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| **Observation Questions** | | |
| **#** | **Guideline** | **Comments/Observations** |
| 1.1.5 | Review worksites to determine if the (OHS) policy is posted in areas accessible to workers, such as lunchrooms, coffee rooms or bulletin boards. For offsite workers; such as drivers; the policy can be provided as part of a health & safety manual. |  |
| 1.2.3 | Observe supervisors demonstrating their worksite supervision and control practices. Supervisors must ensure workers are following safe work procedures and required risk control measures during the site tour. Additionally, supervisors must intervene when required.  80% positive observation required to award points. |  |
| 1.2.6 | Observe managers and supervisors conducting their activities to see if they are leading by example and following the company’s health and safety rules and procedures such as wearing of PPE, seatbelts, etc.  80% positive observation required to award points. |  |
| 1.2.7 | Observe the worksite to determine if relevant health and safety regulations, industry safety codes of practice, and other relevant resources such as equipment operations manuals and safe work procedures are readily available either in the form of physical copy or electronic means.    Award points based on the availability of relevant safety resource documents to workers. 80% positive results required to award points |  |

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| 2.2.2 | Observe a representative sample of workers at the worksite to verify that they are following the required safe work practices addressed in the (material handling) policy. |  |
| 2.4.1 | Observe the operation of mobile equipment to determine if mobile equipment is operated according to company safe work practices.  E.g. pre-inspection log completed, use of seatbelts, properly positioned forks while driving.  Mobile equipment includes any equipment that moves on wheels or tracks. |  |
| 2.4.3 | Observe mobile equipment on-site to confirm if the mobile equipment is maintained as indicated in the company equipment maintenance program.  80% positive observations required to award 5 points |  |
| 2.4.4 | Observe the workers at the worksite to determine if the safe work procedures for pedestrians working around mobile equipment are being followed.  Award points based on % of positive findings  (1-20% = 2 points, 21-40% = 4 points, 81-100% = 10 points) |  |

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| 3.2.4 | 1. Verify that engineering controls resulting from the company risk assessment process are implemented (i.e. machine guarding, lockout).   Award points based on % of positive findings.  (1-20% = 2 points, 21-40% = 4 points… 81-100% = 10 points)     1. Verify implementation of administrative controls. Look for measures such as housekeeping, hiring training, and job rotation practices. If yes award 5 points. |  |
| 3.3.3 | Confirm if safe work procedures are posted and accessible to workers. If yes award 10 points. |  |
| 3.3.4 | Observe site premises to determine if:   1. First aid procedures are posted 2. First aid station is clearly identified 3. First aid attendants are identified and posted.   If yes award 5 points. |  |
| 3.3.5 | Select a sample of safe work practices and procedures and observe the workplace to determine if current practices reflect the practices developed.  Award points based on % of positive response.  (1-20% = 2 points, 21-40% = 4 points.. 81-100% = 10 points) |  |
| 3.4.3 | Observe the worksite to verify that required PPE is readily available.  If yes, award 3 points. |  |
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| 3.4.4 | Observe the workers at the worksite to determine if they are wearing the appropriate PPE. (0,5) |  |
| 5.2 | Review inspection schedule and observe posting of completed inspection forms. If required inspections are completed and report posted, award 10 points. |  |
| 6.5 | Select a sample of completed Accident Investigations and verify that corrective actions have been implemented as indicated.  Award points based on % of positive findings.  (1-20% = 2 points, 21-40% = 4 points, 81-100% = 10 points) |  |
| 7.2 | Observe the site for postings of the emergency procedures, safety plans, evacuation plans, and emergency contact information. Award 10 points if procedures are posted in a conspicuous location. |  |
| 7.5 | Does the site have adequate emergency response resources provided & maintained as required by legislation, or as identified in the hazard control process?  Examine the site to verify the implementation and maintenance of emergency response resources. Resources may include:   * Appropriate emergency exit signage * Firefighting equipment (maintained per requirements) * First aid personnel (should be posted) * First aid facilities and equipment per regulation * Eye wash stations   Award points based on % of positive observations |  |
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| 7.6 | Inspect the site and vehicles to determine if workers have access to radios/phones or other communication tools on the worksite, in vehicles or other applicable areas to contact emergency assistance if required.  80% positive observation to award 10 points |  |
| 8.2 | Inspect the workplace to determine if applicable legal documents such as the Canada Labour Code/Workers Compensation Act and the COHSR/OHSR are accessible to all employees. If yes award 10 points. |  |
| 9.3 | Observe the health and safety board in the workplace to determine if the JHSC meeting minutes and documentation are posted.  If yes award 5 points. |  |