



## INTERNAL AUDIT DOCUMENTATION CHECKLIST

### SUBMISSION REQUIREMENTS FOR COMPLETION

e-COR® subscribers please contact your Regional Safety Advisor

#### Section 1 – Safety & Health Policy

- Company policy

#### Section 2 – Hazard Assessments

- At minimum 12 Job Hazard Assessments (JHA) to cover 1 JHA a week for a 3-month period.
- The list of dangerous work (critical tasks)

#### Section 3 – Safe Work Practices

- At minimum 5 safe work practices (do's and don'ts)
- Safe Work Practice Annual Review Document

#### Section 4 – Safe Job Procedures

- At minimum 5 safe job procedures (step-by-step)
- Safe Work Procedure Annual Review Document

#### Section 5 – Company Rules

- Company policy and/or disciplinary action process

#### Section 6 – Personal Protective Equipment (PPE)

- Company PPE policy

#### Section 7 – Preventative Maintenance

- 10 pre-trip checklists for any equipment, vehicles and tools

#### Section 8 – Training & Communication

- A filled in standardized orientation form
- At minimum 6 toolbox talks covering a 3-month period meeting Work Place Safety & Health Act & Regulation
- A list of employee training

#### Section 9 - Inspections

- Company policy for inspections
- Provide a minimum of 3 months of inspections that include the shop, office, and work site

### **Section 10 - Investigations**

- Company investigation policy and reporting procedure
- Provide at least 3 investigation reports (if applicable) or
- Provide the standardized form

### **Section 11 – Emergency Response**

- Fire extinguisher inspection report
- Copies of current First Aid Certificates

### **Section 12 – Records & Statistics**

- Provide previous year's action plan for review to verify target dates were met

### **Section 14 – MB Supplement**

- Provide company's Lockout procedure
- Provide company's Working Alone Plan
- Provide company's Violence and Harassment Policy

**\*Please ensure all requested documentation is provided when submitting the INTERNAL AUDIT**

**\*e-COR® subscribers please contact you Regional Safety Advisor for submission**

Please ensure a binder with tabs is used when submitting documentation to keep corresponding documentation in order to sections – (sections 1 to 14)

Highlighted orange sections are required for SECOR®. COR® requires all sections.