



EXTERNAL AUDIT DOCUMENTATION CHECKLIST

Element 1 – Company Safety & Health Policy

- Safety Policy with responsibilities

Element 2 – Workplace Hazard/Risk Assessment, Analysis and Control

- Critical task list
- At least four different completed pre-job hazard assessments
- At least four different completed on-going hazard assessments
- Your process to assess and monitor sub-contractors

Element 3 – Safe Work Practices

- Safe work practices index and proof of review
- At least four different safe work practices

Element 4 – Safe Work Procedures

- Safe work procedures index and proof of review
- At least four different safe work procedures

Element 5 – Company Rules

- Your Company/safety rules
- A copy of your disciplinary process
 - An example / copy of disciplinary action

Element 6 – Personal Protective Equipment

- Your PPE policy
- Your procedures for proper fitting, care, and use of specialized PPE
- A copy of inspections of PPE

Element 7 – Preventative Maintenance

- Your inventory of items to be maintained
- Maintenance records
- Inspections of equipment
- Your lock out / tag out policy / procedure

Element 8 – Training and Communication

- Your orientations
- Your training records
- A copy of your testing (orientation or other training)
- A copy of your safety & health meeting minutes
- A copy of the agenda for safety & health meetings
- Multiple copies of tailgate / tool box meetings

Element 9 – Inspections

- Your Inspection Policy / Procedure
- Samples of inspection checklists
- Copies of completed inspections

Element 10 – Investigations and Reporting

- Investigation Policy / Procedure
- Standardized investigation form
- A couple of completed investigations
- A couple of completed near miss reports

Element 11 – Emergency Preparedness

- Emergency preparedness plans
- Fire Response Plan
- Fire drill report
- Fire Extinguisher Inspection Report (monthly and annual)
- First Aid Certificates

Element 12 – Records and Statistics

- Safety & Health activity summaries (monthly and annually)
- Injury statistics
- First Aid records
- Corrective Action Plan from previous audit (if applicable)
 - Documentation to support it was communicated to workers

Element 13 – Legislation

- Nothing required

Element 14 – Manitoba Supplement

- Certificates supporting the safety representatives or committee members have been trained
- Hearing Conservation Program
 - Hearing testing – invoice
 - Noise monitoring documentation
- Working Alone Policy / Procedure (if applicable)
 - Sample working alone plans
- MSDS/SDS
- WHMIS training
- Written directive of plan on the subject of operator training and/or equipment certification
- Musculoskeletal Injury Prevention program
- Harassment Policy
- Violence Policy

Note: External Audits require a minimum of three months of documentation.