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**Audit**

**Designed for Small Employers
*(4 – 19 employees)***

**Introduction**

WorkSafeBC's voluntary Partners in Injury and Disability Prevention Program offers incentives to employers who create and adhere to health and safety management systems aimed at improving workplace safety and helping injured workers return to work in a safe and timely way. The Certificate of Recognition (COR) program is based on the proven concept that employers who take a strategic approach to mitigating risk through the implementation and ongoing application of a health and safety management system will benefit from reductions in both the direct and indirect costs of workplace injuries and illnesses.

The COR program is offered by WorkSafeBC through agreements with Certifying Partners. The Trucking Safety Council of BC is an industry association recognized by WorkSafeBC as a Certifying Partner having in depth industry specific knowledge and the ability to promote workplace health and safety initiatives to industry. Employers who choose to take part in the COR program must:

* Implement a comprehensive management system in health and safety (OHS) and return to work (RTW) which exceeds legislated standards.
* Provide workers with relevant training and ensure all workers have the necessary knowledge and skills to carry out their assigned duties in accordance with the company’s safe work procedures and legislative requirements.
* Assess the competence of all workers at least annually by conducting interviews, observing work practices and performing a documentation review.
* Re-assess a worker who is involved in an incident.

The worker competence assessment will serve as the interview verification method to confirm the safety management program has been communicated to workers. A Worker Competence Assessment Checklist must be completed for each worker at least annually. A minimum of 30% of these checklists must be submitted as part of the audit submission. For example if the company has 10 workers, 3 completed Worker Competence Assessment Checklists from various occupations are required to be submitted.

 Where the employer’s audit demonstrates that the OHS and RTW management systems meet the standard set by the Certifying Partner the employer will be awarded:

* Occupational Health & Safety Certificate of Recognition (OHS COR)
* ~~Injury Management/Return to Work Certificate of Recognition (RTW COR)~~

WorkSafeBC provides a financial incentive of up to ~~15%~~ 10% of the base assessment of the employer’s WorkSafeBC premium for employers who achieve COR certification and who are in good standing with WorkSafeBC.  Employers who achieve the OH&S COR are entitled to a 10% rebate on their WorkSafeBC base assessment and ~~employers who achieve the RTW COR are entitled to a 5% rebate of their WorkSafeBC base assessment~~. These rebates on base assessment are awarded for the calendar year in which the employer completed a successful COR audit and sent directly to the employer in June and August of the following year.

The primary focus of the COR program is the reduction and prevention of workplace incidents, not financial rebates. The implementation of health & safety management and return to work systems that exceed the standard will assist in the prevention of injuries/illnesses, improve productivity, mitigate against the human costs of injuries, create a safe culture and, through the reduction of injuries and claims costs, lower premiums for both the individual employer and the rate group.

The Trucking Safety Council of BC is the Certifying Partner for the COR program in the General Trucking and Moving & Storage industries in BC.

**Instructions**

This audit tool is applicable to employers with 4 to 19 employees. This audit tool provides:

1. A frame work for the development of an OH&S management system ~~and an injury management / RTW program~~;
2. The evaluation standards to measure the effectiveness of an employer’s program.

TSCBC COR Certification requires that companies participating in the COR program develop and maintain in house knowledge and capacity in order to maintain their own health & safety management system ~~and injury management / return to work program~~. ~~To qualify for COR the participating company must maintain at least one employee with TSCBC training in the Small Employer Health and Safety Program course.~~  The auditor completing the small employer audit must be an employee of the company having completed the Small Employer Internal Auditor Training course. It is essential that the auditor have industry specific and auditing knowledge to conduct a successful audit.

Audits are a management tool for measuring the performance of the company’s health & safety program during a snapshot in time. Audits measure system performance and provide a basis for future management strategies for continual improvement of the health & safety system. Auditors must remain objective and follow the auditor Code of Ethics otherwise the audit will be of little value.

