



workwell

HEALTH & SAFETY AUDIT DOCUMENT

WSIB
ONTARIO
CSPAAT

Workplace Safety &
Insurance Board

Commission de la sécurité
professionnelle et de l'assurance
contre les accidents du travail



www.wsib.on.ca



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Workplace Safety and Insurance Board

WORKWELL PROGRAM

For some time, the Workplace Safety and Insurance Board of Ontario (formally the Workers' Compensation Board) has directly linked the health and safety standards established and maintained by employers and their organizations' accident performance. In November 1989, the Board of Directors of the Workplace Safety and Insurance Board approved the Workwell Program. This program provides financial incentives to employers, under section 82 of the **Workplace Safety and Insurance Act** (the Act), to improve workplace health and safety.

SECTION 82- WORKWELL PROGRAM

The Workwell Program promotes health and safety in Ontario workplaces by levying additional premium charges against employers who do not maintain safe and healthy work environments. Workwell focuses its resources on employers who have demonstrated poor accident cost and frequency experience and/or sub-standard compliance with the **Occupational Health and Safety Act** (OHSA). These firms unfairly add to the assessment burden of other employers in a rate group. Section 82 permits the Workplace Safety and Insurance Board to consider health and safety conditions in the workplace as factors in estimating the likely accident experience of firms. In doing so, the Board follows accepted insurance principles in which the degree of risk is reflected in the total premiums paid.

Workwell Core Health and Safety Audit
HOW THE WORKWELL PROGRAM WORKS

SECTION 82 ASPECT OF WORKWELL

Identification of Employers

Employers are identified for a section 82 evaluation by data sets from either the Ministry of Labour and/or the Workplace Safety and Insurance Board. The Workplace Safety and Insurance Board identifies those employers who, for their rate group, have particularly poor accident records in accident cost, accident frequency and/or accident severity. The Ministry of Labour identifies employers who have a history of non-compliance with the **Occupational Health and Safety Act** (OHSA).

Notification to Employers

A Workwell Evaluator contacts the firm to schedule an appointment for an evaluation visit. Employers are notified in writing of an impending workplace health and safety evaluation under section 82.

Evaluation Process

During the evaluation it is expected that the owner or senior management of the firm and a worker representative will meet with the Workplace Safety and Insurance Board evaluator. The evaluator examines the occupational health and safety program at the workplace. In addition, the evaluator observes the firm's practices and procedures in action, tours the workplace and conducts random interviews with workers on-site.

Completed Report

After the visit, a report is prepared and mailed to each participant involved with the evaluation process. In addition, copies of the report material are sent to the Ministry of Labour and to the appropriate Health and Safety Association. The report indicates the firm's overall score, identifies health and safety program components that are in place, and identifies areas needing improvement.

Re-evaluation Visit

Firms that do not achieve the passing score of 75% are given 6 months to improve poor health and safety shortfalls before a re-evaluation.

Additional Premium Charge

If the firm fails to achieve the passing score of 75% at the second evaluation, an additional premium charge will be applied. This charge will range from 10% to 75% of the firm's base annual premium, depending on the extent and seriousness of the health and safety shortfalls.

Workwell Core Health and Safety Audit

WORKWELL PROGRAM EVALUATION METHOD

Through a series of questions, the Workwell evaluation measures the elements of any generic occupational health and safety program. Each question specifies what the evaluator reviews during the audit process.

VERIFICATION

Evaluators verify the existence, consistent application, implementation and adherence to the firm's occupational health and safety program. The verification process requirements are listed on the evaluation and include the following:

“D” - Documentation: Saw/attached

The evaluator reviews and where necessary attaches copies of a firm's health and safety program documentation. The employer is required to provide documentation. The documentation may include written policies, rules, procedures, work procedures, job descriptions, inspection reports, minutes of health and safety committee meetings, etc.

“I” - Interview: Management - Workers

The evaluator discusses the evaluation process with representatives of management and labour. In addition, the evaluator tours the workplace to conduct random interviews with the firm's workers, supervisors and managers. During these interviews, the evaluator discusses the processes and procedures related to health and safety, as well as the firm's health and safety program, to verify the levels of program implementation and employee knowledge and understanding.

“O” - Observation: Management - Workers

While at the workplace, the evaluator observes the processes and procedures related to health and safety, including housekeeping, production process, job tasks, machine/equipment function and use of personal protective equipment or clothing.

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Conventions:

Words in **bold** type are found in the document glossary, located immediately after the audit elements. Common health and safety abbreviations are used sparingly. If you are unsure of an abbreviation the complete wording will also be contained in the glossary.

Element Evidence:

All elements, sub-elements and questions of the Workwell program must be:

- a) in writing,
- b) as a minimum meet any legislated requirements,
- c) communicated to appropriate workplace parties
- d) There must be a record of the communication.
- e) The policy, procedure or standard must have evidence of regular use in the workplace.
- f) The evaluator may ask for a complete list of people (payroll list) and machinery (asset list) to assist in the audit.
- g) Evidence for section 3.1 will be actual postings, current Material Data Safety Sheets and copies of appropriate legislation. Procedures for postings are not required.

Training:

Where training is required you need to demonstrate that there is transference of knowledge, however courses may offer certificates of completion without testing having been performed.

You need to have written records that show ALL workplace parties have been trained. If you do not train all workplace parties you will need to demonstrate an adequate reason why. (As an example: It may not be necessary to train salespeople in confined space procedures if salespeople never enter the work area).

General comments:

Some questions may provide basic examples or list basic elements of a policy or procedure. These are minimums and if your workplace has specific requirements, or special legislated requirements, those requirements will also need to be met to gain the points for the question. The evaluator or your safe workplace association can provide further insight into specific requirements for your workplace.

During the evaluation you are **STRONGLY ENCOURAGED** to ask questions and take notes about your discussions with the evaluator. The evaluator will be as accommodating as possible during the audit process.

As you work toward completion of audit elements and you are unsure about how to complete an element, you are encouraged to telephone or e-mail the evaluator for further details.

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ACKNOWLEDGEMENTS

The Workplace Safety and Insurance Board gratefully acknowledges the following individuals who contributed to the development of this program:

Carl Brown (Transportation Health & Safety Association of Ontario), Tom Welton (Ontario Forestry Safe Workplace Association), Leonard Sassano (Industrial Accident Prevention Association), Bill Boyle (Ontario Service Safety Alliance), Ron Dupuis (Mines and Aggregates Safety and Health Association), Stewart Franck (Education Safety Association of Ontario), Dan Padden and Doug McVittie (Construction Safety Association of Ontario), and Filomena Savoia (Ontario Ministry of Labour).

In addition, the following staff from the Workplace Safety and Insurance Board also contributed to the development:

Richard Burton (Manager, Workwell Program), Doug Easson (Assistant Director, Safe Workplace Incentives) and the Workwell Evaluation Team.

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FIRM DETAILS FORM

EVALUATION NUMBER _____ EVALUATOR NAME: _____
DATE: _____ FIRM NUMBER _____ RATE GROUP: _____

FIRM NAME: _____

PARENT COMPANY: _____

DISCUSSION PARTICIPANTS:

SITE(S) TOURED:

TOUR PARTICIPANTS:

FIRM SIZE: SMALL _____ MEDIUM _____ LARGE _____

Workwell Core Health and Safety Audit

WORKSITE INFORMATION

Designated Substances

| | | |
|---------------------|-----|----|
| Acrylonitrile | Yes | No |
| Arsenic | Yes | No |
| Asbestos | Yes | No |
| Benzene | Yes | No |
| Coke Oven Emissions | Yes | No |
| Ethylene Oxide | Yes | No |
| Isocyanates | Yes | No |
| Lead | Yes | No |
| Mercury | Yes | No |
| Silica | Yes | No |
| Vinyl Chloride | Yes | No |

Other

| | | |
|--------------------------------------------------------|-----|----|
| Joint Health and Safety Committee | Yes | No |
| Worker Safety Representative | Yes | No |
| Union | Yes | No |
| Piecework/ Bonus work | Yes | No |
| Shift work | Yes | No |
| Noise | Yes | No |
| Recent Organization Chart available | Yes | No |
| Awareness of recent Performance trends at the worksite | Yes | No |

PASSING SCORE: 75%

Workwell Core Health and Safety Audit

1. Health and Safety Policy Statement

total section points = 40

| Element | | Guidelines | Purpose | Score | | |
|------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---------------|
| 1.1 | The employer's health and safety policy contains the following: | | | YES | NO | VERIFY |
| 1.1(a) | Employer commitment | <ul style="list-style-type: none"> Commitment to preventing occupational illness and injury in the workplace. | Rationale: <ul style="list-style-type: none"> Demonstrates the employer's dedication to their leadership role in the quest to eliminate workplace injury and illness. | 5 | 0 | D |
| 1.1(b) | Employer responsibility | <ul style="list-style-type: none"> Responsibility to implement and maintain a safe and healthy work environment. | Rationale: <ul style="list-style-type: none"> Confirms the employer's willingness to accept their responsibility to strive towards the elimination of workplace injury and illness. | 5 | 0 | D |
| 1.1(c) | Supervisor responsibility | <ul style="list-style-type: none"> Responsibility to ensure that safe and healthy work conditions are maintained in his/her assigned work area. | Rationale: <ul style="list-style-type: none"> Reinforces the employer's demand that every member of the workforce be responsible for eliminating workplace injury and illness. | 5 | 0 | D |
| 1.1(d) | Worker responsibility | <ul style="list-style-type: none"> Responsibility to work safely following legislated and employer Safe Work Procedures/Practices. | Rationale: <ul style="list-style-type: none"> Confirms the employer's desire that worker's actively participate in the goal to achieve the elimination of workplace injury and illness. | 5 | 0 | D |
| 1.1(e) | Dated | <ul style="list-style-type: none"> The posted copy is dated, within a 12 month-period. | Rationale: <ul style="list-style-type: none"> Expresses the employer's desire to sustain and maintain his/her health and safety initiatives. | 5 | 0 | D/O |
| 1.1(f) | Signed | <ul style="list-style-type: none"> The posted copy is signed by, the most senior management person on site. (can have other signatures e.g. JHSC) | Rationale: <ul style="list-style-type: none"> Management's signature demonstrates their commitment to workplace health and safety. A worker representative signature would imply recognition and approval of the team approach toward workplace health and safety. | 5 | 0 | D/O |
| 1.1(g) | Posted | <ul style="list-style-type: none"> Posted in a high traffic area (employee entrance, near time clock, bulletin board, site trailers/vehicles) Accessible to all employees on site and off site | Rationale: <ul style="list-style-type: none"> Emphasizes the employer's desire to develop and maintain a health and safety culture. Legislation: <ul style="list-style-type: none"> Post at a conspicuous location in the workplace a copy of the occupational health and safety policy. OHSA Section 25(2)(k). | 10 | 0 | O |

Workwell Core Health and Safety Audit

2. Health and Safety Responsibilities

total section points = 120

| Element | | Guidelines | Purpose | Score | | |
|--------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| 2.1 The employer has established health and safety responsibilities and performance accountabilities: | | | | Yes | No | VERIFY |
| 2.1(a) | Manager responsibilities | <ul style="list-style-type: none"> Responsibilities to ensure the performance of: <ul style="list-style-type: none"> Performing workplace inspections Conducting information sessions (safety talks, staff meetings, tail gate meetings) Conducting incident investigations Conducting employee training Correcting substandard acts or conditions Commending employee and supervisor health and safety performance Performing employee safety observations. Sections 25 & 26 of the OHSA. | Rationale: <ul style="list-style-type: none"> Demonstrates recognition that involving and engaging managers with health and safety performance expectations is vital in achieving a healthy and safe operation. Provides instruction in what they are expected to do, how it should be done, and what constitutes a job well done. | 10 | 0 | D/I |
| 2.1 (b) | Manager accountabilities | <ul style="list-style-type: none"> Performance Evaluation: <ul style="list-style-type: none"> System must be formalized Measures each responsibility. Performed regularly (at least annually). | Rationale: <ul style="list-style-type: none"> Provides opportunity to recognize and commend accomplishments and contributions. Identifies opportunities for improvement. Reinforces the employer's expectation that all managers maintain a healthy and safe operation | 10 | 0 | D/I |
| 2.1(c) | Supervisor responsibilities | <ul style="list-style-type: none"> Responsibilities include: <ul style="list-style-type: none"> Performing workplace inspections Conducting information sessions (safety talks, staff meetings, tail gate meetings) Conducting incident investigations Conducting employee training Correcting substandard acts or conditions Commending employee health and safety performance Performing employee safety observations performance Section 27 of the OHSA. | Rationale: <ul style="list-style-type: none"> Having specific health and safety responsibilities for supervisors will increase the likelihood that each supervisor meets their expectations hence, resulting in the achievement of a healthy and safe operation. Provides instruction in what they are expected to do, how it should be done, and what constitutes a job well done. Legislation: <ul style="list-style-type: none"> When appointing a supervisor, appoint a competent person. OHSA Section 25(2)(c). | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---------------|
| 2.1 The employer has established health and safety responsibilities and performance accountabilities: | | | | Yes | No | VERIFY |
| 2.1 (d) | Supervisor accountabilities | <ul style="list-style-type: none"> Performance Evaluation <ul style="list-style-type: none"> System must be formalized Measure each responsibility. Performed regularly (at least annually). | Rationale: <ul style="list-style-type: none"> Provides opportunity to recognize and commend accomplishments and contributions Identifies opportunities for improvement. Reinforces the employer's expectation that all managers maintain a healthy and safe operation. Legislation: Take every precaution reasonable in the circumstances for the protection of a worker. OHSA Section 27 (2)(c). | 10 | 0 | D/I |
| 2.1(e) | Worker responsibilities | <ul style="list-style-type: none"> Responsibilities include: <ul style="list-style-type: none"> Section 28 of the OHSA The employer may include health and safety rules specific to the workplace. | Rationale: <ul style="list-style-type: none"> Provides instruction in what they are expected to do, how it should be done, and what constitutes a job well done. Providing workers with knowledge of their responsibilities is likely to result in their active participation in health and safety initiatives, which should lead to reduction of injury/illness in the workplace. | 10 | 0 | D/I |
| 2.1 (f) | Worker accountabilities | <ul style="list-style-type: none"> Accountability: <ul style="list-style-type: none"> System must be formalized Progressive (staged) discipline process. Workers understand the consequences of health and safety rules and procedures violations. | Rationale: <ul style="list-style-type: none"> Workers likely to comply with employer's health and safety initiatives if violations are uniformly enforced. If repeated or deliberate disregard of health and safety rules and procedures are allowed to exist, the health and safety program is likely to collapse. Legislation: Comply with all instructions from the employer concerning the health and safety of employees. OHSA Section 28(1)(a). | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---------------|
| 2.1 The employer has established health and safety responsibilities and performance accountabilities: | | | | Yes | No | VERIFY |
| 2.1(g) | Supplied Labour responsibilities | <ul style="list-style-type: none"> Responsibilities include: <ul style="list-style-type: none"> Section 28 of the OHSA The employer may include health and safety rules specific to the workplace. | Rationale: <ul style="list-style-type: none"> Providing workers with knowledge of their responsibilities is likely to result in their active participation in health and safety initiatives, which should lead to reduction of injury/illness in the workplace. | 10 | 0 | D/I |
| 2.1 (h) | Supplied Labour accountabilities | <ul style="list-style-type: none"> Accountability: <ul style="list-style-type: none"> System must be formalized Progressive (staged) discipline process. Workers understand the consequences of health and safety rules and procedures violations. | Rationale: <ul style="list-style-type: none"> Workers likely to comply with employer's health and safety initiatives if violations are uniformly enforced. If repeated or deliberate disregard of health and safety rules and procedures are allowed to exist, the health and safety program is likely to collapse. Legislation: <ul style="list-style-type: none"> Comply with all instructions from the employer concerning the health and safety of employees. OHSA Section 28(1)(a). | 10 | 0 | D/I |
| 2.1(i) | Contractor responsibilities | <ul style="list-style-type: none"> Responsibilities include: <ul style="list-style-type: none"> Ensure health and safety of workers. Provide qualified workers for work performed. Ensure all work performed in accordance with governing legislation/regulation/industry standards. | Rationale: <ul style="list-style-type: none"> Provides control of workplace activities by requiring all persons performing work in the workplace to comply with the same health and safety standards. Legislation: <ul style="list-style-type: none"> Ensure that every person granted access to the work place by the employer is familiar with and uses in the prescribed circumstances and manner all prescribed safety materials, equipment, devices and clothing. OHSA Section 23. | 10 | 0 | D/I |

