site, the harassment policy must be made readily available to all personnel, including sub-contractors. On site personnel can have access to this information in the form of an employee handbook.*

SS2.4 **D**	**Does the policy and procedure conform to government standards?** *The policy must conform to legislative requirements. This includes the proper definition from the Saskatchewan Employment Act procedures 3-1(l) and must also meet all requirements under OH&S Regulation 3-25.*

SS3 Committees

SCSA Saskatchewan Supplemental Section.

SS3.1 D,I	**Is an occupational health committee or representative in place?** *The auditor must confirm that an Occupational Health Committee(OHC) has been established or a Representative appointed as required. Verify through interviews that employees know if there is an OHC or Representative in place.*
SS3.2 D,I	**Are both managers and workers represented on the committee?** *The names of committee members must be posted, usually on the report form. The auditor must confirm that employees and management are represented in appropriate numbers, and that the interests of affected parties are represented. Verify through interviews that employees know who their OHC representative is.*
SS3.3 D,I	**Are committee meetings held at least quarterly?** *Committee reports must confirm that meetings are held at the required minimum frequency. The committee must hold its first meeting within two weeks after being established; hold three subsequent meetings at intervals not exceeding one month, and after that hold regular meetings at intervals not exceeding three months. Verify through interviews that employees know how often OHC meetings are held in their company.*
SS3.4 D	**Have the co-chairs or representative received training?** *OHC Co-Chairperson's or the Representative (5-9 employees) must have received training in relation to their committee role and responsibilities, as well as in workplace inspections and workplace incident investigations. This training is typically referred to as WorkSafe Saskatchewan Level 1 OHC Training and Level 2 OHC Training.*
SS3.5 O	**Are the meeting minutes posted?** *Committee reports must be posted where they are readily accessible to all employees.*
SS3.6 D,I	**Are committee/representative recommendations followed?** *Committee reports should indicate the recommendations that are made and if the appropriate action has been taken. If the company chooses not to act as requested, then written and reasonable justification must be provided. Verify through interviews that OHC recommendations are addressed.*
SS3.7 D,I	**Is the committee or representative fulfilling their legislated responsibilities?** *Refer to current legislation. Verify through interviews that employees know the purpose and activities of their OHC.*