The small employer audit tool consists of the following elements:

1. Management Leadership and Commitment
2. Industry Specific Requirements
3. Hazard Identification and Risk Control
4. Training and Instruction
5. Workplace Inspection
6. Incident Investigations
7. Emergency Preparedness
8. Program Administration
9. Contractor Management
10. ~~Injury Management / Return to Work Program~~

The small employer audit is carried out using this Word document. The auditor must complete the following sections of the audit report:

* Company Profile
* Health and Safety Elements 1 to 9 to qualify for the OHS COR
* Improvement Action Plan

Each question in the audit tool is worth 1 point. All verification requirements in the question must be checked unless directed to only check applicable categories. Not all company program documents are required to be submitted. The auditor must submit program documents such as policies, procedures and records as stated in the audit tool. Improvement action must be developed and documented in the Improvement Action Plan for each question not scoring 1 point. Continual improvement suggestions may also be developed by the auditor to drive continual improvement for questions that are meeting the verification requirements. The final audit score will be awarded by TSCBC based on the results of a quality assurance review. A random sampling of audits submitted to the TSCBC will be subject to an on-site verification review.

The OHS COR certificate will be awarded if the audit achieves an overall score of at least 80% and with each element over 50%.

The company is required to conduct an audit each year on or before the anniversary date of the certificate to maintain COR certification and eligibility for the WorkSafeBC rebate.

Support to complete the audit tool is available through the TSCBC office. Please contact:

Email: cor@safetydriven.ca

Telephone: 604-888-2242

**Company Profile**

|  |
| --- |
| **Reporting Jurisdiction** |
| * Interprovincial (HRSDC)
 | * Provincial (WSBC)
 |
| **Current Workforce Count** |
| **Company Employee** | **Contractor** |
| Office: | Company Driver: | Others: | Owner Operators: |
| **Operation Type (Tick all applicable)**  |
| * Courier
* Dry Bulk
* Dump
 | * Flat Deck
* General Freight
* Liquid Bulk
 | * Specialized
* Truck Load
* Less than Truck Load
 | * Van
* Warehouse
* Others:\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Equipment Type and Count** |
| Van: | Tractor: | Trailer: | Forklift: |
| Others: |  |  |  |
| **Company Facilities Location/Address** |
| * Office
 | * Warehouse
 | * Yard
 | * Maintenance Shop
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|  |  |  |  |
| **Training** |
| Name of Current Employee(s) that has completed the TSCBC Small Employer Training Course:  |  | Date of Training: |  |

**Auditor Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Auditor Name** |  | **Position** |  |
| **Phone Number** |  | **Email** |  |

[ ]  **This audit has been completed in accordance with the auditor code of ethics.**

 **(This box must be checked before TSCBC will accept this audit submission.)**

**1. Management Leadership and Commitment**

For any health & safety program to be successful it is essential for management, including the President and/or owner, demonstrate a commitment to improving worker health and safety. Management must be prepared to actively implement safety initiatives, evaluate the effectiveness of the safety program and drive continual improvement. The safety program must establish clear expectations and define the roles and responsibilities of everyone in the organization including supervisors, managers, workers and contractors, including owner operators. Guidelines for compliance with company safety policies, procedures and regulatory requirements, such as the Canada Labour Code, need to be established and communicated to all employees and contractors.

| **1. MANAGEMENT LEADERSHIP AND COMMITMENT** |
| --- |
| **Question** | **Verification** |
| 1.1 Does the company have a written health and safety policy? | The company safety policy must include:Management commitment to health & safetyGoals & objectives A commitment to meet relevant legal requirementsRoles and responsibilities of managers, supervisors, and workersStatement of workers’ three rightsA commitment to continual improvementSignature of current senior management, dated within 2 years**Submit a copy of the health and safety policy** |
| 1.2 Is the health & safety policy communicated to all employees and owner operators? | The safety policy is being communicated to all employees and owner operators **Briefly describe when and how:** |

|  |  |
| --- | --- |
| 1.3 Is management aware of the applicable occupational health & safety legislation? | The company is regulated by the: **check one applicable category**[ ]  Workers’ Compensation Act and OHS Regulation **or**[ ] Canada Labour Code Part II and COSH Regulations  |
| 1.4 Is there a procedure for addressing workforce non-compliance with safety requirements? | The disciplinary procedure:Includes progressive steps to address non-compliance with safety requirementsHas been communicated to all employees and owner operators**Briefly describe the procedure and when/how communicated:** |
| **Scoring** |  **of 4 points achieved** |