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| Element | | Guidelines | Purpose | Score | | |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| 2.1 <i>The employer has established health and safety responsibilities and performance accountabilities:</i> | | | | YES | NO | VERIFY |
| 2.1 (j) | Contractor accountabilities | <ul style="list-style-type: none"> Performance accountability: <ul style="list-style-type: none"> Formal system (E.g. performance rating system, contract incentives, removal from the workplace, etc.) Communicated to all contractor employees | Rationale: <ul style="list-style-type: none"> Reinforces the employer's commitment to provide and maintain a health and safe operation by enforcing the same health and safety standards for everyone performing work in the workplace. | 10 | 0 | D/I |
| 2.1(k) | Visitor responsibilities | <ul style="list-style-type: none"> Responsibilities include: <ul style="list-style-type: none"> Escorted Use of personal protective equipment Remain in designated areas Report injury/illness suffered during the visit Communication records. | Rationale: <ul style="list-style-type: none"> Provides protection to employees and visitors alike since, visitor activities are controlled. | 5 | 0 | D/I |

| Element | | Guidelines | Purpose | Score | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| 2.2 <i>The employer has designated an individual, who has the knowledge and experience to co-ordinate the worksite health and safety activities:</i> | | | | YES | NO | VERIFY |
| 2.2(a) | The employer has assigned an individual to coordinate the health and safety activities. | <ul style="list-style-type: none"> This individual can be a manager, supervisor, worker or health and safety coordinator. There is a written description, for this individual, outlining specific activities to co-ordinate the health and safety program. | Rationale: <ul style="list-style-type: none"> Demonstrates the employer's commitment to health and safety. Designating a champion improves likelihood that the health and safety program will be sustained. | 5 | 0 | D/I |
| 2.2(b) | The individual is experienced and trained. | The individual must have industry experience and knowledge in the following fields: <ul style="list-style-type: none"> Applicable safety legislation Incident investigation <u>and</u> Planned workplace inspections <u>Or</u> <ul style="list-style-type: none"> Basic Certification training. | Rationale: <ul style="list-style-type: none"> To be a successful coordinator and a resource, the individual requires credibility with employees that can be gained by possessing knowledge in the operations and the health and safety field. | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

3. Posted Health and Safety Materials

total section points = 55

| Element | | Guidelines | Purpose | Score | | |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---------------|
| 3.1 The employer has the following documents conspicuously posted and/or available at the workplace: | | | | Yes | No | VERIFY |
| 3.1(a) | Occupational Health and Safety Act | <ul style="list-style-type: none"> In a high traffic area (employee entrance, near time clock, bulletin board) Accessible to all employees on site and off site. | Legislation: <ul style="list-style-type: none"> Post at a place accessible to every employee. OHSA Section 25 (2)(i) | 5 | 0 | D/O |
| 3.1(b) | Appropriate Industry Regulation | <ul style="list-style-type: none"> In a high traffic area (employee entrance, near time clock, bulletin board) Accessible to all employees on site and off site. | Legislation: <ul style="list-style-type: none"> Make readily available to employees for examination, in printed or electronic form, a copy of the regulations... that apply to the work place. OHSA Section 25(2)(i). | 5 | 0 | D/O |
| 3.1(c) | WHMIS Regulation | <ul style="list-style-type: none"> In a high traffic area (employee entrance, near time clock, bulletin board) Accessible to all employees on site and off site. | Legislation: <ul style="list-style-type: none"> Make readily available to employees for examination, in printed or electronic form, a copy of the regulations... that apply to the work place. OHSA Section 25(2)(i). | 5 | 0 | D/O |
| 3.1(d) | Material Safety Data Sheets (MSDS) | <ul style="list-style-type: none"> Available to all employees on site and off site. Inventory is current (no more than 3 years). | Legislation: <ul style="list-style-type: none"> A copy of the most recent version of the inventory and of every unexpired material safety data sheet ... (a) made available by the employer in the workplace in such a manner as to allow examination by the workers. OHSA Section 38(1) | 5 | 0 | D/O |
| 3.1(e) | Designated Substances | <ul style="list-style-type: none"> In a high traffic area (employee entrance, near time clock, bulletin board) Accessible to all employees on site and off site. | Legislation: <ul style="list-style-type: none"> Make readily available to employees for examination, in printed or electronic form, a copy of the regulations... that apply to the work place. OHSA Section 25(2)(i). | 5 | 0 | D/O |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---------------|
| 3.1 The employer has the following documents conspicuously posted and/or available at the workplace: | | | | Yes | No | VERIFY |
| 3.1(f) | Occupational Health and Safety explanatory materials prepared by the MOL | <ul style="list-style-type: none"> In a high traffic area (employee entrance, near time clock, bulletin board) Accessible to all employees on site and off site. | Legislation: <ul style="list-style-type: none"> Make readily available to employees for examination, in printed or electronic form, a copy of the regulations... that apply to the work place. OHSA Section 25(2)(i). | 5 | 0 | D/O |
| 3.1(g) | Form 82 – In Case of Injury At Work Poster | <ul style="list-style-type: none"> First aid station(s) In a high traffic area (employee entrance, near time clock, bulletin board) | Legislation <ul style="list-style-type: none"> A first aid station shall contain, the Board's poster known as Form 82 Regulation 1101 Section 1(1)(b)(i) Every employer shall at all times keep posted in other conspicuous places in the Board's poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment. Regulation 1101 Section 3 | 5 | 0 | D/O |
| 3.1(h) | First Aid Regulation 1101 | <ul style="list-style-type: none"> Available at the first aid station(s). | Rationale: <ul style="list-style-type: none"> Ensures that each first aid station is adequately supplied to render first aid treatment. | 5 | 0 | D/O |
| 3.1 (l) | Emergency Services and Numbers | <ul style="list-style-type: none"> Posted at primary telephones throughout the facility including the office area. Emergency Numbers include: <ul style="list-style-type: none"> 911 (if available) as well as fire police ambulance, poison control centre, Ministry of Labour, Ministry of Environment Utilities and Internal contact numbers. | Rationale: <ul style="list-style-type: none"> A quick response to emergencies can eliminate or reduce loss. | 5 | 0 | D/O |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
|-------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---------------|
| 3.1 The employer has the following documents conspicuously posted and/or available at the workplace: | | | | YES | NO | VERIFY |
| 3.1 (j) | Reports | <ul style="list-style-type: none"> • The employer post the following reports in a conspicuous and accessible workplace location: <ul style="list-style-type: none"> • Management, JHSC and/or Worker Health and Safety Representative workplace health and safety inspections • JHSC Meeting Minutes • Health and/or safety assessments/surveys • Ministry of Labour Orders • Workplace incident summaries. | Rationale: <ul style="list-style-type: none"> • Reinforces to employees the employer's commitment to providing and maintaining a health and safe operation. • Communicates system status updates and issues resolutions. • Improve awareness and communication. Legislation: <ul style="list-style-type: none"> • Advise workers of the results of a report respecting occupational health and safety. OHSA Section 25(2)(m). | 5 | 0 | D/O |
| 3.1(k) | Other | <ul style="list-style-type: none"> • Available as applicable to the worksite(s) activities. <ul style="list-style-type: none"> • Traffic Control • Transportation of Dangerous Goods • Etc. | | 5 | 0 | D/O |

Workwell Core Health and Safety Audit

4. Health and Safety Standards & Procedures

total section points = 200

| Element | | Guidelines | Purpose | Score | | |
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| 4.1 | <i>The employer has identified work environment health and safety hazards, implemented controls for those hazards and where required developed safe operating procedures.</i> | | | Yes | No | VERIFY |
| 4.1(a) | Identify work environment health and safety hazards . | <ul style="list-style-type: none"> Identify and list one of the following: <ul style="list-style-type: none"> all occupations or jobs or common hazards in the work environment List the main activities involved with each occupation or job or where common hazards exist. Identify health hazards and/or safety hazards for the main activities. | Rationale: <ul style="list-style-type: none"> Optimum protection of people, equipment, material and environment. Legislation: <ul style="list-style-type: none"> Every employer shall ensure that the health and safety at work of every person employed by the employer is protected. OHSA Section 25(2)(a) & (h). | 30 | 0 | D/I |
| 4.1(b) | Rate each hazard for loss potential and implement health and safety hazard controls . | <ul style="list-style-type: none"> Rate hazards for loss potential. Develop and implement controls to prevent health and/or safety hazards identified. (Various loss potential rating methods exist and are acceptable if the employer can demonstrate the validity of their rating method to the Evaluator.) | Rationale: <ul style="list-style-type: none"> Ensures that workplace activities are performed with maximum safety. Legislation: <ul style="list-style-type: none"> Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h). | 30 | 0 | D/I/O |
| 4.1(c) | Develop and implement safe operating procedures for every main activity rated as a major loss potential . | <ul style="list-style-type: none"> Develop a step-by-step description for each main activity rated as a major loss potential. Include key health and safety points (controls) to remember following each step. Inform and instruct all workers performing the main activities rated as a major loss potential of the safe operating procedures. | Rationale <ul style="list-style-type: none"> Instructs the people performing the activities on how to avoid exposure to hazards. Legislation: <ul style="list-style-type: none"> Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h). | 30 | 0 | D/O |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 4.2 The employer has developed and implemented standards and procedures for: | | | | Yes | No | VERIFY |
| 4.2(a) | Injury / illness reporting | <ul style="list-style-type: none"> • Defines injury/illness • When to report an injury/illness (time frames) • How to report (form) • Who should be notified (internal & external sources) • What treatment will be provided (first aid, professional health care, etc) • Recording requirements • Follow-up contacts. | <p>Rationale:</p> <ul style="list-style-type: none"> • Allows the employer to implement corrective action to eliminate potential for other injuries | 10 | 0 | D/I |
| 4.2(b) | Hazards reporting | <ul style="list-style-type: none"> • Defines hazardous condition/act • When to report (time frames) • How to report (form) • Who should be notified (supervisor, JHSC, Worker Health and Safety Representative) • Rate as major, moderate or minor hazard. • What actions will be initiated, by whom and when (time frames) • Follow-up on any actions/responses. | <p>Rationale:</p> <ul style="list-style-type: none"> • Involving and empowering employees, promotes buy-in with health and safety initiatives, which should result in the reduction of workplace hazards. <p>Legislation:</p> <ul style="list-style-type: none"> • Report to his or her employer or supervisor ... The existence of any hazard of which he or she knows. <p>OHSA: Section 28(1)(d).</p> | 10 | 0 | D/I |
| 4.2(c) | Emergency Evacuation Plan | <ul style="list-style-type: none"> • Identifying emergencies most likely to occur in the working environment: <ul style="list-style-type: none"> • Fire • Power failure • Gas leak • Chemical spill • Weather conditions • Crime prevention • Workplace violence, etc. • Floor plan of the workplace • Exit route for all employees. • Employee assembly point(s). • Employee training requirements. (drills/exercises) • Assigning and defining responsibilities such as: <ul style="list-style-type: none"> • Contacting the emergency response unit(s). • Accounting for employees (head count). • Greeting the emergency response unit(s). • Authorizing workplace re-entry. | <p>Rationale:</p> <ul style="list-style-type: none"> • Can prevent an undesired event resulting in a loss. | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 4.2 The employer has developed and implemented standards and procedures for: | | | | Yes | No | VERIFY |
| 4.2(d) | Emergency Equipment | <ul style="list-style-type: none"> • A complete list of all emergency equipment such as: <ul style="list-style-type: none"> • Fire extinguishers/hoses • Fire suppression system • Pull stations • Eye wash stations • Deluge showers • Fire exits • Any other emergency equipment appropriate to the workplace. (self-contained breathing apparatuses etc.) • Review process to ensure that <ul style="list-style-type: none"> • Correct selection of equipment. • Adequate number of equipment. • Appropriate location of equipment. • Training requirements for emergency equipment users. • Checks, inspections, replacement and/or calibration requirements. | <p>Rationale:</p> <ul style="list-style-type: none"> • Immediate and appropriate response to an emergency will ensure that loss is minimized. <p>Legislation:</p> <ul style="list-style-type: none"> • Fire protection equipment shall be installed, inspected and maintained in every building in which there is a work place. National Fire Code Parts 6 and 7 | 10 | 0 | D//O |
| 4.2(e) | Refusal to work | <ul style="list-style-type: none"> • Defines when a worker has a right to refuse work where health or safety is in danger. • Identifies who is notified and may become involved (internal/external). • Explains the step-by-step process that must be followed. | <p>Rationale:</p> <ul style="list-style-type: none"> • Provides the workplace parties with the opportunity to constructively resolve workplace health and safety concerns. <p>Legislation:</p> <ul style="list-style-type: none"> • Employees have a right to refuse work that may endanger them or other employees. OHSA Section 43. | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 4.2 <i>The employer has developed and implemented standards and procedures for:</i> | | | | Yes | No | VERIFY |
| 4.2(f) | Lock-out | <ul style="list-style-type: none"> • Provide a definition. • Identify the different energy sources that exist in the workplace (electricity, air, gravity, hydraulics, pneumatics, etc.) • Develop specific procedures (could use Safe Operating Procedures if applicable) for each form of energy that include: <ul style="list-style-type: none"> • Who can perform • When to perform • How to perform • What to do when: <ul style="list-style-type: none"> • Multiple workers • Shift change etc. • Reporting (permit system, tagging, etc) • Procedures posted at applicable locations. (workstation) • Employee training requirements. • Adequate supply of equipment: <ul style="list-style-type: none"> • Locks • Keys • Tags • Notices, etc. | <p>Rationale:</p> <ul style="list-style-type: none"> • Employees are less likely to suffer injury/illness when the employer has developed, implemented and enforces standard methods of performing work activities. <p>Legislation:</p> <ul style="list-style-type: none"> • Industrial Regulation 851/90 Sections 42, 75 & 76 | 10 | 0 | D/I |
| 4.2(g) | Confined space | <ul style="list-style-type: none"> • Review of workplace activities has been performed to determine whether confined spaces exist in the workplace. • If a confined space exist, then a standard and a procedure must be developed that includes: <ul style="list-style-type: none"> • Who can perform entry • Personnel required • Testing requirements • Conditions of entry • Means of communication • Personal protective equipment requirements. • Rescue equipment and personnel. • Reporting (permit system, etc) • Employee training requirements. | <p>Rationale:</p> <ul style="list-style-type: none"> • Employees are less likely to suffer injury/illness when the employer has developed, implemented and enforces standard methods of performing work activities. <p>Legislation:</p> <ul style="list-style-type: none"> • Industrial Regulation 851/90 Sections 67-71 • Construction Regulation 231/91 Sections 60-63 | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

