

IEC Safety Management Assessment (SMA) Contractor Health and Safety Profile

- The Safety Management Assessment Program (SMA) follows a three-year cycle. The initial full assessment is a review of all profile items including a field visit.
- For the second and third years of the cycle, annual reviews, including an annual field visit, are required to maintain a valid status.
- An annual review consists of a subset of selected profile items (marked with an asterisk*) that are time-sensitive, plus a review of any existing non-compliances, a review of profile items that were considered non-applicable at the time of the previous audit, and an annual field visit. These components all contribute to the overall annual score obtained on the profile.
- After three years a full assessment, including a complete review of all profile items and field visit, is required to maintain a valid status. Then the annual review cycle is repeated.
- The field visit is valued at 85 points, which is approximately 20% of the total audit score. The field visit comprises Section 12 of the Health and Safety Profile and is factored directly into the overall audit score.
- For further information or to schedule an SMA audit please contact:

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COMPANY:

Date:

SECTION 1: Leadership and Commitment		Score Possible	Score Achieved
1.0.0			
1.0.1 R	<p>Does the employer have a written policy statement that includes management’s commitment to providing a safe and healthy work environment? <i>-should include management’s commitment to prevent accidents, injuries, and illnesses in the workplace and responsibilities of the workplace parties</i></p>	2	
*1.0.2 R	<p>Is the policy statement signed by senior management? <i>-signed by the most senior person on site and/or the company president/CEO</i></p>	1	
*1.0.3 R	<p>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></p>	1	
*1.0.4 R	<p>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></p>	1	
1.0.5	<p>Does your H&S policy include a statement on environmental protection? <i>-included in policy or -a stand alone policy</i></p>	1	
*1.0.6	<p>Is the policy statement communicated to employees? <i>-part of employee orientation program -minutes of a safety meeting -policy signed or initialed by employees -training checklist -company handbook</i></p>	2	

1.0.7	<p>Have Health & Safety targets been established within the last 12 months?</p> <ul style="list-style-type: none"> -proactive/ process related targets -training targets -BBS/Near Miss/HCR targets -monthly BSO plus topics -BSO annual refresher test -other 	1-3	
*1.0.8	<p>Are the H&S targets reviewed on a quarterly basis and revised as needed?</p> <ul style="list-style-type: none"> -reviewed by safety rep, JHSC, OBS coordinator 	2	
*1.0.9	<p>Are the targets communicated to all employees?</p> <ul style="list-style-type: none"> -posted on bulletin board -safety meeting minutes -quarterly updates 	2	
1.0.10	<p>Is the actual safety performance relative to the targets communicated to the employees?</p> <ul style="list-style-type: none"> -posted on bulletin board -safety meeting minutes -newsletter 	2	
1.0.11	<p>Have employees been acknowledged for meeting the targets?</p> <ul style="list-style-type: none"> -letter of recognition -individual performance appraisal -company memo -safety awards/incentive programs tied into safety -minutes of safety meeting 	2	
1.0.12	<p>Has one person, reporting to senior management, been designated as the company safety coordinator?</p> <ul style="list-style-type: none"> -organizational chart -job description 	1	
1.0.13	<p>Does the safety coordinator have a written job description which includes H&S roles and responsibilities?</p> <ul style="list-style-type: none"> -job description 	2	
1.0.14	<p>Are there written disciplinary procedures to deal with health and safety infractions/violations?</p> <ul style="list-style-type: none"> -progressive discipline procedures (verbal, written, suspension, termination) 	2	

1.0.15	<p>Are the disciplinary procedures followed? <i>-documentation of written warnings, suspension, or termination</i> <i>-supervisory log book</i> <i>-employee file</i> <i>(name or other identifying information should be deleted or blacked out)</i></p>	1	
1.0.16	<p>Do senior management personnel receive health and safety/leadership training? <i>-OBS/LPO</i> <i>-IEC Supervisory training</i> <i>-IHSA Supervisory training</i> <i>-leadership training</i> <i>-certification training</i> <i>-Root Cause Analysis</i> <i>-other</i></p>	1-5	
1.0.17	<p>Do supervisory personnel receive supervisory skills/leadership training? <i>-Introduction to Health and Safety in Ontario</i> <i>-IEC Supervisory training</i> <i>-IHSA Supervisory training</i> <i>-leadership training</i> <i>-OBS/LPO</i> <i>-other</i></p>	1-4	
*1.0.18	<p>Does management demonstrate commitment to health and safety regularly by: <i>-monitoring safety suggestions</i> <i>-conducting informal site walkthroughs</i> <i>-attending safety meetings quarterly</i> <i>-attending tool box meetings quarterly</i> <i>-holding meetings quarterly in which health and safety is an agenda item</i> <i>-reviewing and analyzing injury and occupational illness causes as required</i> <i>-other</i></p>	2-10	
1.0.19	<p>Does corporate take part in your local safety program? <i>-yearly shop/site inspections</i> <i>-employee contacts during inspections</i> <i>-checklist/documentation</i> <i>-share learnings from site observations/visits</i></p>	2	
1.0.20	<p>Do supervisors conduct pre-job safety meetings? <i>-eg., toolbox/tailgate talks</i> <i>-supervisory log or safety topic list can be used as documentation</i></p>	2	