**2. Industry Specific Requirements**

WorkSafeBC and industry research has shown that musculoskeletal injuries (MSI’s) and falls from height account for a significant number of occupational injuries in the trucking industry. A key objective of a health & safety program is to develop specific safety practices, policies and procedures that are focused on eliminating the types of injuries and illnesses experienced by workers in the trucking industry.

| **2. Industry Specific Requirements**  |
| --- |
| **Question** | **Verification** |
| 2.1 Has an assessment been conducted to identify the risks of musculoskeletal injuries (MSI) in the workplace? | MSI hazard identification and risk assessment and have been completed to identify:Work activities/tasks with the potential to cause MSI Potential hazardsRisk ranking**Briefly describe the process:** |
| * 1. Does the company have a written program to control musculoskeletal injuries?
 | A MSI program has been implemented that includes:Written safe work procedures Control measures to eliminate/reduce the hazards Training for relevant workers**Submit a copy of the MSI program** |

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| --- | --- |
| 2.3 Has an assessment been conducted to identify risks associated with falls? | Fall hazard identification and risk assessment have been completed to identify:[ ]  work activities with the potential to fall from height [ ]  potential hazards  |
| 2.4 Does the company have a written program to control fall from height injuries? | A fall protection program has been implemented that includes:[ ]  written safe work procedures [ ]  control measures to eliminate the hazard [ ]  provision of necessary engineering control and / or personal protective equipment[ ]  training for relevant workers |
| 2.5 (Optional question) Does the company have a wellness program to encourage employees to maintain a healthy life style? | Our wellness initiatives include: **check all applicable initiatives available**[ ]  distribution of health information (e.g. nutrition, exercise, stress and fatigue)[ ]  a counselling program (e.g. EAP)[ ]  an employer subsidized fitness program |
| **Scoring**  |  **of 4 points achieved** |
| **Scoring with optional question** |  **of 5 points achieved** |

**3. Hazard Identification and Risk Control**

Every workplace has recognizable hazards to which workers are exposed. A hazard is classically defined as any existing or potential condition in the workplace that by itself, or interacting with other factors, can result in an injury and/or illness or other losses.

The hazard identification and risk control process is the identification, evaluation and control of hazards associated with the workplace. An effective health & safety program ensures that hazards are identified for each task in the workplace. A job hazard analysis should be performed for each role and controls developed to mitigate the potential risk associated with the identified hazard. Control measures should be implemented according to the following hierarchy:

* + 1. Elimination
		2. Substitution
		3. Engineering controls
		4. Administrative controls
		5. Personal Protective Equipment (PPE)

| **3. Hazard Identification and Risk Control**  |
| --- |
| **Question** | **Verification** |
| 3.1 Are job tasks identified for all occupations in the workplace? | An inventory of job tasks has been established for: **check all applicable categories**[ ]  office employees[ ]  drivers [ ]  owner operators[ ]  warehouse employees[ ]  maintenance personnel |

|  |  |
| --- | --- |
| 3.2 Have the potential hazards and associated risks for all job tasks been identified and documented? | A risk assessment record has been created documenting: Critical job tasksPotential hazards/risksRisk ranking**Submit one complete risk assessment** |
| 3.3 Have all the relevant identified hazards and risks been communicated to all affected workers? | The identified hazards and risks have been communicated to all workers through:[ ]  safety orientation[ ]  on-the-job training[ ]  safety meetings[ ]  other: |
| 3.4 Are written safe work procedures and rules established based on the results of the risk assessment? | Written safe work procedures & rules have been created for: **check all applicable categories**[ ]  vehicle driving [ ]  vehicle entry/exit (three point contact)[ ]  fork lift and other mobile equipment operation[ ]  loading/unloading[ ]  handling of hazardous materials and dangerous goods[ ]  office ergonomics[ ]  tarping/untarping**Submit *one* safe work procedure from the list above** |