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| 4.2 The employer has developed and implemented standards and procedures for: | | | | Yes | No | VERIFY |
| 4.2(h) | Hot work | <ul style="list-style-type: none"> • Who can perform • Personnel required • Protective measures to be applied • Personal protective equipment • Follow-up with work performed • Recording/Reporting (Permit system) • Emergency measures • Employee training requirements | <p>Rationale:</p> <ul style="list-style-type: none"> • Employees are less likely to suffer injury/illness or cause damage when the employer has developed, implemented and enforces standard methods of performing work activities. | 10 | 0 | D/I |
| 4.2(l) | Process and equipment purchases and/or modifications | <ul style="list-style-type: none"> • Regulatory compliance and industry standard safety practices expected: <ul style="list-style-type: none"> • at the design stage • in the purchase specifications • during construction and/or installation phases. • Responsibilities of parties involved such as: <ul style="list-style-type: none"> • JHSC • Worker Health and Safety Representative • Purchasing Agent • Safety Coordinator • Managers/Supervisor and • any other technical staff involved. • Pre-start up inspections involving at least: <ul style="list-style-type: none"> • JHSC • Worker Health and Safety Representative • Management and • an operator. • Review of the new/modified main activities to determine whether hazards exist. • If a hazard is identified, controls must be developed and implemented. • If a major hazard is identified then Safe Operating Procedures are to be developed. • Employee training requirements either for operational or hazard control purposes. | <p>Rationale:</p> <ul style="list-style-type: none"> • A process for early and continuous involvement into any change reduces the likelihood of any health and safety concerns and provides for optimal implementation and use. <p>Legislation:</p> <ul style="list-style-type: none"> • Regulations for Industrial Establishments S. 7 – “pre-start reviews” | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 4.2 <i>The employer has developed and implemented standards and procedures for:</i> | | | | Yes | No | VERIFY |
| 4.2(j) | Employee use of personal protective equipment (PPE) | <ul style="list-style-type: none"> • What is required • What is acceptable • Who must wear what (include exceptions if any apply) • When must it be worn (include exceptions if any apply) • Who supplies • Replacement process • Employee training requirements | Rationale: <ul style="list-style-type: none"> • When employees understand the need for protecting themselves they are likely to apply such protection hence, reducing likelihood of suffering a work related injury or illness. | 10 | 0 | D//O |
| 4.2(k) | Non-routine work | <ul style="list-style-type: none"> • Pre-work meeting to: <ul style="list-style-type: none"> • Review the activities of the work for hazards • If hazards are identified then: <ul style="list-style-type: none"> • Implement controls that may include developing Safe Operating Procedures. | Rationale: <ul style="list-style-type: none"> • Gaining knowledge through planning can diminish the risk(s) associated with unfamiliar work | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

5. Health and Safety Representative / Committee

total section points = 50

| Element | Guidelines | Purpose | Score | | |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| | | | Yes | No | VERIFY |
| 5.1 | <i>The workplace health and safety representative has been selected and is functioning as follows:</i> | | | | |
| 5.1(a) | <p>Selection</p> <ul style="list-style-type: none"> The following should be defined: <ul style="list-style-type: none"> Selection process for health and safety representative | <p>Rationale:</p> <ul style="list-style-type: none"> To ensure legislated compliance, as well as to invite and empower employees to participate in the health and safety program initiatives. <p>OHSA:</p> <p>Section 8(1)</p> <ul style="list-style-type: none"> A health and safety representative is required at a project or workplace where the number of workers regularly exceeds five and is less than twenty. <p>Section 8(5)</p> <ul style="list-style-type: none"> The selection of the health and safety representative shall be made by workers who do not exercise managerial functions and who will be represented by the health and safety representative in the workplace or where there is a trade union(s) representing such workers, by the trade union(s). | 5 | 0 | D/I |
| 5.1(b) | <p>Recommendations to employer</p> <p>A procedure for submission of written recommendations should explain:</p> <ul style="list-style-type: none"> Why submit? Who can submit? Who to submit it to? What can be submitted? When should it be submitted? How is it to be submitted? | <p>Rationale:</p> <ul style="list-style-type: none"> Provides a system that diminishes miscommunication and hence, less likelihood that issues will remain outstanding. <p>Legislation:</p> <ul style="list-style-type: none"> An employer who receives written recommendations from a health and safety representative shall respond in writing within twenty-one days. <p>OHSA Section 8(12)</p> | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 5.2 The workplace joint health and safety committee has been selected and functioning as follows: | | | | YES | NO | VERIFY |
| 5.2 (a) | Composition | <ul style="list-style-type: none"> The following should be defined: <ul style="list-style-type: none"> The number of committee members representing employees. The number of committee members representing the employer. | <p>Rationale:</p> <ul style="list-style-type: none"> Providing equal representation demonstrates to the workforce that their contribution is deemed valuable and welcomed. <p>OHSA: Section 9 (6), (7) & (12)</p> <ul style="list-style-type: none"> Committee shall consist of: <ul style="list-style-type: none"> at least two members, for a workplace where less than 50 workers are employed. at least four members, for a workplace where fifty or more workers are employed. at least half the members shall be workers employed at the workplace who do not exercise managerial functions. at least one member of the committee representing the employer and at least one member representing workers are certified members. | 10 | 0 | D/I |
| 5.2(b) | Selection | <ul style="list-style-type: none"> The following should be defined: <ul style="list-style-type: none"> Selection process for committee members Selection of alternate members Selection process for certified members Replacement of certified members Selection of co-chairs Failure to select required number of members | <p>Rationale:</p> <ul style="list-style-type: none"> To ensure legislated compliance as well to invite and empower employees to participate in the health and safety program initiatives. <p>OHSA: Section 9(8), (9) & (11)</p> <ul style="list-style-type: none"> The members of a committee who represent workers shall: <ul style="list-style-type: none"> be selected by the workers they are to represent or, If a trade union or unions represent the workers, by the trade union or unions. The employer shall select the remaining members of a committee from among persons who exercise managerial functions for the employer. Two members of a committee shall co-chair the committee, one who shall be selected by the members who represent workers and the other who shall be selected by the members who exercise managerial functions. | 5 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 5.2 The workplace joint health and safety committee has been selected and functioning as follows: | | | | YES | NO | VERIFY |
| 5.2(c) | Posting of members names and work locations | <ul style="list-style-type: none"> List the members: <ul style="list-style-type: none"> Names and Work locations Posted in conspicuous workplace locations. | <p>Rationale:</p> <ul style="list-style-type: none"> Invites and encourages employees to actively participate in the workplace health and safety program through use of their Workplace Health and Safety Committee members. <p>Legislation:</p> <ul style="list-style-type: none"> The employer shall post and keep posted at the workplace the names and work locations of the committee members in a conspicuous place or places where they are most likely to come to the attention of the workers. <p>OHSA Section 9(32)</p> | 5 | 0 | D/I |
| 5.2(d) | Meetings | <ul style="list-style-type: none"> Meeting schedule is developed. Minutes are recorded. | <p>Rationale:</p> <ul style="list-style-type: none"> With regularly scheduled meetings the committee members are likely to remain interested and active in health and safety initiatives. Allowing for regular meetings expresses the employer's desire to maintain and sustain the health and safety program. <p>OHSA: Section 9(33)</p> <ul style="list-style-type: none"> Meet at least once every three months <p>Section 9(22)</p> <ul style="list-style-type: none"> Maintain and keep minutes of its proceedings. | 5 | 0 | D/I |
| 5.2(e) | Recommendations to the employer | <p>A procedure for submission of written recommendations should explain:</p> <ul style="list-style-type: none"> Why submit? Who can submit? Who is it to be submitted to? What can be submitted? When should it be submitted? How is it to be submitted? | <p>Rationale:</p> <ul style="list-style-type: none"> Provides a system that diminishes miscommunication and hence, less likelihood that issues will remain outstanding. <p>Legislation:</p> <ul style="list-style-type: none"> An employer who receives written recommendations from a committee shall respond in writing within twenty-one days. <p>OHSA Section 9(20)</p> | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

6. Health and Safety Education / Training

total section points = 160

| Element | | Guidelines | Purpose | Score | | |
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| 6.1 The employer's health and safety training program is comprised of the following: | | | | YES | NO | VERIFY |
| 6.1(a) | Training Needs Review | <ul style="list-style-type: none"> Periodically (at least annually) determine training needs: <ul style="list-style-type: none"> Review of legislative updates Review of each occupation Review new or modified equipment and/or processes Review employee-training records, including new hires, transferred or promoted employees. Establish training objectives Determine training methods Time table for completion Evaluation of the training Include training needs as "objectives" in the Health and Safety Continuous Improvement Plan. (Link to 11.1(a)) | Rationale: <ul style="list-style-type: none"> Ensures that the training being offered is necessary and will provide the required knowledge and skills for employees to perform activities safely and efficiently. | 20 | 0 | D/I |
| 6.1(b) | Applicable Legislation | <ul style="list-style-type: none"> Employees receive training in the following: <ul style="list-style-type: none"> Legislated health and safety responsibilities Right to refuse work Right to participate (JHSC and Health and Safety Representative) Health and safety policy. Early and Safe Return to Work obligations Records of training | Rationale: <ul style="list-style-type: none"> Trained employees gain knowledge of legal rights and responsibilities that they can apply to their work. This will motivate them to carryout safe work practices. Respect for the employer is gained because it is serious about safety and cares for its employees. Legislation: <ul style="list-style-type: none"> Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h) | 10 | 0 | D/I |
| 6.1(c) | Workplace Hazardous Materials Information System (WHMIS) | <ul style="list-style-type: none"> Workplace Hazardous Material Information System (WHMIS) training for employees is comprised of: <ul style="list-style-type: none"> Generic and Workplace specific. Process to review the training program. <ul style="list-style-type: none"> Assign responsibilities Establish a schedule Evaluate the training. Records of training | Rationale: <ul style="list-style-type: none"> Trained employees recognize what hazardous products are in the workplace and know proper precautions to take when handling, using and storing these products. Legislation: <ul style="list-style-type: none"> Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h) & 42 | 10 | 0 | D/I |

