

SAFETY MANAGEMENT ASSESSMENT (S.M.A.) YEARLY MAINTENANCE REVIEW		Score Possible	Score Achieved
COMPANY NAME: CONTACT NAME:		Date:	
SECTION 1:	<u>Leadership and Commitment</u>		
1.0.2 R	Is the policy statement signed by senior management? <i>-signed by the most senior person on site and/or the company president/CEO</i>	1	
1.0.3 R	Is the policy statement reviewed at least annually and revised as necessary? [OHSA s.25(2) (j)] <i>-reviewed by senior management and dated within one calendar year</i>	1	
1.0.4 R	Is the policy statement posted? [OHSA s.25(2) (k)] <i>-posted at a conspicuous place in workplace – specified safety bulletin board or posting area - not only in health and safety manual or pamphlet</i>	1	
1.0.6	Is the policy statement communicated to employees? <i>-new employee orientation -minutes of a safety meeting -policy signed or initialed by employees</i>	2	
1.0.8	Are the H&S targets reviewed on a quarterly basis and revised as needed? <i>-reviewed by safety rep, JHSC, OBS coordinator</i>	2	
1.0.9	Are the targets communicated to all employees? <i>-posted on bulletin board -safety meeting minutes -quarterly updates</i>	2	

1.0.18	<p>Does management demonstrate commitment to health and safety regularly by:</p> <ul style="list-style-type: none"> -monitoring safety suggestions -conducting informal site walkthroughs -attending safety meetings quarterly -attending tool box meetings quarterly -holding meetings quarterly in which health and safety is an agenda item -reviewing and analyzing injury and occupational illness causes as required 	2-10	
1.0.21	<p>Does the company implement improvements in workplace health and safety?</p> <ul style="list-style-type: none"> -revised policies/procedures -equipment upgrades -increased compliance with procedures -action plan based on last audit -other 	1-4	
1.0.22	<p>Does the company encourage off-the-job health and safety for all workers?</p> <ul style="list-style-type: none"> -agenda item at safety meeting -equipment loaning policy/program -newsletters (including IEC newsletter) -hazard alerts -other 	3	

SECTION 2:	<u>Roles & Responsibilities and Control</u>		
2.0.6	<p>Have performance reviews of legislated health and safety duties and responsibilities been held and documented within the last 12 months?</p> <p><i>-performance reviews dated within past 12 months</i></p> <p><i>-performance checklists dated within past 12 months</i></p>	2	
SECTION 3:	<u>Documents, Procedures, Reports & Communication</u>		
3.0.1 R	<p>Occupational Health and Safety Act and Construction Regulations [OHS s.25(2) (I)]</p> <p><i>-readily accessible in a common area, lunch room, shop, where employees can find it easily</i></p>	1	
3.0.2 R	<p>Health and Safety at Work Poster</p> <p><i>-posted in a readily accessible common area</i></p> <p><i>-effective October 1, 2012, the poster must be displayed in English and the majority language of the workplace</i></p>	1	
3.0.3 R	<p>W.S.I.B. Form 82 [Reg. 1101 s.1,3]</p> <p><i>-must be displayed at the first aid station</i></p> <p><i>-posted in conspicuous place in the workplace</i></p>	1	
3.0.4 R	<p>W.S.I.B. First Aid Regulation 1101</p> <p><i>-near first aid box</i></p>	1	
3.0.6 R	<p>MOL orders and inspection report</p> <p><i>-posted in a prominent place for 14 days after issuance</i></p>	1	
3.0.7	<p>Safety performance graphs updated & posted regularly?</p> <p><i>-e.g., injury rates, OBS graphs, or similar graphs/safety statistics to communicate progress toward enhanced safety performance to the employees</i></p>	2	

3.1.23	<p><i>Work-related Mental Stress Policy?</i> <i>-WSIB Operational Policy 15-03-20 and 15-03-14</i> <i>-bill 127 effective January 2018</i> <i>-promoting work-life balance</i> <i>-reducing ineffective or unnecessary tasks</i></p>	1	
3.1.24	<p><i>Fit for Duty Policy?</i> <i>-establish an employer's position regarding impairment, ensure qualified and objective fit for duty evaluations and appropriate training for signs of impairment.</i> <i>-a service provider and procedure for testing</i></p>	1	
3.1.25 R	<p><i>The Accessibility for Ontarians with Disabilities Act 2005?</i> <i>includes all disabilities: physical, visible, and non-visible disabilities, such as learning and mental health disabilities. Employees trained/certified?</i></p>	1	
3.1.26	<p><i>Lone Worker Policy or Procedure?</i> <i>-risk assessment and controls in place for lone worker hazards (better practice)</i></p>	1	
SECTION 5:	<u>Training</u>		
5.0.1 R	<p>Have company personnel received WHMIS 2015 training? [OHS s.42(1) – (4); Reg. 860] <i>-training and instruction provided in accordance with WHMIS 2015</i></p>	2	
5.0.2 R	<p>Does the company review WHMIS training needs annually? [OHS s.42(3(4))] <i>-training and instruction provided to workers must be reviewed at least annually, in consultation with the JHSC or H&S Representative, if any</i></p>	2	
SECTION 6:	<u>Health And Safety Representative Joint Health and Safety Committee</u>		
JOINT HEALTH AND SAFETY COMMITTEE			