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| --- | --- |
| 3.5 Is required personal protective equipment used by workers? | Observe work sites, vehicles and work activities to verify PPE identified in the risk assessment is being used by workers: **check all applicable categories** [ ]  hard hat[ ]  safety boots[ ]  high visibility vest[ ]  gloves [ ]  fall protective equipment [ ]  others: |
| 3.6 Is there a maintenance program to ensure equipment and vehicles are in safe condition? | A preventive maintenance program is established including:[ ]  an inventory of tools, equipment, vehicles and facilities [ ]  schedule of maintenance required[ ]  tracking of maintenance completed government inspection records  |
| **Scoring**  |  **of 6 points achieved** |

**4. Training and Certification**

Training should be an ongoing component of your health & safety program. All employees must be trained and instructed on safe work procedures. Many trucking companies have some drivers who are owner operators working on contract for the company. Owner operators are an integral part of the General Trucking and Moving & Storage sectors. For the purpose of managing safety of the workforce, owner operators in the trucking industry are generally treated much the same as regular company workers in terms of training, evaluating competency and monitoring performance. When training workers, it is vital that all workers and owner operators are provided job specific training to understand the potential hazards and risks associated with their work activities and the required safe work practices and procedures to be followed. Job specific training enables new workers to understand the operating standards of the company. When there are changes in business processes and operations, refresher training should be provided.

The requirements of this audit element focus primarily on occupational health and safety needs. However, employers must define the required skills for various occupations and to test employees’ skills and ability for operating within safe limits such as using a driver road testing program and fork lift operator training and qualification program.

There is a distinct difference between certification and competency. Certification shows a level of education or training received. Competency is defined as having the ability, skill, proficiency and expertise to perform the task(s) in a safe, reliable, reproducible manner. Certain employees, such as first aid attendants, are required by legislation to maintain specific certifications to perform required tasks. Worker competence assessment must be conducted for each worker at least annually.

| **4. Training and Certification**  |
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| **Question** | **Verification** |
| 4.1 Are all newly hired, returning and transferred workers provided with a safety orientation before they start working? | Orientation training is provided to all newly hired, returning and transferred workers and records are maintained covering: (check all applicable categories)[ ] office employees[ ] drivers[ ] owner operators[ ] warehouse employees[ ] maintenance personnel |

|  |  |
| --- | --- |
| 4.2 Does the safety orientation include the necessary information and instruction to ensure health and safety at work?  | The safety orientation program must include the following information and instruction: [ ]  Health and safety policy[ ]  Health and safety responsibilities[ ]  Job hazards and safe work procedures [ ]  Access to legislation and related OH&S materials[ ]  Employee right to know, to participate and to refuse unsafe work[ ]  Contact information for supervisors and H&S representative [ ]  First aid and emergency procedures[ ]  Working alone[ ]  Workplace violence[ ]  Workplace Hazardous Material Information System (WHMIS) [ ]  Dangerous Goods[ ]  Personal protective equipment[ ]  Reporting of incidents and injury[ ]  Return to work procedures |
| 4.3 Has training been provided to employees at all levels with respect to their duties and responsibilities?  | Training has been provided to all levels of workers and records are maintained: **check all applicable categories**[ ]  Safe driving [ ]  Inspection and maintenance of vehicle[ ]  Mobile equipment operation[ ]  Working at height[ ]  MSI prevention procedure[ ]  Others: |
| 4.4 Are required employee certifications maintained and do they meet legislative requirements? | Employee certifications are tracked including: **check all applicable categories**[ ]  Drivers’ abstracts and licences[ ]  Lift truck operator certificates[ ]  First aid certificates[ ]  Dangerous goods certificates[ ]  WHMIS[ ]  Others: |
| 4.5 Is worker competency and knowledge of safe performance standards within their assigned tasks evaluated periodically? | Worker competence is evaluated by interview, observation and documentation review at least annually and re-assessed if a worker is involved in an incident. Evaluations are completed for: **check all applicable categories**[ ]  Drivers[ ]  Mobile equipment operator[ ]  Maintenance workers[ ]  Office workers[ ]  Others:**Submit evidence of worker competence assessment**  |
| **Scoring**  |  **of 5 points achieved** |

**5. Workplace Inspection**

Workplace inspections help identify hazards in the workplace and provide an opportunity to correct hazardous conditions to ensure a safe working environment. The inspection process evaluates compliance with company standards and regulatory requirements on both the physical condition of the facilities, tools, equipment and materials being handled as well as the work practices being carried out.