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| Element | | Guidelines | Purpose | Score | | |
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| 6.1 The employer's health and safety training program is comprised of the following: | | | | YES | NO | VERIFY |
| 6.1(d) | Designated Substances | <ul style="list-style-type: none"> If a Control Program is required then the employer must develop a training program for supervisors and workers on: <ul style="list-style-type: none"> The health effects and The measures and procedures required under the designated substance program. Evaluate the training. Records of training. | Rationale: <ul style="list-style-type: none"> Trained employees recognize that there are toxic substances that need special precautions. Employer demonstrates it cares for the well being of employees who may be exposed to these substances. Legislation: <ul style="list-style-type: none"> Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h) | 10 | 0 | D/I |
| 6.1(e) | Employer required Certifications/ Competencies for their employees. | <ul style="list-style-type: none"> Training for employees who perform specialized/specific work. Provide a list of positions requiring certification/competencies. (Examples: lift truck operator, AZ/DZ brake endorsement, electrician, auto mechanic, crane operator, propane handling, etc.) Identify acceptable standards. Define timelines for achievement and renewal of certification/competencies. Records of training. | Rationale: <ul style="list-style-type: none"> Trained employees gain self- respect and self-esteem, as well as respect and esteem for the work, which will motivate them to do their best. Guarantees that the employer has qualified, trained employees performing specialized work safely. | 10 | 0 | D/I |
| 6.1(f) | Material Handling | <ul style="list-style-type: none"> Training for employees on: <ul style="list-style-type: none"> Manual lifting techniques Use of mechanical lifting devices. Evaluate the training. Records of training. | Rationale: <ul style="list-style-type: none"> Trained employees receive knowledge in the proper methods and precautions to lift, move, carry, support, and remove materials manually or with a material-handling device. Legislation: <ul style="list-style-type: none"> Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h) | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 6.1 <i>The employer's health and safety training program is comprised of the following:</i> | | | | YES | NO | VERIFY |
| 6.1(g) | Employee Orientation | <ul style="list-style-type: none"> • Training required for: <ul style="list-style-type: none"> • Newly hired employees • Employees returning from an extended absences • Employees hired on a contract basis • Student employees • Supply of labour employees • Assign responsibilities for orientation training • Time frames for orientation training • List components of training: <ul style="list-style-type: none"> • Health and Safety Policy • Employee Responsibilities and Rules • Standards/procedures for: <ul style="list-style-type: none"> • Reporting Injury/illness • Reporting Hazards • Emergency Plan • Early and Safe Return to Work Program • JHSC/Worker Health and safety Representative. • Introduction to the Health and Safety Committee/Worker Health and safety Representative • Occupational Health and Safety Act and/or Canada Labour Code Part II • Record of training. • Evaluate the training. | <p>Rationale:</p> <ul style="list-style-type: none"> • Trained employees are introduced to the company safety program and expectations required of them. Gives a basic grounding in health and safety knowledge. • The orientation process provides an opportunity for the employer to demonstrate that they care and to lay the groundwork for the desired attitudes, skills and knowledge. <p>Legislation:</p> <ul style="list-style-type: none"> • Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h). | 10 | 0 | D/I |
| 6.1(h) | Promotion/Transfer Orientation | <ul style="list-style-type: none"> • Training is required for employees who have been: <ul style="list-style-type: none"> • Promoted from worker to a supervisory position. • Transferred from one job to another job regardless of duration term in nature. • Define the training requirements: <ul style="list-style-type: none"> • Review of operating instructions for equipment/process, • Identification of hazards and controls • Review of any safe operating procedures.) • Time frames for training completion. • Assigning responsibility for training delivery. • Evaluate the training. • Record of training. | <p>Rationale:</p> <ul style="list-style-type: none"> • Indicates to the employees that they are important, their job is important hence, they will be motivated to perform their job as well as possible. <p>Legislation:</p> <ul style="list-style-type: none"> • Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h). | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 6.1 The employer's health and safety training program is comprised of the following: | | | | YES | NO | VERIFY |
| 6.1(l) | Initial Job Instruction | <ul style="list-style-type: none"> Employee should receive training for his/her assigned activities. A qualified person should deliver the training. Time frames for training completion. Define the training requirements: <ul style="list-style-type: none"> Review of operating instructions for equipment/process, Identification of hazards and controls Review of any safe operating procedures). Evaluation process during probationary period. Record of training. | Rationale: <ul style="list-style-type: none"> Provides an employee with the knowledge of "how to " perform the activity properly hence, transforming an inexperienced employee into a safe and skillful employee. Legislation: <ul style="list-style-type: none"> Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h). | 10 | 0 | D/I |
| 6.1(j) | Planned Health and Safety Inspections | <ul style="list-style-type: none"> Training required for: <ul style="list-style-type: none"> Members of the Joint Health and Safety Committee Worker Health and Safety Representative Supervisors and managers who may carry out workplace inspections. Define the training requirements: Time frames for training completion. Assigning responsibility for training delivery Evaluate the training. Record of training. | Rationale: <ul style="list-style-type: none"> People require knowledge in order to perform efficiently. | 10 | 0 | D/I |
| 6.1(k) | Injury/Incident Investigation | <ul style="list-style-type: none"> Training required for: <ul style="list-style-type: none"> Members of the Joint Health and Safety Committee Worker Health and Safety Representative Supervisors and managers who are likely to be involved with or conduct investigations. Define the training requirements: Time frames for training completion. Assigning responsibility for training delivery Evaluate the training. Record of training. | Rationale: <ul style="list-style-type: none"> People require knowledge in order to perform efficiently. | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 6.1 The employer's health and safety training program is comprised of the following: | | | | YES | NO | VERIFY |
| 6.1(l) | Health and Safety Committee/Worker Health and Safety Representative | <ul style="list-style-type: none"> • Training required in: <ul style="list-style-type: none"> • Roles • Responsibilities and • Functions of committees/representatives. • Define the training requirements: • Time frames for training completion. • Assigning responsibility for training delivery • Evaluate the training. • Record of training. | Rationale: <ul style="list-style-type: none"> • People require knowledge in order to perform efficiently. | 10 | 0 | D/I |
| 6.1(m) | Emergency Preparedness and Response | <ul style="list-style-type: none"> • Training for all employees in: <ul style="list-style-type: none"> • The firm's emergency plan • Use of equipment used for emergencies • Use of rescue equipment • Define the training requirements: • Time frames for training completion. • Assigning responsibility for training delivery • Evaluate the training. • Record of training. | Rationale: <ul style="list-style-type: none"> • People require knowledge in order to perform efficiently. Legislation: <ul style="list-style-type: none"> • Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h). | 10 | 0 | D/I |
| 6.1(n) | Personal Protective Equipment Use and Maintenance | <ul style="list-style-type: none"> • Training should be provided for : <ul style="list-style-type: none"> • Use • Maintenance • Define the training requirements: • Time frames for training completion. • Assigning responsibility for training delivery. • Evaluate the training. • Record of training. | Rationale: <ul style="list-style-type: none"> • Trained employees gain self- respect and self-esteem, as well as respect and esteem for the work, which will motivate people to do their best and administer safe practices. Legislation: <ul style="list-style-type: none"> • Provide information, instruction ... to a worker to protect the health and safety of the worker. OHSA Section 25(2)(a) & (h) | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | | |
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| 6.1 | | <i>The employer's health and safety training program is comprised of the following:</i> | | | YES | NO | VERIFY |
| 6.1(o) | Other | <ul style="list-style-type: none"> • Other training may include: <ul style="list-style-type: none"> • Pesticide use • Transportation of dangerous goods • Traffic control etc. • Define the training requirements: <ul style="list-style-type: none"> • Review of operating instructions for equipment/process, • Identification of hazards and controls • Review of any safe operating procedures • Time frames for training completion. • Assigning responsibility for training delivery. • Evaluate the training. • Record of training. | Rationale: <ul style="list-style-type: none"> • People require knowledge in order to perform efficiently. | 10 | 0 | D/I | |

7. First Aid Requirements

total section points = 50

| Element | | Guidelines | Purpose | Score | | | |
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| 7.1 | | <i>The employer complies with First Aid Regulations with respect to:</i> | | | YES | NO | VERIFY |
| 7.1(a) | Availability of First Aid Kits | <ul style="list-style-type: none"> • Located within quick and easy access for all employees. | Rationale: <ul style="list-style-type: none"> • Prompt treatment can reduce the severity of the injury/illness. Legislation: <ul style="list-style-type: none"> • First Aid stations shall be so located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress. Regulation 1101 Section 1 (3) | 5 | 0 | D//O | |
| 7.1(b) | Required Components in the First Aid Kits | <ul style="list-style-type: none"> • Each first aid kit must be adequately stocked with supplies. | Rationale: <ul style="list-style-type: none"> • Proper treatment can reduce the severity of the injury/illness. Legislation: <ul style="list-style-type: none"> • A first aid box shall contain as a minimum the first aid items required by this Regulation and all items in the box shall be maintained in good condition at all times. Regulation 1101 Section 2 (1) | 5 | 0 | D//O | |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 7.1 The employer complies with First Aid Regulations with respect to: | | | | YES | NO | VERIFY |
| 7.1(c) | Number of Trained / Qualified First Aiders | <ul style="list-style-type: none"> Must be a qualified first aider on every shift. | <p>Rationale:</p> <ul style="list-style-type: none"> Adequate treatment can reduce the severity of the injury/illness. <p>Legislation:</p> <ul style="list-style-type: none"> A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by this Regulation. <p>Regulation 1101 Section 1 (2)</p> | 5 | 0 | D/I/O |
| 7.1(d) | First aid attendant works in the immediate vicinity of the First Aid Kit | <ul style="list-style-type: none"> Must work in close proximity to the first aid station/kit. | <p>Rationale:</p> <p>Prompt and adequate treatment can reduce the severity of the injury/illness.</p> <p>Legislation:</p> <ul style="list-style-type: none"> A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by this Regulation. <p>Regulation 1101 Section 1 (2)</p> | 5 | 0 | I/O |
| 7.1(e) | First aid treatment/advice recorded | <ul style="list-style-type: none"> The first aid attendant records in a treatment/advice logbook all circumstances surrounding the incident as described by the injured employee. The treatment record includes: <ul style="list-style-type: none"> the date of the injury time of the injury the names of witnesses the nature and exact location of the treatment given. Each first aid station has its own treatment record logbook. | <p>Rationale:</p> <ul style="list-style-type: none"> Recording of treatment show the employees that the employer is interested in their welfare. Recording can provide vital information to those who review injury/illness trends in the workplace since severity of injury/illness is often a matter of chance. <p>Legislation:</p> <ul style="list-style-type: none"> Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, ... time and nature of each first aid treatment given. <p>Regulation 1101Section 5</p> | 5 | 0 | D/I/O |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 7.1 The employer complies with First Aid Regulations with respect to: | | | | YES | NO | VERIFY |
| 7.1(f) | First Aid Certificates Posted | <ul style="list-style-type: none"> The first aid certificates of qualified first aid attendant(s) on duty is/are posted. | <p>Rationale:</p> <ul style="list-style-type: none"> Informs injured or ill employees knowledge of who top summons for treatment. <p>Legislation:</p> <ul style="list-style-type: none"> A first aid station shall contain the valid first aid certificates of qualification of the trained workers on duty. <p>Regulation 1101 Section 1 (1)(ii)</p> | 5 | 0 | D/I/O |
| 7.1(g) | First Aid Kit Inspection Record | <ul style="list-style-type: none"> Establish an inspection schedule. Assign responsibility for inspections. A recording system should include: <ul style="list-style-type: none"> the date of the most recent inspection of the first aid box and signature of the inspector. | <p>Rationale:</p> <ul style="list-style-type: none"> Ensures that supplies are always available for the treatment of injuries or illness. Proper treatment can reduce the severity of the injury/illness. <p>Legislation:</p> <ul style="list-style-type: none"> Employers shall inspect first aid boxes and their contents at not less than quarter-yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection. <p>Regulation 1101 Section 6</p> | 5 | 0 | D/I/O |
| 7.1(h) | Stretcher and Blanket(s) Compliance | <ul style="list-style-type: none"> Every employer employing more than fifteen (15) and less than 200 workers in any one shift at a place of employment shall provide and maintain at least: <ul style="list-style-type: none"> One stretcher and Two blankets ..." | <p>Rationale:</p> <ul style="list-style-type: none"> An injured worker can be removed from the incident scene using a stretcher hence, preventing further harm. A blanket can prevent shock thus, reducing the potential severity of the injury or illness. <p>Legislation:</p> <ul style="list-style-type: none"> Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets. <p>Regulation 1101 Section 10(1)</p> | 5 | 0 | D/I/O |

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| Element | | Guidelines | Purpose | Score | | |
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| 7.1 The employer complies with First Aid Regulations with respect to: | | | | YES | NO | VERIFY |
| 7.1(i) | First Aid Room Compliance | <ul style="list-style-type: none"> Every employer employing more than 200 workers in any one shift at a place of employment must supply and maintain a first aid room. | <p>Rationale:</p> <ul style="list-style-type: none"> Provides a resting or recovery place as well as it offers privacy when receiving treatment. <p>Legislation:</p> <ul style="list-style-type: none"> Every employer employing 200 or more workers in any one shift at a place of employment shall provide and maintain a first aid room. <p>Regulation 1101 Section 11(1)</p> | 5 | 0 | D/I/O |
| 7.1(j) | Transportation to hospital, doctor's office or worker's home is provided when necessary | <ul style="list-style-type: none"> Procedure addresses: <ul style="list-style-type: none"> Preferred method of transportation. Alternate method of transportation. What to do if employee refuse provided transportation. Define responsibilities of person travelling with injured employee. | <p>Rationale:</p> <ul style="list-style-type: none"> Ensures that the injured or ill employee is safely transported to his/her chosen destination. <p>Legislation:</p> <ul style="list-style-type: none"> Provide immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary. <p>Regulation 1101 "In All Cases of Injury/Disease".</p> | 5 | 0 | D/I |