CONTRACTOR HEALTH & SAFETY PROFILE

*1.0.21	Does the company implement improvements in workplace health and safety? <i>-revised policies/procedures</i> <i>-equipment upgrades</i> <i>-increased compliance with procedures</i> <i>-action plan based on last audit</i> <i>-other</i>	1-4	
*1.0.22	Does the company encourage off-the-job health and safety for all workers? <i>-agenda item at safety meeting</i> <i>-equipment loaning policy/program</i> <i>-newsletters (including IEC newsletter)</i> <i>-hazard alerts</i> <i>-other</i>	3	
	TOTAL	55	
	LESS N/As		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items
R= Regulated Items

SECTION 2: Roles & Responsibilities and Control		Score Possible	Score Achieved
2.0.0			
2.0.1	<p>Are health and safety roles, responsibilities, and duties identified, assigned and communicated in writing to Managers? - legislated duties and responsibilities from the OHS Act documented and formally communicated.</p>	2	
2.0.2	<p>Are health and safety roles, responsibilities, and duties identified, assigned and communicated in writing to Supervisors? - legislated duties and responsibilities from the OHS Act documented and formally communicated.</p>	2	
2.0.3	<p>Are health and safety roles, responsibilities, and duties identified, assigned and communicated in writing to Workers? - legislated duties and responsibilities from the OHS Act documented and formally communicated.</p>	2	
2.0.4	<p>Are health and safety roles, responsibilities, and duties identified, assigned and communicated in writing to Contractors and Subcontractors? - legislated duties and responsibilities from the OHS Act documented and formally communicated.</p>	2	
2.0.5	<p>Has individual performance been evaluated to see how well the legislated duties and responsibilities are carried out? -performance evaluation system -performance checklist -supervisor/employee self-check list</p>	2	
*2.0.6	<p>Have performance reviews of legislated health and safety duties and responsibilities been held and documented within the last 12 months? -performance reviews dated within past 12 months -performance checklists dated within past 12 months</p>	2	
	TOTAL	12	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items

SECTION 3: Documents, Procedures, Reports & Communication		Score Possible	Score Achieved
3.0.0	Are the following documents available and posted in the workplace?		
*3.0.1 R	Occupational Health and Safety Act and Relevant Regulations [OHSA s.25(2) (I)] <i>-readily accessible in a common area, lunch room, shop, where employees can find it easily</i>	1	
*3.0.2 R	Health and Safety at Work Poster <i>-posted in a readily accessible common area -effective October 1, 2012, the poster must be displayed in English and the majority language of the workplace</i>	1	
*3.0.3 R	W.S.I.B. Form 82 [Reg. 1101 s.1,3] <i>-must be displayed at the first aid station -posted in conspicuous place in the workplace</i>	1	
*3.0.4 R	W.S.I.B. First Aid Regulation 1101 <i>-near first aid box</i>	1	
3.0.5	Emergency telephone list <i>-emergency numbers -after hours company contacts -MOL/MOE -posted by primary telephones -posted by main entrances</i>	1	
*3.0.6 R	MOL orders and inspection report <i>-posted in a prominent place for 14 days after issuance</i>	1	
*3.0.7	Safety performance information updated & posted regularly? <i>-e.g., injury rates, OBS graphs, or similar graphs/safety statistics to indicate to the employee's progress toward enhanced safety performance</i>	2	
3.0.8	"Hazard Alerts" posted or communicated to increase awareness? <i>-e.g., recalls, notices, warnings posted and/or communicated via safety mtgs., tool box talks, newsletter -posters and safety literature current and well maintained</i>	2	
3.0.9	Do you audit employee's knowledge of posted/circulated safety information? <i>-e.g., initialing of posted or circulated document -safety meeting agenda item w/ signed attendance</i>	1	