All levels in the company have a role in the inspection program:

* correcting the hazards immediately if capable
* reporting hazards to supervisor or manager
* ensuring follow up actions are taken to correct the identified hazards
* communicating the hazards and corrective actions taken

| **5. Workplace Inspection**  |
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| **Question** | **Verification** |
| 5.1 Does the company have a workplace inspection program? | A workplace inspection program has been established and includes: [ ]  Management responsibilities to ensure inspections are conducted[ ]  Corrective actions taken on identified hazards[ ]  Worker responsibilities in conducting inspections and reporting hazards[ ]  Type and frequency of inspections  |
| 5.2 Are inspection checklists developed based on the operating risks of the company?  | Inspection checklists have been developed to identify hazards covering all operating aspects of the company including: **check all applicable categories**[ ]  Vehicles[ ]  Material handling equipment[ ]  Tools[ ]  Buildings[ ]  Yards[ ]  Work practices |
| 5.3 Has inspection training been provided to employees with inspection duties and responsibilities?  | Inspection training has been provided to all employees responsible for inspections, including:[ ]  Inspection and reporting responsibilities[ ]  Legal requirements[ ]  Safety standards |
| 5.4 Are inspections being carried out? | Inspection reports are maintained showing all inspections are completed: **check all applicable categories**[ ]  Vehicles[ ]  Material handling equipment[ ]  Tools[ ]  Buildings[ ]  Yards[ ]  Work practices**Submit one recent inspection report**  |
| 5.5 Are identified deficiencies corrected according to established time frames and with regard to the risk level of the hazard? | A corrective action log tracks the following:[ ] actions are completed according to the target completion dates[ ] review and signed off by management [ ] corrective action communicated to employees |
| **Scoring**  |  **of 5 points achieved** |

**6. Incident Investigations**

A comprehensive health & safety program can make a significant impact on your company by reducing costs due to injuries and / or property damage. The goal of a safety program is zero incidents, yet even while working towards this goal incidents can occur. Incident investigation is a valuable tool to identify the underlying factors and immediate causes leading to the incident. The objective of an incident investigation is to identify and implement preventive and corrective measures to ensure safety of the work environment and prevent similar incidents from happening again.

| **6. Incident Investigation**  |
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| **Question** | **Verification** |
| 6.1 Does the company have a written incident investigation program outlining the process of reporting and investigation of incidents and near misses? | The incident investigation program includes: [ ]  Reporting incidents and near misses[ ]  Conducting investigations[ ]  Identifying immediate and root causes[ ]  Implementing recommendations [ ]  Communicating results of investigation and improvement actions taken to employees[ ]  Notifying and reporting to relevant authorities (e.g. WSBC, HRSDC)[ ]  Follow up process  |
| 6.2 Does the incident investigation program outline the types of incidents that must be investigated?  | Indicate which of the following are required to be investigated: [ ]  Vehicle collisions[ ]  Injuries[ ]  Property damage[ ]  Near misses |

|  |  |
| --- | --- |
| 6.3 Has incident investigation training been provided to employees with incident investigation duties and responsibilities?  | Investigation training have been provided to all employees with investigation dutiesTraining/responsibilities Include:[ ] investigation and reporting responsibilities[ ] legal requirements[ ] investigation process  |
| 6.4 Are investigations being carried out as required by the investigation program? | Reports are maintained showing all required incidents are being investigated: **check all applicable categories**[ ] vehicle collisions[ ] injuries[ ] property damage[ ] near misses [ ] no incidents requiring investigation in the past 12 months**Submit one completed investigation.** If you have no incidents requiring investigation, submit a blank incident investigation form |
| 6.5 Are recommendations resulting from investigation implemented as prioritized by risk level of the hazards? | Tracking includes: [ ] recommendations completed according to the target completion dates[ ] sign off by management[ ] corrective action taken and communicated to workers[ ] no incidents requiring investigation in the past 12 months |
| **Scoring**  |  **of 5 points achieved** |