Workwell Core Health and Safety Audit

8. Health and Safety Inspections

total section points = 125

| Element | | Guidelines | Purpose | Score | | |
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| 8.1 Inspections performed by managers and supervisors of their assigned work area(s) include the following: | | | | YES | NO | VERIFY |
| 8.1(a) | Responsibility assigned and schedule established | <ul style="list-style-type: none"> Identify inspectors (supervisors and managers) and the frequency of inspections required by each inspector. Establish an inspection schedule. Inspection schedules are being met. | Rationale: <ul style="list-style-type: none"> Inspection-detection-correction activities help managers/ supervisors to identify substandard conditions and practices. Inspections are an opportunity for the managers and supervisors to find and correct problems before losses occur. Demonstrates to employees' management involvement in, and support of, the health and safety program. Inspections are also an excellent opportunity for managers and supervisors to give and reinforce good conditions and practices. | 10 | 0 | D/I |
| 8.1(b) | Employee contacts and/or activity observations during inspections | <ul style="list-style-type: none"> Identify the number of contacts and/or observations required per inspection. Record contacts and/or activity observations with employees. Record health and safety hazards reported by employees during the inspection. | Rationale: <ul style="list-style-type: none"> Expands the inspector's focus to those working in the area. Ensures that opportunities for improvement are initiated sooner rather than later. Provides a method for supervisory personnel to exercise due diligence through formal observation/contact with employees, to ensure that every reasonable precaution is taken. Provides employees with a sense of value since the employer is expressing concern with the interactions between employees and their environment. Assist employer in determining whether the activity is being performed in the most efficient manner possible. | 5 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
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| 8.1 Inspections performed by all managers and supervisors of their assigned work area(s) include the following: | | | | YES | No | VERIFY |
| 8.1 (c) | Use of a standard recording system | <ul style="list-style-type: none"> • Checklist identifying the areas/equipment/structures to be inspected • Employee contacts • Inspector signatures • Date of inspection • Work area inspected • Commendation of exemplary conditions and practices • Description of the hazard • Location of hazard • Rating of hazard (major, moderate, minor) • Recommendations for corrective action • Assignment of responsibility for corrective action with time frames • Action taken (who, what, when) | Rationale: <ul style="list-style-type: none"> • Prompts follow-up actions and gives continuity between inspections. • Reminds people what they have to do and to do it. • Assist in preparing and performing next inspection. | 10 | 0 | D/I |
| 8.1 (d) | Reporting | <ul style="list-style-type: none"> • Distribution network established. (management, joint health and safety committee and/or worker health and safety representative.) • A record of the distribution. • Inform employees affected of any corrective action(s) taken. • Instruct employees affected by changes to operating procedures. | Rationale: <ul style="list-style-type: none"> • Can alert other areas to similar concerns hence, initiating corrective action prior to experiencing loss. • Provides management feedback on workplace health and safety. • Assist with decisions on people, equipment and materials needed | 10 | 0 | D/I |
| 8.1 (e) | Follow-up | <ul style="list-style-type: none"> • Standard recording system • Assigns responsibility. • Identifies time frames. • Determine whether the corrective action adequately controls the hazard. • Evaluate whether the corrective action created a new hazard. • If new hazard has been created, should address the following: <ol style="list-style-type: none"> 1. Rating of hazard (major, moderate, minor) 2. Recommendations for corrective action 3. Assignment of responsibility for corrective action with time frames 4. Action taken (who, what, when) 5. Follow-up | Rationale: <ul style="list-style-type: none"> • Ensure the corrective action(s) taken is an adequate control. • Ensures that the corrective action taken has not created a new hazard. • Reveals the employer's desire to maintain a health and safe work environment. | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | | |
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| 8.2 | | Inspections conducted by the Joint Health and Safety Committee or Health and Safety Representative include the following: | | | Yes | No | VERIFY |
| 8.2(a) | Schedule established and responsibility assigned. | <ul style="list-style-type: none"> Schedule for the monthly workplace inspections has been established. Joint Health and Safety Committee worker members or the Health and Safety Representative have been assigned for each monthly inspection. Inspection schedule is being met. | <p>Rationale:</p> <ul style="list-style-type: none"> Inspection and detection activities will identify opportunities for improving workplace health and safety. <p>Legislation:</p> <ul style="list-style-type: none"> The inspection required shall be undertaken in accordance with a schedule established by the committee or in accordance with a schedule agreed upon by the employer and the health and safety representative. <p>OHSA Section 9(28) and 8(8).</p> | 10 | 0 | D | |
| 8.2(b) | A standard recording system | <p>A standard recording form is used for each inspection and documents the following:</p> <ul style="list-style-type: none"> Areas/equipment/structures to be inspected Employee contacts Inspector signatures Date of inspection Description of the hazard Location of hazard Classification of the degree of hazard (high, moderate, low) Recommendations for corrective action Assignment of responsibility for corrective action with time frames Action taken (who, what, when) | <p>Rationale:</p> <ul style="list-style-type: none"> The report is the means to communicate information and avoid time wasting duplication of effort. Prompts follow-up actions and gives continuity between inspections. Assist in preparing and performing next inspection. Reminds people what they have to do and to do it. | 10 | 0 | D | |
| 8.2(c) | Worker and supervisor contacts | <ul style="list-style-type: none"> Workers and supervisors are contacted during inspections to assist in identifying workplace hazards. Contacts are documented. | <p>Rationale:</p> <ul style="list-style-type: none"> Provides an opportunity for employees to participate in their workplace health and safety program. Expands the focus from the inspectors to those working in the area. | 5 | 0 | D/I | |
| 8.2(d) | Inspection reports are reviewed by senior management | <ul style="list-style-type: none"> A distribution network is established. Management signs/initials review of inspections. Management responses, recommendations are recorded and returned to the inspector(s). | <p>Rationale:</p> <ul style="list-style-type: none"> Acts as a status report on the state of workplace health and safety. Offers senior managers an opportunity to provide input. Can assist senior management in making decisions related to workplace activities. | 10 | 0 | D/I | |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | | |
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| 8.2 | | Inspections conducted by the Joint Health and Safety Committee or Health and Safety Representative include the following: | | | YES | NO | VERIFY |
| 8.2(e) | Follow up | <p>The Joint Health and Safety Committee or Health and Safety Representative conducts and documents a follow-up with the employer regarding:</p> <ul style="list-style-type: none"> • Responses • Recommendations • Remedial actions taken • Identifies time frames for conducting the review. <p>Any concerns related to the corrective action(s) previously implemented must address the following:</p> <ul style="list-style-type: none"> • Classification of the degree of hazard (high, moderate, low) • Recommendations for corrective action • Assignment of responsibility for corrective action with time frames • Action to be taken (who, what, when) | <p>Rationale:</p> <ul style="list-style-type: none"> • Ensure the corrective action(s) taken is an adequate control. • Ensures that the corrective action taken has not created a new hazard. • Reveals the employer's desire to maintain a health and safe work environment. | 10 | 0 | D/I | |

| Element | | Guidelines | Purpose | Score | | | |
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| 8.3 | | Operator pre-use inspections of equipment include: | | | YES | NO | VERIFY |
| 8.3(a) | Equipment to be inspected. | <ul style="list-style-type: none"> • Employer has a written list of equipment requiring pre-use inspections. • Inspections should be performed for: <ul style="list-style-type: none"> • Mobile equipment such as: <ul style="list-style-type: none"> • Forklifts/Cranes/Scissor lifts • Motor vehicles/Boom Trucks • Loaders/Jumbos/Skidders • Grounds keeping equipment • Production equipment such as: <ul style="list-style-type: none"> • Lathes/Drill Presses/Saws • Punch/Drill/Brake presses • Conveyor systems • Other industry specific equipment such as: <ul style="list-style-type: none"> • Kettles • Paving machines • Diamond drills • Other employer identified equipment | <p>Rationale:</p> <ul style="list-style-type: none"> • A list ensures that nothing is overlooked. • It is vital that employees perceive the health and safety initiative being applicable and equal to all. • Inspections by employees will assist in identifying wear and tear due to daily usage. | 10 | 0 | D//O | |

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| Element | | Guidelines | Purpose | Score | | |
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| 8.3 Operator pre-use inspections of equipment include: | | | | YES | NO | VERIFY |
| 8.3(b) | A schedule | <ul style="list-style-type: none"> Schedule should include: <ul style="list-style-type: none"> Who should perform the inspection Frequency of inspections. | Rationale: <ul style="list-style-type: none"> Informs and reminds employees of their responsibilities. Legislation: <ul style="list-style-type: none"> Machinery or equipment shall be: <ul style="list-style-type: none"> Inspected immediately before its use Health Care and Residential Facilities Regulation section 44(e) | 5 | 0 | D//O |
| 8.3(c) | A standard recording form | A standard recording form is used for each inspection and documents the following: <ul style="list-style-type: none"> Equipment inspected Inspectors signature or initials Date of inspection List of components to be inspected and the minimum standard expected. Description of the hazard Recommendations for corrective action Action taken (who, what, when). | Rationale: <ul style="list-style-type: none"> The report is the means to communicate information and avoid time wasting duplication of effort. Ensures that program requirements are being applied. Provides a permanent record to assist with: <ul style="list-style-type: none"> Identifying improvement opportunities. Prompts follow-up actions and gives continuity between inspections. | 10 | 0 | D//O |
| 8.3(d) | Corrective Action | There must be documentation to indicate that corrective action is taken before the use of the equipment. | Rationale: <ul style="list-style-type: none"> Provides employees with safe operating equipment hence, maintaining health, safety and quality effectiveness. | 5 | 0 | D//O |
| 8.3(e) | Follow-up | Review documentation, checklists, deficiencies, remedial action and audits performed by supervisor and manager to ensure a closed loop. | Rationale: <ul style="list-style-type: none"> Ensures that the corrective action(s) taken are adequate and have resolved the problem. | 5 | 0 | D//O |

Workwell Core Health and Safety Audit

9. Preventive Maintenance

total section points = 30

| Element | | Guidelines | Purpose | Score | | |
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| 9.1 The employer has a preventive maintenance program that includes: | | | YES | NO | VERIFY | |
| 9.1(a) | An inventory list | <ul style="list-style-type: none"> • Items to be included are those that require scheduled servicing, adjusting or replacing of their components. • Items could include: <ul style="list-style-type: none"> • Mobile equipment such as: <ul style="list-style-type: none"> • Forklifts/Cranes/Scissor lifts • Motor vehicles/Boom Trucks • Loaders/Jumbos/Skidlers • Grounds keeping equipment • Production equipment such as: <ul style="list-style-type: none"> • Lathes/Drill Presses/Saws • Punch/Drill/Brake presses • Conveyor systems • Other industry specific equipment such as: <ul style="list-style-type: none"> • Kettles • Paving machines • Diamond drills • Structural <ul style="list-style-type: none"> • Heating/Ventilation and Air Conditioning (HVAC) systems. • Other employer identified equipment | Rationale: <ul style="list-style-type: none"> • Ensures that all equipment is included and that none of been overlooked. • Ensures consistent administration of the program. Legislation: <ul style="list-style-type: none"> • Machinery or equipment shall be: <ul style="list-style-type: none"> • Serviced and maintained in accordance with the recommendations and instructions of the manufacturer. Health Care and Residential Facilities Regulation section 44(f) | 5 | 0 | D/I/O |
| 9.1(b) | Standards to be met | Standards to be considered are: <ul style="list-style-type: none"> • Manufacturer's recommendations • Industry standards • Legislated requirements • Employer's Best Practices | Rationale: <ul style="list-style-type: none"> • Ensures that the preventative maintenance program meets all relevant standards, that none are overlooked. • Ensures consistent administration of the program. | 5 | 0 | D/I/O |

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| Element | | Guidelines | Purpose | Score | | |
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| 9.1 <i>The employer has a preventive maintenance program that includes:</i> | | | | Yes | No | VERIFY |
| 9.1(c) | A Schedule | <ul style="list-style-type: none"> Schedule indicating frequency of inspections (daily/weekly etc.) per: <ul style="list-style-type: none"> Manufacturer's recommendations Industry standards Legislated requirements | Rationale: <ul style="list-style-type: none"> Ensures that equipment is maintained as recommended. Schedule diminishes the likelihood of missing checks. Increases likelihood of program being maintained and sustained. Legislation: <ul style="list-style-type: none"> Machinery or equipment shall be: <ul style="list-style-type: none"> Inspected at regular intervals as recommended by the manufacturer. Health Care and Residential Facilities Regulation section 44(e) | 5 | 0 | D//O |
| 9.1 (d) | A standard recording system | Consists of: <ul style="list-style-type: none"> List of items (parts) to be inspected Inspector name and signature Date of inspection Description of the work performed Reporting of any deficiencies Recommendations for correcting deficiencies identified Action taken (who, what, when) | Rationale: <ul style="list-style-type: none"> The report is the means to communicate information and avoid time wasting duplication of effort. Ensures that a permanent record exist that can assist in: <ul style="list-style-type: none"> Identifying program successes Opportunity for program improvements Follow-up with action items Determining contributing factors related to incidents. | 5 | 0 | D/I |
| 9.1(e) | Inspection by a qualified person | <ul style="list-style-type: none"> Inspector qualifications defined. Inspections are assigned. | Rationale: <ul style="list-style-type: none"> Provides assurance to the employees that the best people are assigned to ensure that their equipment is maintained at the highest standards. | 5 | 0 | D//O |
| 9.1(f) | Review of Program | <ul style="list-style-type: none"> Responsibility is assigned. Schedule for reviews. Identify opportunities for program improvement. Recommendations for corrective action submitted to management. Follow-up on corrective actions. | Rationale: <ul style="list-style-type: none"> Ensures that the program is complying with all standards/legislation and will ensure the program is achieving the desired result of a health and safe workplace. | 5 | 0 | D//O |