	Does the employer have written procedures and/or Rules for:		
3.1.10 R	Reporting injury/occupational illness? [OHSAs.52(1) (2), Reg. 213/91 s.9(1) (2)] <i>--use Reg. 1101 and Form 82 as guidelines</i>	1	
3.1.11 R	Reporting hazardous conditions? <i>-use OHSAs 28(1)(c,d) as guidelines</i> <i>-can be expanded by Near Miss or Hazardous Condition Report</i>	2	
3.1.12 R	Joint Health and Safety committee activities? <i>-OHSAs section 9</i>	1	
3.1.13	Fire/Emergency plan? <i>-evacuation routes</i> <i>-designated assembly point</i> <i>-headcount procedure</i> <i>-defined responsibilities</i> <i>-training requirements</i>	2	
3.1.14 R	Location and use of emergency equipment <i>building or plot plan to identify the location of:</i> <i>- fire extinguishers [Reg. 213/91, s.52-55]</i> <i>-safety showers</i> <i>-first aid kits</i> <i>-emergency exits</i> <i>-electrical panel</i>	2	
3.1.15 R	Tagging/Lockout? [Reg. 213/91, s.190-191] <i>-company policy/procedures, and/or</i> <i>-policy to follow client's procedures</i>	1	
3.1.16 R	Confined space entry? [Reg. 632/05] <i>Program and Plan</i>	1	
3.1.17 R	Hot Work? [Reg. 213/91, s. 123/s.189] <i>-electrical hot work (section 189)</i> <i>-welding grinding or other work that involves open flames or sources of ignition</i> <i>-vehicles in hydrocarbon areas</i> <i>-company policy and/or policy to follow client procedures</i>	1	
3.1.18	Industrial Hygiene? <i>-policy where workplace hazards are identified, assessed, and controlled or eliminated by a competent person. Ex. Dust, noise, vibration.</i> <i>-in house or third party</i>	1	

<p>3.1.19 R</p>	<p>Medical Surveillance Program [OHSAs.26(1)(h)(i)] <i>-program for assessment and monitoring of workers exposed to workplace toxins as prescribed</i> <i>-in house or third party</i></p>	<p>1</p>	
<p>3.1.20 R</p>	<p>Designated substances? [Reg. 490/05] <i>-policy where hazards related to designated substances are identified, assessed and controlled by a competent person</i> <i>-in house or third party</i></p>	<p>1</p>	
<p>3.1.21</p>	<p>Heat stress? <i>-company heat stress policy</i> <i>-exposure chart</i> <i>-signs and symptoms</i> <i>-the effects of overexposure</i> <i>-treatment or response procedures when overexposure is suspected or experienced</i></p>	<p>1</p>	
<p>3.1.22</p>	<p>Cold Stress? <i>-company hypothermia policy</i> <i>-exposure chart</i> <i>-signs and symptoms</i> <i>-the effects of overexposure</i> <i>-treatment or response procedures when overexposure is suspected or experienced</i></p>	<p>1</p>	
<p>3.1.23</p>	<p>Work-related Mental Stress Policy? <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>	<p>1</p>	
<p>3.1.24</p>	<p>Fit for Duty Policy? <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>	<p>1</p>	
<p>3.1.25 R</p>	<p>The Accessibility for Ontarians with Disabilities Act 2005? <i>includes all disabilities: physical, visible, and non-visible disabilities, such as learning and mental health disabilities. Employees trained/certified?</i></p>	<p>1</p>	
<p>3.1.26</p>	<p>Lone Worker Policy or Procedure? <i>-risk assessment and controls in place for lone worker hazards (better practice)</i></p>	<p>1</p>	
TOTAL		<p>31</p>	

	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items
R=Regulated Items -

SECTION 4: Project/Worksite Management		Score Possible	Score Achieved
NOTE: This section applies to industrial, construction, commercial, or civil projects.			
4.0.0	Does the employer’s project/site planning include:		
4.0.1	Site access and routing?	2	
4.0.2	Size, type, design and capacity of cranes, hoists and manual material handling equipment	2	
4.0.3	Locations for cranes, hoists, job trailers, setup areas, storage areas, sanitary facilities, unloading zones, and parking areas?	2	
4.0.4 R	Traffic control? [Reg. 213/91, s.69] <i>-procedures for traffic control to protect workers on or near a public way</i>	2	
4.0.5 R	Location and type of public way protection? [Reg. 213/91, s.64/s. 67] <i>-barricades, cones, taped off areas, traffic signaler/ fencing/ walking path</i>	2	
4.0.6 R	Pre-start up inspection checklist? [Reg. 851 s. 7] <i>-final equipment inspection before new or repaired equipment is turned over to the client for start-up</i>	2	
4.0.7	Do project planning documents include safe job plans (job task analysis)? <i>-developed with H&S personnel</i>	2	
	TOTAL	14	
	LESS N/A’s		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items
R=Regulated Items