6.0.1	Where a worksite health and safety committee is required, is it structured and functioning in accordance with legal requirements in regard to composition and recordkeeping? R [OHSA s.9(6) – (9)] <i>-maintain and keep minutes</i>	2	
6.0.3	Does the JHSC meet the legal requirements for meeting frequency (at least every three months)? R [OHSA s.9(33)]	2	
6.0.4	Does the JSHC meet the legal requirements for workplace inspections? R <i>-monthly</i> <i>-inspect complete workplace within one year</i> [OHSA s.9(23) -(29)]	2	
6.0.9	Does the JHSC distribute/communicate health and safety information at least quarterly? R <i>-posted minutes</i> <i>-hazard alerts</i> <i>-review of any outstanding items</i>	2	
HEALTH AND SAFETY REPRESENTATIVE			
6.1.10	Where no health and safety committee is required but a health and safety representative is required, are legal requirements being met in regard to selection/appointment/training? R [OHSA s.8(1) – (5)]	1	
6.1.11	Does the health and safety representative meet the legal requirements for workplace inspections? R [OHSA s.8(6) – (8)]	2	
JHSC AND/OR H&S REPRESENTATIVE			

6.2.17	<p>Have the JHSC members or the H&S representative been acknowledged for their participation?</p> <p><i>-documented recognition or acknowledgement by the company management</i></p>	2	
SECTION 7:	<u>Hazard Recognition, Assessment and Control</u>		
7.0.6	<p>Are you evaluating if the hazard recognition programs and procedures are being followed?</p> <p><i>-results of OBS observations</i> <i>-TASC or HCR review</i> <i>-workplace inspections</i> <i>- site audits</i> <i>-site walkthroughs</i></p>	1-3	
7.0.7	<p>Are you monitoring “leading” indicators to measure safety performance?</p> <p><i>-TASC</i> <i>-OBS observations</i> <i>-Site audits</i> <i>-Near Miss/Hazardous Condition reports</i> <i>-Safety suggestions</i> <i>-other/ unsafe acts</i> <i>(2 points per indicator to a max. 10 pts)</i></p>	2-10	
7.0.11	<p>If you are using TASC, are TASC cards audited for quality quarterly?</p> <p><i>-- cards audited by contractor and quarterly report sent to SMA Auditor to file.</i></p>	2	

7.0.13 R	Do you have a policy and procedure to address workplace harassment? (Bill 168) <i>-reviewed within one year</i> <i>-posted at conspicuous place within workplace</i> OHSA s.32.0.7	2	
7.0.14 R	Do you have a policy and procedure to address workplace violence? (Bill 168) <i>-reviewed within one year</i> <i>-posted at conspicuous place within workplace</i> OHSA s.32.0.1	2	
7.0.15 R	Do supervisors conduct weekly workplace inspections? [O. Reg. 213/91, S.14(3),(4)] <i>-machinery and equipment including fire extinguishers, sanitation, electrical installations...means of access and egress</i>	2	
SECTION 8:	<u>Tools, Equipment, and Vehicle Maintenance</u>		
8.0.7	Are the frequency and documentation being met [Reg. 213/91, s.94]? <i>-documentation to show compliance</i>	2	
SECTION 9:	<u>Accident/Incident Investigation and Follow-up</u>		
9.0.10	Communication of recommendations to all workers?	3	
9.0.11	Are recommendations shared with the IEC? <i>-quarterly reports sent to SMA Auditor to file.</i>	2	
SECTION 10:	<u>First Aid, Medical Aid, and Return to Work</u>		
10.0.2	Do the first aid stations comply with the WSIB first aid requirements with respect to the required components based on the number of employees? [Reg. 1101, s.8, 9,	3	

R	10, 11] <i>-Stretcher, 2 blankets, and basin for more than 15 and fewer than 200 workers [s.10]</i>		
10.0.3 R	Does the employer maintain a quarterly inspection of all first aid boxes and their contents? [Reg. 1101, s.6] <i>- inspection card required for each box - date of the most recent inspection - signature of the person making the inspection</i>	2	
10.0.5	Does the employer ensure that a recertification program for qualified first aiders is maintained? <i>-training matrix or training records</i>	2	
10.0.6 R	Are first aid certificates posted in compliance with Reg. 1101	2	
10.0.8 R	Is all first aid treatment/advice recorded? [Reg. 1101, s.5]	2	
SECTION 11:	<u>Proactive Safety Systems</u>		
11.0.4	Are trained observers meeting their weekly or monthly goals for frequency of observations? <i>-refer to item 11.0.1 of full audit</i>	1	
11.0.7	Have you taken action to address improvement opportunities arising from your observation program? <i>(1 point for each action – maximum 3 points)</i>	1-3	
11.0.9	Has Near Miss Reporting/Hazardous Condition Reporting resulted in a positive change to job procedures, process or equipment? <i>(1 point per example to a maximum of 3 points)</i>	1-3	
11.0.10	Are health and safety stats/learnings shared with the IEC? <i>-near miss/hazardous condition learnings -quarterly behavioural observation summary reports -quarterly safety performance report -other</i>	1-3	
11.0.11	Are the BSO Plus safety topics completed monthly?	3	

11.0.12	Are the BSO Plus annual refresher tests completed, annually?	3	
	Possible Total Points	112	