Workwell Core Health and Safety Audit

10. Injury/Incident Investigations

total section points = 50

| Element | | Guidelines | Purpose | Score | | |
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| 10.1 The employer's written injury/incident investigation procedure includes: | | | | YES | No | VERIFY |
| 10.1(a) | Investigation or review for Injuries/incidents. | <ul style="list-style-type: none"> • Immediate investigations of: <ul style="list-style-type: none"> • Fatalities • Critical injuries • lost time • occupational illness • property damage • fire • environmental release • Review regularly (quarterly) reports of the following injury/incident types to determine any investigation needs: <ul style="list-style-type: none"> • Health care • first aid • near miss • Each type of injury/ incident should be defined. | Rationale: <ul style="list-style-type: none"> • Every injury/incident should be investigated to determine loss and/or loss potential since, the severity of the actual loss in each event is often a matter of a slight difference in circumstances. | 5 | 0 | D/I |
| 10.1(b) | Investigator(s) | <ul style="list-style-type: none"> • Identifies the role of: <ul style="list-style-type: none"> • Management; • the joint health and safety committee ; • health and safety representative • other personnel (technical staff) • Defines timelines for investigations and/or reviews. | Rationale: <ul style="list-style-type: none"> • Management has a personal interest; it affects the job they perform. They know the people and conditions; it demonstrates concern and control. • Joint health and safety committee participation can offer employees assurance that the investigation is a fact-finding not faultfinding exercise. Hence, it is reasonable to include the joint health and safety committee and/or the health and safety representative in all incident investigations. | 5 | 0 | D/I |

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| Element | | Guidelines | Purpose | Score | | |
|-------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| 10.1 The employer's written injury/incident investigation procedure includes: | | | | YES | NO | VERIFY |
| 10.1(c) | Assessment of the scene | <ul style="list-style-type: none"> • Inspection of the site/equipment/material that were involved in the injury/incident • Use of photographs/sketches/drawings of the injury/incident scene indicating sizes, distances, and weights of objects as appropriate. | Rationale: <ul style="list-style-type: none"> • Photographs/sketches/drawings will enable investigators to capture a permanent record of the important information such as people, equipment, material and environment that were involved. • Can be used for interviewing witnesses, analyzing causes and/or writing the report. • Also enables other people not present for the investigation to visualize what happened. | 5 | 0 | D/I |
| 10.1(d) | Interviewing | <ul style="list-style-type: none"> • Eyewitnesses • People involved • Identify who conducts the interviews • When the interview should occur • where the interview should take place • Witness statement must be recorded | Rationale: <ul style="list-style-type: none"> • The more information and perspective the investigators gather the likelihood of identify all contributing factors of the injury/incident will be increased. | 5 | 0 | D/I |
| 10.1(e) | Identifying contributing factors | Review the possibility of contributing factors that may have acted alone or interacted with one another such as: <ul style="list-style-type: none"> • People • Equipment • Material • Environment • Process | Rationale: <ul style="list-style-type: none"> • Experience indicates that injuries/incidents are seldom the result of a single factor. • Hence, an investigation should attempt to identify all contributing factors to control the probability of recurrence. | 5 | 0 | D/I |
| 10.1(f) | Report | <ul style="list-style-type: none"> • Standard investigation reporting system (form) • Captures all the requirements of the written investigation procedure • Can record investigation of every nature. | Rationale: <ul style="list-style-type: none"> • The report is the means to communicate information and avoid time wasting duplication of effort. • Reports provide facts to people who have to take corrective action; • Allows for analysis of trends; • Status of the corrective actions • A convenient record. | 5 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
|-------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| 10.1 The employer's written injury/incident investigation procedure includes: | | | | YES | NO | VERIFY |
| 10.1(g) | Recommendations for corrective action | <ul style="list-style-type: none"> • Assign responsibilities (investigators/management/technical personnel) • Recorded on standard form • Recommendations focus on corrective action(s) to all the contributing factors identified. • Recommendations should specify: <ul style="list-style-type: none"> • What • Why and • How | Rationale: <ul style="list-style-type: none"> • In order to eliminate any further incidents from occurring recommendations to eliminate the factors that contributed to the incident must be identified. | 5 | 0 | D/I |
| 10.1(h) | Recommendations are acted upon | <ul style="list-style-type: none"> • Assign responsibility for the corrective action(s) • Recorded on standard form • Details what has been done, who has completed the actions and when the actions were completed. | Rationale: <ul style="list-style-type: none"> • If corrective action is not initiated immediately another incident is likely to be experienced by an employee. | 5 | 0 | D/I |
| 10.1(i) | Recommendations are communicated | <ul style="list-style-type: none"> • A communication system for workers and management. • Communication can be <ul style="list-style-type: none"> • Postings, • Safety meetings, • Memo • Newsletter • Injury/incident logbook, etc. | Rationale: A prompt announcement following a injury/incident has several benefits: <ul style="list-style-type: none"> • Increases safety awareness; • Actions can be taken before there are other incidents and • Helps employee relations by providing facts rather than distortions. | 5 | 0 | D/I |
| 10.1(j) | Notification requirements | <ul style="list-style-type: none"> • Internal <ul style="list-style-type: none"> • Safety Committee/Rep • Appropriate management • External <ul style="list-style-type: none"> • Critical and fatal injuries (MOL) • Hazardous occurrence reporting (Federal) • Incidents requiring medical attention • Dangerous goods (spills) (Federal) • fire/explosion (MOL) • chemical releases (MOE) • Workplace Safety and Insurance Board | Rationale: <ul style="list-style-type: none"> • Keeps the entire workforce aware of the employer's desire to improve the workplace health and safety conditions. • Provides the employer information to ensure that health and safety initiatives are current with the operations needs. | 5 | 0 | D/I |

Workwell Core Health and Safety Audit

11. Senior Management

total section points = 95

| Element | | Guidelines | Purpose | Score | | |
|----------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| 11.1 The senior management team: | | | | YES | NO | VERIFY |
| 11.1 (a) | Initiates a Health and Safety Continuous Improvement Plan | <ul style="list-style-type: none"> The plan addresses: <ul style="list-style-type: none"> Goals to be achieved. Target dates for completion of each goal. Assign responsibility for each goal. Resources required. (people, time, money) Senior management approval of the plan The plan is relevant to the firm's current needs. Schedule of progress reviews. Distribution of progress reports to management and employee Notice Boards. Celebration of successes with employees as goals achieved. | Rationale: <ul style="list-style-type: none"> A Continuous Improvement Plan acts, as the road map required ensuring that the desired results are achieved within the stated timeframes. | 20 | 0 | D/I |
| 11.1(b) | Reviews Health and Safety Trends | <ul style="list-style-type: none"> Schedule for review. Responsibility assigned. Review requirements: <ul style="list-style-type: none"> Injury/illness causes Workplace inspections Injury/Incident investigations Hazard reports Work refusal reports Health and safety recommendations from the joint health and safety committee or the worker health and safety representative. Improvement opportunities are included as goals in the health and safety program's Continuous Improvement Plan. | Rationale: <ul style="list-style-type: none"> Will identify and initiate opportunities for improving the health and safety program. Assists in establishing objectives for the safety program. Assists management in meeting due diligence requirements. Legislation: <ul style="list-style-type: none"> Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy. OHSA Section 25(2)(j) | 20 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
|----------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| 11.1 The senior management team: | | | | YES | NO | VERIFY |
| 11.1(c) | Responds to health and safety committee or worker representative recommendations | <p>A formal procedure for responding to written recommendations explaining:</p> <ul style="list-style-type: none"> Responsibility to respond. Time frame for response. How to respond, (must be in writing) Details of response. (actions taken, actions to be taken, etc) | <p>Rationale:</p> <ul style="list-style-type: none"> Responding in a timely and professional manner will reinforce to the employees that the employer is serious about their welfare and the conditions of their workplace. <p>Legislation:</p> <ul style="list-style-type: none"> Respond in writing to recommendations made from a work place committee or the health and safety representative within twenty-one days after receiving them, indicating what, if any, action will be taken and when it will be taken OHSA Section 9(20). | 10 | 0 | D/I |
| 11.1(d) | Established a program to regularly communicate health and safety information | <ul style="list-style-type: none"> The program includes: <ul style="list-style-type: none"> Responsibility. Method (staff meetings, training, newsletter, bulletin boards, memos, safety talks, departmental meetings, etc.) Frequency. Recording system. Topics should center around the following: <ul style="list-style-type: none"> Review of health and safety program components. Incident trends Investigation reports Claims experience reports Inspection reports Joint health and safety committee minutes Early and Safe Return to Work Program participant summary Safety legislation newly passed into law Ministry of Labour inspection reports Progress of safety action plan All employees must participate including senior levels of management. | <p>Rationale:</p> <ul style="list-style-type: none"> Provides employees with updated information and/or reviews of existing information. Reinforces the employer's desire to include the employees in the health and safety program initiatives. Impress upon the employees that their welfare is important everyday not just on certain focused days such as inspections. | 10 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
|----------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| 11.1 The senior management team: | | | | Yes | No | VERIFY |
| 11.1(e) | Integrates health and safety into all aspects of the organization | <ul style="list-style-type: none"> • There is evidence the safety program applies to all portions of the workplace regarding: • Inspections • Personnel are trained appropriately • Management is carrying out duties as described in the employer's safety program • Incidents are thoroughly investigated • All branch offices/satellites(if applicable) comply with above • All employees must participate including senior levels of management | Rationale: <ul style="list-style-type: none"> • Consistent administration of the health and safety program. • Ensures that the entire operation is informed and capable of maintaining and sustaining the employer health and safety program objective of zero incidents. | 10 | 0 | D//O |
| 11.1 (f) | Records health and safety program reviews and changes | <ul style="list-style-type: none"> • Health and Safety Program documents receive an identifier • There is a main controlled copy • There is an annual audit of the health and safety documents to ensure: <ul style="list-style-type: none"> • Current within 12 months • Uniformity • Completeness • Record all program reviews and/or revisions • Revised documents are distributed. | Rationale: <ul style="list-style-type: none"> • Ensures that all personnel are informed of the same health and safety initiatives hence, are administering the program in a consistent manner, which will improve likelihood of reducing workplace incidents. • Impress upon employees that the health and safety program is as important as the quality program. | 10 | 0 | D/I |
| 11.1(g) | Regularly encourages off-the-job health and safety activities for all workers | <ul style="list-style-type: none"> • Program could address: <ul style="list-style-type: none"> • Employee Assistance Program • Wellness initiatives • Vehicle safety • Personal health and safety • Health and safety at home • Recreational health and safety • Leisure health and safety • Others • Encouragement through: <ul style="list-style-type: none"> • Poster program • Advertising program • Newsletters & booklets • Safety talks • Payroll inserts • Electronic messages • Others. | Rationale: <ul style="list-style-type: none"> • Promotes health and safety as an overall cultural benefit not just a work-related benefit. | 5 | 0 | D//O |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
|-----------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| 11.1 The senior management team: | | | | YES | NO | VERIFY |
| 11.1 (h) | Executive management performs workplace inspections. | <ul style="list-style-type: none"> Through one of the following or an equivalent method: <ul style="list-style-type: none"> Personal tour of the workplace. Inspect with management. Inspect with the JHSC/Worker Health and Safety Representative. Schedule of dates and inspectors. Should concentrate on critical or important health and safety items (not a comprehensive inspection) | Rationale: <ul style="list-style-type: none"> Provides visible evidence of interest, involvement and commitment to the health and safety program. Can educate executive managers regarding health and safety program accomplishments and/or needs. | 10 | 0 | D/I/O |

12. Early and Safe Return to Work

total section points = 30

| Element | | Guidelines | Purpose | Score | | |
|--------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|--------|
| 12.1 The employer maintains a documented early and safe return to work (ESRTW) program that includes: | | | | YES | NO | VERIFY |
| 12.1(a) | Roles and responsibilities | Includes roles and responsibilities of: <ul style="list-style-type: none"> Program coordinator Injured worker Medical department (if available) Health Care provider(s) WSIB | Rationale: <ul style="list-style-type: none"> Assigning ownership improves the likelihood of success. Ensures consistent administration of the program, which is vital to achieving, desired results. Legislation: WSIA Sections 40-42. | 5 | 0 | D/I |
| 12.1(b) | Contact with the injured worker | Specifies: <ul style="list-style-type: none"> Frequency of contact Contact log Regular meetings scheduled | Rationale: <ul style="list-style-type: none"> Reveals to the employee the employer's concern for their welfare and their willingness to attempt to accommodate the employee. Legislation: <ul style="list-style-type: none"> Contacting the worker as soon as possible after the injury occurs and maintaining communication throughout the period of the worker's recovery and impairment. WSIA Section 40 (1)(a). | 5 | 0 | D/I |

Workwell Core Health and Safety Audit

| Element | | Guidelines | Purpose | Score | | |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---------------|
| 12.1 The employer maintains a documented early and safe return to work (ESRTW) program that includes: | | | | YES | NO | VERIFY |
| 12.1(c) | Medical monitoring and treatment | Specifies: <ul style="list-style-type: none"> • Frequency of medical contacts • Use of Functional Abilities Form | Rationale: <ul style="list-style-type: none"> • Constant review of the physical abilities of an injured employee will provide the employer with the opportunity to accommodate an injured worker in its quest to return the worker to the pre-injury job as soon as possible. | 5 | 0 | D/I |
| 12.1(d) | Provisions for modified work | Specifies: <ul style="list-style-type: none"> • Safe duties in own department, • Safe duties in other department • Other available work • Worker progress log | Rationale: <ul style="list-style-type: none"> • Impresses upon an employee that he/she is a valued employee. • The employer will experience less workplace disruptions. Legislation: WSIA Section 41 | 5 | 0 | D//O |
| 12.1(e) | Re-integration of the worker to regular work | Specifies Plan for: <ul style="list-style-type: none"> • Work hardening • Transitional work | Rationale: <ul style="list-style-type: none"> • Reassures workers that the employer is committed to the recovery. | 5 | 0 | D//O |
| 12.1(f) | Reporting requirements to WSIB | Specifies reporting of: <ul style="list-style-type: none"> • Wage changes • Change in duties/duration of program • Failure to cooperate • End of program | Legislation: <ul style="list-style-type: none"> • Giving the WSIB such information as the WSIB may request concerning the worker's return to work. | 5 | 0 | D/I |