**7. Emergency Preparedness**

Emergencies and disasters can be minimized through adequate planning. The more prepared you are for an emergency, the faster you will be able to act to minimize panic and confusion when an emergency occurs and be in a position to mitigate losses that can result. The Emergency Preparedness Plan should be based on the identified risks. This section of the audit will review the Emergency Preparedness policy and procedures to verify that it is above the minimum standard and meets the organization’s needs.

| **7. Emergency Preparedness**  |
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| **Question** | **Verification** |
| 7.1 Does the company have a written Emergency Response Plan (ERP) to guide the emergency response actions in the case of an emergency? | [ ]  An emergency response plan has been established Procedures include:[ ]  Assigned responsibilities [ ]  How to report emergencies [ ]  Actions to be taken by management and workers[ ]  Notifying and reporting to relevant authorities (e.g. WSBC, HRSDC) |
| 7.2 Does the ERP include contingencies for various types of emergencies?  | The ERP addresses the following types of emergencies: **Check all that apply**[ ]  Vehicle crashes/incidents[ ]  Injuries[ ]  Fire[ ]  Natural disasters[ ]  Other:**Submit one of the ERP’s checked above** |

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| --- | --- |
| 7.3 Does the ERP specify the level of first aid training and emergency response equipment required to meet regulatory requirements?  | ERP’s include: [ ] designated first aid personnel with current certificate [ ] first aid facilities and fire extinguishers in buildings[ ] first aid kit and fire extinguisher in vehicles   |
| 7.4 Have emergency response drills been conducted to test the effectiveness of the ERP and to enhance employee awareness? | Emergency response drills that have been conducted at least annually include: [ ]  Fire evacuation[ ]  Vehicle collision [ ]  Injury[ ]  Natural disaster[ ]  Other: |
| **Scoring**  |  **of 4 points achieved** |

**8. Program Administration**

The health & safety management system should be integrated into your business operations. A well administered system will assist your company in driving continual improvement in both its safety and operational practices.

| **8. Program Administration**  |
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| **Question** | **Verification** |
| 8.1 Does the company have a written process to administer the health and safety management system and to evaluate its effectiveness? | A written process has been established including: [ ]  A person assigned to be the coordinator of the health and safety program[ ]  Appointment of a worker health & safety representative [ ]  Annual audit of the health & safety management system[ ]  Carrying out improvement actions to fix identified audit deficiencies |
| 8.2 Is an improvement action plan developed to advance continual improvement opportunities identified by the annual audit? | [ ] An improvement action plan has been developed The plan tracks:[ ]  Documented continual improvement opportunities [ ]  Assignment of responsibilities[ ]  Target completion date[ ]  Verification of actions completed **Submit a copy of the improvement action plan** |
| 8.3 Are improvement actions being reviewed and signed off by company owner / senior management?  | Company owner/senior manager has reviewed, signed, and dated individual actions on the audit improvement action plan[ ]  Yes[ ]  No  |

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| --- | --- |
| 8.4 Are improvement actions being followed up to ensure completion? | Implementation of improvement actions have been reviewed by the auditor to ensure actions are completed according to the target completion date:[ ]  All improvement actions are completed within the target completion date[ ]  Certification audit, no improvement action plan yet  |
| 8.5 Have incident statistics been maintained and reviewed to identify trends and improvement areas?  |

|  |
| --- |
| The company had the following number of incidents for the past 3 calendar years: |
|  | 1st Aid | Medical Aid | Lost Time Injury | Near Miss | Vehicle Collision | SAW/RTW Plans |
| 2016 |  |  |  |  |  |  |
| 2017 |  |  |  |  |  |  |
| 2018 |  |  |  |  |  |  |

 |
| 8.6 Have improvement actions been identified based on the results of incident statistical analysis?  | [ ]  Improvement actions are developed and recorded in the current year audit improvement action plan |
| 8.7 Does the company have a process to review and update its health & safety program documents?  | Process includes:[ ]  Management and worker health & safety representative review of the H&S program[ ]  Record of amendments to the health and safety program[ ]  Amendment record is signed off by both management and worker health & safety representative |
| **Scoring**  |  **of 7 points achieved** |