SECTION 5: Training		Score Possible	Score Achieved
5.0.0			
*5.0.1 R	Have company personnel received WHMIS 2015 training? [OHSA s.42(1) – (4); Reg. 860] <i>-training and instruction provided in accordance with WHMIS 2015</i>	2	
*5.0.2 R	Does the company review WHMIS training needs annually? [OHSA 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>	2	
5.0.3	Do new workers receive an orientation? <i>-job description -company policies/procedures -employee rules and responsibilities -Health and Safety Program and Policy -Health and Safety Committee/rep -Emergency Procedures -checklist/matrix and sign off -short service workers included?</i> Documentation may include training matrix or orientation checklist <i>-other</i>	1-5	
5.0.4	Have appropriate people received training in accident investigation and reporting? <i>-Certification part 1 -RCA/LPSA -IHSa Supervisory training</i>	2	
5.0.5	Have appropriate people received training in identification of workplace hazards? <i>-hazard identification course/training -certification training part 1 -asbestos awareness (BSO plus) -H2S Awareness (BSO plus) -gas testing -Other: eg., mould, blood borne pathogens, noise measurement</i>	1-4	

<p>5.0.6</p>	<p>Is there a process for coaching and mentoring new workers and short service workers exposed to industry for the first time? <i>-procedures to buddy up new/experienced workers</i> <i>-apprenticeship program</i></p>	<p>3</p>	
<p>5.0.7</p>	<p>Are all employees aware of Personal Protective Equipment Standards and trained in their use? <i>-list of required PPE</i> <i>-respirator fit test/fresh air training</i> <i>-fall protection training</i></p>	<p>2</p>	
<p>5.0.8</p>	<p>Other employee training? <i>-TDG</i> <i>-confined space entry training</i> <i>-safety watch training</i> <i>-fire extinguisher training or simulation</i> <i>-fork lift training</i> <i>-man lift training</i> <i>-other "recognized" courses including apprenticeship training</i> <i>(2 points each, to a maximum of 10 points)</i> <i>-other</i></p>	<p>2-10</p>	
TOTAL		<p>30</p>	
LESS N/A's			
NET SCORE			
		POSSIBLE	ACHIEVED

*Annual Review Items
 R=Regulated Items

SECTION 6: Health and Safety Representative/Joint Health and Safety Committee		Score Possible	Score Achieved
6.0.0	JOINT HEALTH AND SAFETY COMMITTEE		
*6.0.1 R	Where a worksite health and safety committee is required, is it structured and functioning in accordance with legal requirements with regard to composition and recordkeeping? <i>[OHS s.9(6) – (9), 22]</i> <i>-maintain and keep minutes</i>	2	
6.0.2 R	Are JHSC posting requirements met? <i>[OHS s.9(32)] Name and location</i>	1	
*6.0.3 R	Does the JHSC meet the legal requirements for meeting frequency (at least every three months)? <i>[OHS s.9(33)]</i>	2	
*6.0.4 R	Does the JSHC meet the legal requirements for workplace inspections? <i>-monthly</i> <i>-inspect complete workplace within one year</i> <i>[OHS s.9(23) -(29)]</i>	2	
6.0.5 R	Are legal requirements being met with regards to JHSC recommendations to employer? <i>[OHS s.9(18) (a-f)]</i>	1	
6.0.6 R	Has the employer acted on the recommendations of the JHSC?	2	
6.0.7 R	Does the JHSC meet the legislated requirements to carry out their roles? <i>-Part 1 Training - Refresher Training</i> <i>-Part 2 Training</i> <i>[OHS s.9(12)]</i>	2-4	
6.0.8	Has the JHSC been trained in any other H&S course? <i>Bill 127, AODA</i> <i>-other</i>	1-2	