Workwell Core Health and Safety Audit

Glossary of Terms

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| Activity | A set of actions required to complete a job. |
| Assessments | Formal review of an activity or job to determine all associated hazards. |
| Assigned Work Area | An area where a supervisor/manager has direct responsibility over the activities and/or employees. |
| Available | Common workplace location(s) where all employees can freely access the information at anytime. |
| Basic Certification | As legislated in Section 9(12) of the Occupational Health and Safety Act. |
| Biological Agent Hazards | Organisms that adversely affect the body or a part of the body and it's function. |
| Chemical Agent Hazards | Liquids, dust, gas vapors or fume having basis in chemistry that adversely affects the human physiology. |
| Common Hazards | Hazards that are common to different activities/jobs/occupations. |
| Confined Space | A space in which, because of its construction, location, contents, or work activity, the accumulation of a hazardous gas, vapor, dust, or fume or the creation of an oxygen-deficient/ oxygen-enriched atmosphere may occur. |
| Continuous Improvement Plan | A document outlining a timetable for the firm to implement its health and safety goals/objectives. |
| Contractor | A person or employer entering into a remuneration contract to perform a specific service for another person or employer. |
| Contributing Factor | An action and/or a condition that occurred or existed at the time of the injury or incident. |
| Control Program | Established process to reduce employee exposure to a Designated Substance and monitor the employee's exposure levels. Includes employee medical surveillance. |
| Controls | An administrative, mechanical or electronic device that regulates actions in the workplace. |
| Corrective Action | An action to eliminate undesired behaviour/actions. |
| Critical Injury | As defined in Ontario Regulation 834/90. |
| Designated Substances | Specific chemicals that, due to their hazards, are regulated in Ontario for their use, handling, exposure control and training. (See the worksite |

Workwell Core Health and Safety Audit

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| Discipline | information page at the beginning of the document for further details.) |
| Employee | An action to correct undesired behaviour/actions. Any and all individuals employed by the firm, either full or part-time. Inclusive of President, CEO, Managers, Supervisors, Workers. |
| Employee Certifications | Employee certifications/competencies refers to standards, licenses and qualifications that an employer requires of workers, e.g. lift truck/cranes, vehicle drivers (AZ, DZ), electrical/plumbing/HVAC tickets, cutter-skidder and Trades Qualification and Apprenticeship Act requirements. |
| Employer | The workplace party controlling the activities of the workplace and the worker. |
| Environmental Release | An accidental discharge of a physical, biological or chemical substance into the workplace and/or community. |
| Executive Management | Senior management such as Plant Manager, Vice – Presidents, CEOs, Presidents and/or Owners. |
| Fatality | An injury that results in loss of life. |
| Fire | An event where undesired combustion occurs. |
| First Aid Attendant | An individual who meets the qualification requirements of Regulation 1101 and who has been assigned by the employer to respond to injuries that occur in the workplace. |
| First Aid Regulation | Regulation 1101 of the Workplace Safety and Insurance Act. |
| First Aid Room | A designated area that complies with the requirements of Regulation 1101 and provides privacy. |
| Form 82 “ In Case of Injury” | A WSIB poster listing the responsibilities of both the employer and worker when an injury occurs in the workplace. |
| Functional Abilities Form | A WISB form to be used to determine what physical limitations an injured worker has so that early and safe return to work can be facilitated. |
| H&S | Health and Safety. |
| Hazardous condition/act | Physical states (conditions) or actions, which deviate from what would be considered acceptable or normal which, lead to or cause loss. |
| Health and Safety Program | A strategic approach to loss prevention that includes documentation, implementation, administration, evaluation and revision. |
| Health and Safety Representative | An individual who is selected and/or elected by the workers they will represent. A requirement of both Provincial and Federal legislation. |

Workwell Core Health and Safety Audit

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| Health Care | An injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work nor a wage loss. |
| Health Care Provider | An accredited person employed in a WSIB recognized medical field who is providing medical care for an injured employee. |
| Health Hazards | Any chemical, biological or physical agent that compromises the health of a person. |
| Hot Work | Any process that may generate an uncontrolled spark or flame that could be a danger to a workplace. |
| Incident | An event that results in injury to people and/or damage to the environment, equipment, property and/or material. |
| Injury | An event that results in physical harm to an employee. |
| JHSC | Joint Health and Safety Committee. A requirement in both Provincial and Federal legislation. |
| Job | An assigned set of activities that an individual must perform. |
| Legislation | Law that governs how activities must be performed. |
| Lock-Out | A written method to ensure that a machine or process that is shut down for maintenance or other procedure is secured against accidental start-up or movement for the duration of the procedure. Block-out includes the insertion of a solid device to prevent movement. Blank-out includes the control of piping systems through lock out of valves and/or removal of pipe and insertion of a blanking plate over pipe openings as appropriate to the circumstances. |
| Loss Potential | The probability of harm to people or damage to the environment, equipment property and/or material will occur under certain circumstances. |
| Lost Time | A work related injury that results in the injured employee missing scheduled time from work resulting in a wage loss. |
| M.S.D.S. | Material Safety Data Sheet(s). |
| Main Activity | All of the activities of a workplace that make up a job or process. (Tasks that happen occasionally, are not attached to a process or job and pose little hazard are not included as a main activity.) |

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| Major Hazard | Any activity or biological, physical or chemical hazard that has the potential to cause death, critical injury, or lost time. |
| Manager | A person who is in charge of a workplace or has authority over a worker (usually at a level higher than a supervisor.) |
| Minor Hazard | Any activity or biological, physical or chemical hazard that has the potential to cause injury requiring first aid or no treatment injuries. |
| Moderate Hazard | Any activity or biological, physical or chemical hazard that has the potential to cause injury requiring medical services but not so great as to cause a lost time injury. |
| Modified Equipment | Repairing/redesigning equipment and machinery or changing a method or process. |
| Modified Process | Significantly changing workflow or equipment or layout. |
| MOL | Ministry of Labour. A provincially legislated agency that monitors provincial regulated workplaces. |
| Near Miss | An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material. |
| Non-Routine Work | Activities that are not generally performed on a regular basis. |
| Objective | Desired health and safety outcome over a pre-determined period. |
| Occupation | A title provided to employees who perform specific activities. |
| Occupational Illness | Means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired. |
| Off-the-job | Non-work related activities. |
| OHSA | Occupational Health and Safety Act. |
| Organization | Includes all components of a business operation such as but not limited to, production, maintenance, administration and satellite operations. |
| Performance Accountability | A system that determines whether there has been compliance to a pre-established set of expectations. |
| Physical Agent Hazards | Physical force that adversely affects the body. Examples of main physical agents hazards include, noise, heat, cold, vibration, electromagnetic fields, ionizing and non-ionizing radiation, and lasers. |

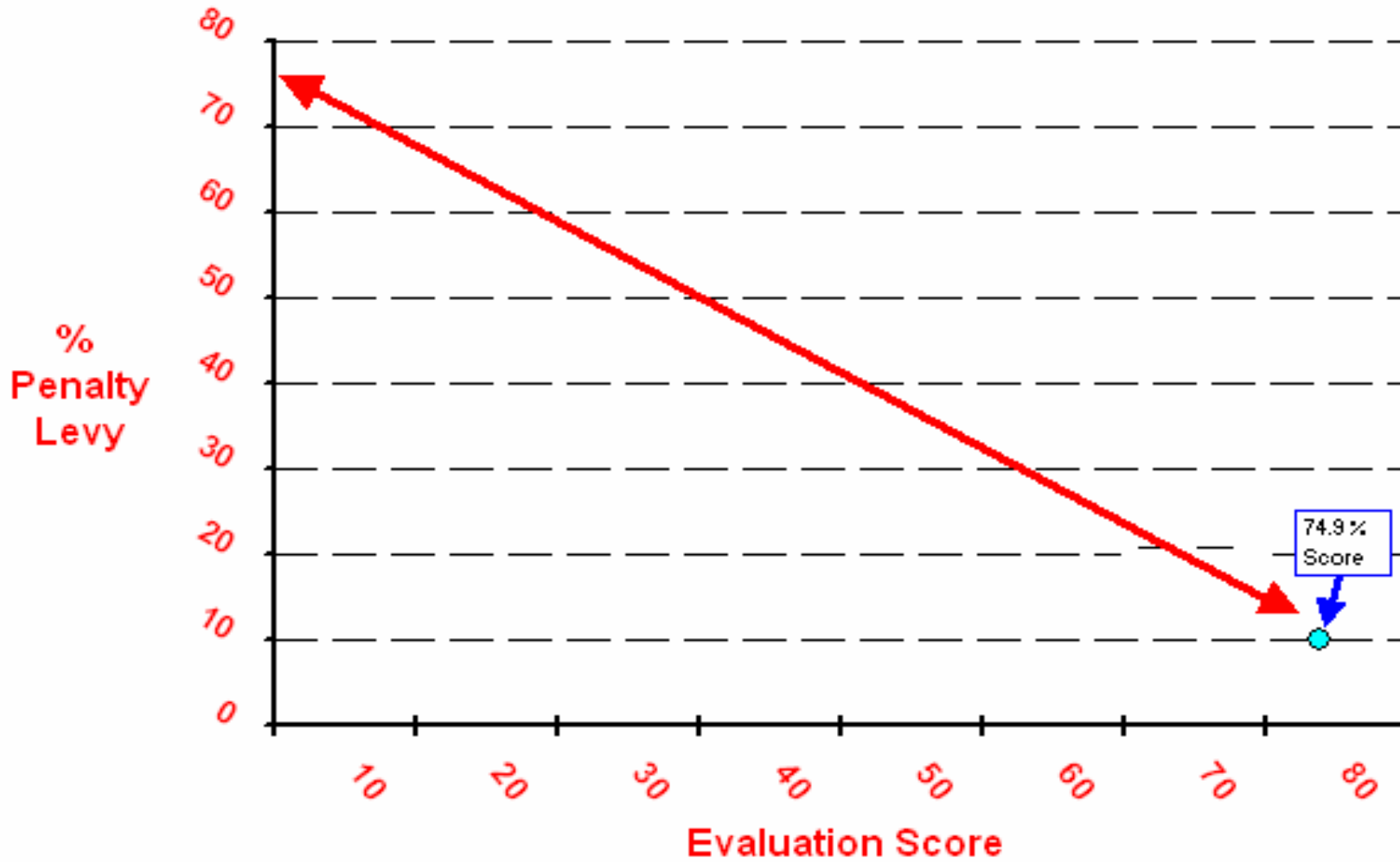
Workwell Core Health and Safety Audit

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| Posted | In a highly visible location where the information comes to the attention of workers. |
| Preventive Maintenance | A system that attempts to eliminate injury/incident caused by malfunctioning equipment through a proactive approach. |
| Primary Telephone | Telephones that would most likely be used by employees in the event of an emergency. |
| Property Damage | An event where contact is made between two objects resulting in alteration to one or both of the objects. |
| Qualified Person | Means a person because of knowledge, training and experience has acquired the skills to organize specific activities. |
| Qualified Worker | A worker because of knowledge, training and experience has acquired the skills to perform specific activities. |
| Rationale | The benefits that one should expect to derive when applying a process. |
| Safe Operating Procedures (S.O.P.) | A set of instructions for a job, process or machine that when correctly followed will provide optimum safety to the worker. |
| Safe Work Practices | Activities performed in a manner that minimizes the likelihood of injury/incident. |
| Safe Work Procedures | An established method to perform activities to minimize the likelihood of injury/incident. |
| Safety Hazard | Any condition or work activity that has the potential to result in injury, illness, or property damage. |
| Safety Observation | An exercise that requires an individual to watch employees perform activities. |
| Senior Management | Managers who exercise less than 75% of their duties with the general workforce. |
| Stretcher | A carrying device that complies with Regulation 1101 and also enables and ensures the safe transportation of an individual from one destination point to another destination point. |
| Substandard Act | An action that may increase the likelihood of injury/incident. |
| Substandard Condition | A condition that may increase the likelihood of injury/incident. |
| Supervisor | A person who is in charge of a workplace or has authority over a worker. |

Workwell Core Health and Safety Audit

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| Supplied Labour | Employees that are hired through an Employment Agency or a like source. The employees perform activities at and for an employer other than the Employment Agency or like source. |
| Trained Training | An individual who has received training. A systematic approach to explain and demonstrate to another individual the safe and proper way to perform an activity. |
| Transitional Work | When an injured employee while active in an Early and Safe Return to Work Program is temporarily performing activities other than their pre-injury activities during the recovery period of their work related injury. |
| Visitor | A person temporarily entering the workplace and may be admitted to areas generally off limits to the public. A visitor usually is on business but is not under contract. |
| WHMIS | Workplace Hazardous Materials Information System (federally and provincially regulated.) |
| Work Environment | The physical confines to which an employee is exposed during their workday. |
| Work Hardening | When an injured employee while active in an Early and Safe Return to Work Program is partially performing some of their pre-injury activities until being able to completely perform their pre-injury activities. |
| Worker | A person who is in the direct employ of an employer or who is working as a worker under a contract of employment. |
| WSIB | Workplace Safety and Insurance Board. |
| WSIB Clearance Certificate | A document issued by the WSIB upon request, verifying that a firm's account is in "Good Standing" with the WSIB. |