**9. Contractor Management**

This element applies to companies that outsource work to contractors and must be completed in order to qualify for the COR certification. Examples of contracting include, subcontracting freight delivery to another trucking company or having contractors work within the company's facilities to do vehicle maintenance and repair. You must ensure that contractors are aware of and complying with the company's occupational health and safety standards.

**Please verify whether Element 9 - Contractor Management applies to your company:**

* The company hires contractor(s) other than owner operators. Therefore, Element 9 is applicable and must be assessed.
* The company does not hire contractors other than owner operators. Therefore, Element 9 is not applicable and this element is to be scored "Not Applicable".

| **9. Contractor Management**  |
| --- |
| **Question** | **Verification** |
| 9.1 Does the company have a written process to select contractors? | The selection and the evaluation criteria include: [ ] definition on the scope of work activities[ ] hazard assessment[ ] personnel suitability[ ] training / qualifications[ ] safety performance [ ] contractor experience and reference check |

|  |  |
| --- | --- |
| 9.2 Is a formal agreement established between the company and contractors on health and safety requirements? | [ ] contractors have signed off on their commitment to comply with company's health & safety requirements |
| 9.3 Are contractors made aware of worksite hazards and applicable safe work procedures?  | Training has been provided to all new and existing contractors through:[ ] safety orientation[ ] safety meetings/toolbox talks  |
| 9.4 Are contractors evaluated on their competency to perform assigned job tasks?  | [ ] A contractor evaluation program is established to ensure all contractors are evaluated at least annually. Records are retained documenting the results of evaluation including:[ ] observation of work activities [ ] inspection of tools, equipment and worksites[ ] interviewing contractor employees on performance and work activities **Submit one completed contractor evaluation** |
| 9.5 Does the company include contractors in ongoing safety management by ensuring that they are consistently aware of changes in applicable procedures, hazards and/or other safety initiatives?  | Contractors are included via:[ ] Monthly or quarterly safety meeting[ ] Distribution of health & safety information; mail-out, email, twitter, etc |
| **Scoring**  |  **of 5 points achieved** |

**Scoring Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Available****Points** | **Employer Score** | **TSCBC Score** |
| **Not****Applicable** | **Awarded Points** | **%** | **Not****Applicable** | **Awarded Points** | **%** | **Notes** |
| 1. Management Leadership and Commitment
 | 4 |  |  |  |  |  |  |  |
| 1. Industry Specific Requirements
 | 5 |  |  |  |  |  |  |  |
| 1. Hazard Identification and Risk Control
 | 6 |  |  |  |  |  |  |  |
| 1. Training and Instruction
 | 5 |  |  |  |  |  |  |  |
| 1. Workplace Inspection
 | 5 |  |  |  |  |  |  |  |
| 1. Incident Investigation
 | 5 |  |  |  |  |  |  |  |
| 1. Emergency Preparedness
 | 4 |  |  |  |  |  |  |  |
| 1. Program Administration
 | 7 |  |  |  |  |  |  |  |
| 1. Contractor Management
 | 5 |  |  |  |  |  |  |  |
| **Health & Safety Management Total** | 46 |  |  |  |  |  |  |  |

**Improvement Action Plan**

The Certificate of Recognition program requires companies participating in the program to address any audit deficiencies to drive continual improvement. Based on the results of your current audit submission please complete the following improvement action plan to improve your company's health & safety management system.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Audit Deficiency** | **Improvement Action** | **Person Responsible** | **By When** | **Action Status** |
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**Senior Management Approval**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |  |