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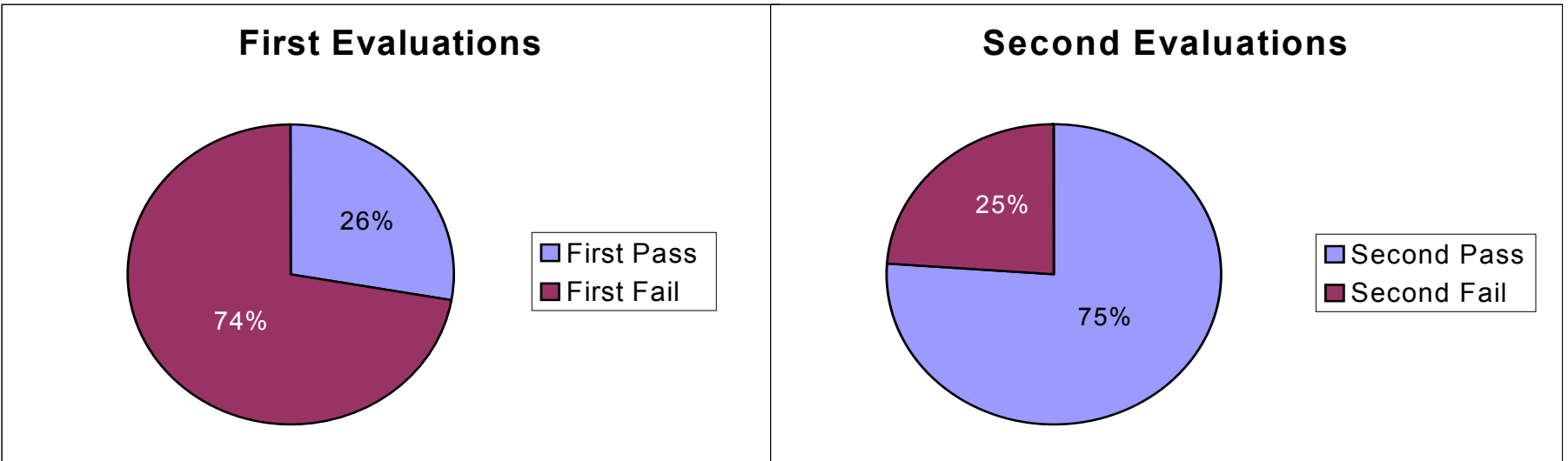


Surcharge Calculation:

$[75 - (\text{evaluation score} \times 0.8678)] \times \text{base assessment}$

Workwell Core Health and Safety Audit

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|-----------------------------------------------------------|---------------------------|-------------------------|--------------------------------|
| Section 82 - Workwell Statistical History Overview | | | |
| September 1, 1988 to December 31, 2002 | | | |
| First Evaluations: | 1197 First Passes | 3444 First Fails | 4641 First Evaluations |
| Second Evaluations: | 2119 Second Passes | 704 Second Fails | 2823 Second Evaluations |



Workwell Core Health and Safety Audit

**PREVENTION SERVICES BRANCH
PHONE LIST**

| DEPARTMENT | TOLL FREE NUMBER | GENERAL NUMBER | FAX NUMBER |
|---------------------------------------|-------------------------|-----------------------|-------------------|
| Workwell Program | 1-800-663-6639 | (416) 344-1016 | (416) 344-3493 |
| Experience Rating/ NEER/MAP/CAD-7 | 1-800-663-6639 | (416) 344-1016 | (416) 344-3493 |
| Accident Cost Transfer | 1-800-663-6639 | (416) 344-1016 | (416) 344-3493 |
| Safe Communities Incentive Program | 1-800-663-6639 | (416) 344-1016 | (416) 344-3493 |
| Safety Groups Program | 1-800-663-6639 | (416) 344-1016 | (416) 344-3493 |

**REVENUE OPERATIONS
PHONE LIST**

| DEPARTMENT | GENERAL NUMBER |
|---------------------------|-----------------------|
| Clearance Certificates | (416) 344-1012 |
| Revenue Operations Number | (416) 344-1013 |

Workwell Core Health and Safety Audit

WORKPLACE SAFETY AND INSURANCE BOARD SECTOR TELEPHONE LISTINGS – REGIONAL OFFICES

| Office Location | Toll Free Number | Local Number | Main Fax Number | Additional Fax Numbers |
|------------------|------------------|----------------|------------------------------|---------------------------------|
| Hamilton | 1-800-263-8488 | (905) 523-1800 | (905) 523-7014 | (905) 521-4576 |
| Ottawa | 1-800-267-9601 | (613) 237-8840 | (613) 239-3321 | (613) 239-3349 |
| London | 1-800-265-4752` | (519) 663-2331 | (519) 663-2333 | (519) 663-2381 (small business) |
| Windsor | 1-800-265-7380 | (519) 966-0660 | (519) 972-4181 | (519) 972-4176 (small business) |
| Sudbury | 1-800-461-3350 | (705) 675-9301 | (705) 675-9367 | (705) 675-9290 |
| Thunder Bay | 1-800-465-3934 | (807) 343-1710 | (807) 343-1702 | (807) 343-1977 |
| Kitchener | 1-800-265-2570 | (519) 576-4130 | (519) 576-2667 | (519) 576-4289 (revenue) |
| Kingston | 1-800-267-9461 | (613) 544-9682 | (613) 544-1510 | (613) 650-2865 (revenue) |
| St. Catharines | 1-800-263-2484 | (905) 687-8622 | (905) 687-7117(multi-sector) | (905) 641-0424 (revenue) |
| North Bay | 1-800-461-9521 | (705) 472-5200 | (705) 472-9801 | |
| Timmins | 1-800-461-9856 | (705) 267-6427 | (705) 264-9131 | |
| Sault Ste. Marie | 1-800-461-6005 | (705) 942-3002 | (705) 942-7582 | |

Head Office – Sectors

Corporate Switchboard (416) 344-1000; Toll Free (Ontario) 1-800-387-0750; Toll Free (Canada) 1-800-387-5540

| Sector | Toll Free Number | Local Number | Fax Number |
|----------------------------|------------------|----------------|----------------|
| Chemical | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Construction | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Schedule II | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Municipal | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Education | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Electrical | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Small Business | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Agriculture | 1-888-259-4228 | (519) 826-5650 | 1-888-266-0771 |
| Services | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Small Business (Toronto) | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Manufacturing | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Complex Case Diseases | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Complex Case Unit Injuries | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Health Care | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Transportation | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Automotive | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |
| Food | 1-800-465-5538 | (416) 344-1004 | (416) 344-4684 |

Workwell Core Health and Safety Audit

MINISTRY OF LABOUR DISTRICT OFFICES

Website: www.gov.on.ca/lab/

Northern Region

Sudbury West District
(705) 564-7400
Toll Free 1-800-461-6325
Fax (705) 564-7435

Sudbury East District
(705) 564-7400
Toll Free 1-800-461-6325
Fax (705) 564-7435

Timmins District
(705) 235-1900
Toll Free 1-800-461-9847
Fax (705) 235-1925

Thunder Bay District
(807) 475-1691
Toll Free 1-800-465-5016
Fax (807) 475-1646

Sault Ste. Marie District
(705) 945-6600
Toll Free 1-800-461-7268
Fax (705) 949-9796

Western Region

Hamilton District
(905) 577-6221
Toll Free 1-800-263-6906
Fax (905) 577-1324

Halton District
(905) 577-6221
Toll Free 1-800-263-6906
Fax (905) 577-1324

Brant District
(905) 577-6221
Toll Free 1-800-263-6906
Fax (905) 577-1324

Niagra District
(905) 704-3994
Toll Free 1-800-263-7260
Fax (905) 704-3011

London North District
(519) 439-2210
Toll Free 1-800-265-1676
Fax (519) 672-0268

London South District
(519) 439-2210
Toll Free 1-800-265-1676
Fax (519) 672-0268

Windsor District
(519) 256-8277
Toll Free 1-800-265-5140
Fax (519) 258-1321

Kitchener District
(519) 885-3378
Toll Free: 1-800-265-2468
Fax (519) 883-5694

Central Region

Scarborough District
(416) 314-5300
Fax (416) 314-5405

Durham District
(905) 433-9416
Toll Free 1-800-531-5551
Fax (905) 433-9843

Toronto West
(416) 235-5330
Fax (416) 235-5090

Toronto North
(416) 235-5330
Fax (416) 235-5080

Barrie District
(705) 722-6642
Toll Free 1-800-299-4383
Fax (705) 726-3101

Peel North District
(905) 273-7800
Toll Free 1-800-268-2966
Fax (905) 615-7098

Peel South District
(905) 273-7800
Toll Free 1-800-268-2966
Fax (905) 615-7098

Newmarket District
(905) 715-7020
Toll Free 1-888-299-3138
Fax (905) 715-7140

Eastern Region

Ottawa West District
(613) 228-8050
Toll Free 1-800-267-1916
Fax (613) 727-2900

Ottawa East District
(613) 228-8050
Toll Free 1-800-267-1916
Fax (613) 727-2900

Kingston District
(613) 545-0989
Toll Free 1-800-267-0915
Fax (613) 545-9831

Peterborough District
(705) 755-4700
Toll Free 1-800-461-1425
Fax (705) 755-4724

Workwell Core Health and Safety Audit

Resource List - Health and Safety Associations

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Construction Safety Association of Ontario (CSAO) 21 Voyager Court South Etobicoke, Ontario M9W 5M7 (416) 674-2726 Toll Free: 1-800-781-2726 FAX: (416) 674-8866 www.csaoo.org</p> | <p>Electrical Utilities Safety Association of Ontario (EUSA) 115 Torbarrie Road, Suite 1 Toronto, Ontario M3L 1G8 (416) 640-0100 Toll Free: 1-800-263-5024 FAX: (416) 640-0117 www.eusa.on.ca</p> |
| <p>Industrial Accident Prevention Association (IAPA) 207 Queen's Quay West, Suite 550 Toronto, Ontario M5J 2Y3 (416) 506-8888 Toll Free: 1-800-669-4939 or 1-800-406-4272 FAX: (416) 506-8880 or 1-800-316-4272 www.iapa.ca</p> | <p>Municipal Health and Safety Organization of Ontario (MHSOA) 115 Torbarrie Road Toronto, Ontario M3L 1G8 (416) 246-6472 FAX: (416) 246-0872 www.mhsao.com</p> |
| <p>Workers' Health and Safety Centre (WHSC) 15 Gervais Drive, Suite 802 Toronto, Ontario M3C 1Y8 (416) 441-1939 Toll Free: 1-888-869-7950 FAX: (416) 441-1043 www.whsc.on.ca</p> | <p>Transportation Health & Safety Association of Ontario (TSAO) 555 Dixon Road, Suite 101 Etobicoke, Ontario M9W 1H8 (416) 242-4771 FAX: (416) 242-4714 www.thsao.on.ca</p> |
| <p>Occupational Health Clinics for Ontario Workers Inc. (OHCOW) C/O Ontario Federation of Labour 15 Gervais Drive, Suite 202 Don Mills, Ontario M3C 1Y8 (416) 441-2731 Toll Free: 1-800-668-9138 FAX: (416) 441-1893 E-mail: info@ofl-fto.on.ca www.ohcow.on.ca</p> | <p>Health Care, Health & Safety Association (HCHSA) 4950 Yonge Street, Suite 1505 North York, Ontario M2N 6K1 (416) 250-7444 FAX: (416) 250-9190 www.hchsa.on.ca</p> |
| <p>Education Safety Association of Ontario (ESAO) 4950 Yonge Street, Suite 1505 North York, Ontario M2N 6K1 (416) 250-8005 Toll Free: 1-877-732-3726 FAX: (416) 250-9190 www.esao.on.ca</p> | <p>Farm Safety Association (FSA) 340 Woodlawn Road West, Suite 22 Guelph, Ontario N1H 7K6 (519) 823-5600 Toll Free: 1-800-361-8855 FAX: (519) 823-8880 www.farmsafety.ca</p> |
| <p>Ontario Service Safety Alliance (OSSA) 4950 Yonge Street, Suite 1500 North York, Ontario M2N 6K1 (416) 250-9111 Toll Free: 1-800-525-2468 FAX: (416) 250-9500 www.ossa.com</p> | <p>Mine and Aggregates Safety & Health Association (MASHA) 690 McKeown Ave. North Bay, Ontario P1B 9P1 (705) 474-7233 FAX: (705) 472-5800 www.masha.on.ca</p> |
| <p>Pulp & Paper Health and Safety Association (PPHSA) P. O. Box 2050 Station Main 690 McKeown Ave. North Bay, Ontario P1B 9P1 (705) 474-7233 FAX: (705) 472-8250 www.pphsa.on.ca</p> | <p>Ontario Forestry Safe Workplace Association (OFSWA) P. O. Box 2050 690 McKeown Ave. North Bay, Ontario P1B 9P1 (705) 474-7233 FAX: (705) 474-4530 www.ofswa.on.ca</p> |

Workwell Core Health and Safety Audit

Other Important Telephone Numbers

Office of the Worker Advisor

Ottawa

(613) 728-2006
Toll Free: 1-800-267-6599
Fax (613) 728-8052

Woodbridge

(416) 235-5550
Toll Free: 1-800-387-7495
Fax (416) 235-5594

Thunder Bay

(807) 475-1280
Toll Free: 1-800-465-3966
Fax (807) 475-1283

Sudbury

(705) 564-1621
Toll Free: 1-800-461-6372
Fax (705) 564-4126

London

(519) 873-4490
Toll Free: 1-800-265-7924
Fax (519) 873-4500

Scarborough

(416) 325-9846
Toll Free: 1-800-268-4343
Fax (416) 325-9855

Toronto

(416) 325-8570
Toll Free: 1-800-660-6769
Fax (416) 325-4830

Office of the Employer Adviser

Information Centre

151 Bloor Street West, Suite 704
Toronto, Ontario
M5S 1S4
(416) 327-0020
Toll Free: 1-800-387-0774
Fax (416) 327-0726
www.gov.on.ca/lab/oea/

Other Important Telephone Numbers

Publication Ontario Bookstore

880 Bay Street
Toronto, Ontario
M7A 1N8
(416) 326-5300
Toll Free: 1-800-668-9938
Fax (416) 326-5317
www.publications.gov.on.ca

Access Ontario

161 Elgin Street
Ottawa, Ontario
K2P 2K1
(613) 238-3630
Toll Free: 1-800-268-8758
Fax (613) 566-2234

Canadian Centre for Occupational Health & Safety

250 Main Street East
Hamilton, Ontario
L8N 1H6
(905) 572-2981
Toll Free: 1-800-668-4284
Toll Free: 1-800-263-8466
Fax (905) 572-2206 www.ccohs.ca

Human Resources Development Canada (Labour Program)

290 Rue Dupuis
Ottawa, ON
(613) 946-2800
Toll Free: 1-800-463-2493
Fax (613) 946-2827
<http://labour.hrdc-drhc.gc.ca>



www.wsib.on.ca