*6.0.9	<p>Does the JHSC distribute/communicate health and safety information at least quarterly? <i>-posted minutes</i> <i>-hazard alerts</i> <i>-review of any outstanding items</i></p>	2	
	HEALTH AND SAFETY REPRESENTATIVE		
*6.1.10 R	<p>Where no health and safety committee is required but a health and safety representative is required, are legal requirements being met with regard to selection/appointment/training? <i>[OHS s.8(1) – (5)]</i></p>	1	
*6.1.11 R	<p>Does the health and safety representative meet the legal requirements for workplace inspections? <i>[OHS s.8(6) – (8)]</i></p>	2	
6.1.12 R	<p>Are legal requirements being met with regards to the health and safety representative’s recommendations to employer? <i>[OHS s.8(12), (13)]</i></p>	1	
6.1.13 R	<p>Has the employer acted on the recommendations of the H&S representative?</p>	2	
	JHSC AND/OR H&S REPRESENTATIVE		
6.2.14	<p>Have written mandates & expectations been set for the JHSC or H&S representative?</p>	2	
6.2.15	<p>Are JHSC members or H&S Representatives trained as OBS/LPO observers?</p>	2	
6.2.16	<p>Is the effectiveness of the JHSC or H&S representative evaluated? <i>-included in performance appraisal</i> <i>-closure of action items</i> <i>- workers informed on issues and status of follow-up items</i> <i>-do workers provide input to the JHSC or H&S representative?</i></p>	2	

*6.2.17	<p>Have the JHSC members or the H&S representative been acknowledged for their participation? <i>-documented recognition or acknowledgement by the company management</i></p>	2	
	TOTAL	32 (26)(14)	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items
 R=Regulated Items

SECTION 7: Hazard Recognition, Assessment and Control		Score Possible	Score Achieved
7.0.0			
7.0.1	<p>Are there programs & procedures for recognizing, assessing and controlling hazards?</p> <ul style="list-style-type: none"> -inspection checklists -TASC/JSA/FLHA/JHA -safety audits -other 	1-3	
7.0.2	<p>Are these programs and procedures communicated to employees?</p> <ul style="list-style-type: none"> -safety orientations -safety meetings 	1	
7.0.3	<p>Does the employer have a documented procedure or method to identify its high-risk tasks?</p>	2	
7.0.4	<p>Have hazards and mitigating measures been identified, documented, and communicated for each of the employer's high-risk tasks?</p> <ul style="list-style-type: none"> -written procedures and/or rules for all high-risk tasks 	2	
7.0.5	<p>Do you have a policy by which unsafe work can be stopped due to poor tolerance for safety?</p> <ul style="list-style-type: none"> -third party intervention policy -this is not the "right to refuse" policy, but works in conjunction with it -it could be called "right to stop unsafe work" 	3	
*7.0.6	<p>Are you evaluating if the hazard recognition programs and procedures are being followed?</p> <ul style="list-style-type: none"> -results of OBS observations -TASC or HCR review -workplace inspections - site audits -site walkthroughs 	1-3	

<p>*7.0.7</p>	<p>Are you monitoring “leading” indicators to measure safety performance? <i>-TASC -OBS observations -Site audits -Near Miss/Hazardous Condition/unsafe acts -Safety suggestions -other (2 pts. per indicator to a max. 10 pts.)</i></p>	<p>2-10</p>	
<p>7.0.8</p>	<p>Are you monitoring “lagging” indicators to measure safety performance? <i>-TRIR for last 3 yrs - LTIR for last 3 yr. -# of First Aids in past year -# of near miss incidents in past year -other (1 pt. per indicator to a max. 4 pts.)</i></p>	<p>1-4</p>	
<p>7.0.9</p>	<p>Does the company have a written housekeeping standard or policy? <i>-written standards/procedures</i></p>	<p>2</p>	
<p>7.0.10</p>	<p>Do you have a policy/procedure in place for the use of TASC or other Job Safety Analysis system?</p>	<p>2</p>	
<p>*7.0.11</p>	<p>If you are using TASC, are TASC cards audited for quality quarterly? <i>-cards audited by contractor and Quarterly report sent to SMA Auditor to file.</i></p>	<p>2</p>	
<p>7.0.12</p>	<p>Are Tasks, Hazards, and Hazard Elimination/Control text sections being completed adequately by the workers? <i>-3-5 tasks -3-5 task associated hazards -hazard control listed for each identified hazard -supervisor review for quality and sign off</i></p>	<p>1-4</p>	

<p>*7.0.13 R</p>	<p>Do you have a policy and procedure to address workplace harassment? (Bill 168) <i>-reviewed within one year</i> <i>-posted at conspicuous place in the workplace</i> -OHS s.32.0.7</p>	<p>2</p>	
<p>*7.0.14 R</p>	<p>Do you have a policy and procedure to address workplace violence? (Bill 168) <i>-reviewed within one year</i> <i>-posted at conspicuous place in the workplace</i> OHS s. 32.0.1</p>	<p>2</p>	
<p>*7.0.15 R</p>	<p>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></p>	<p>2</p>	
TOTAL		<p>44</p>	
LESS N/A's			
NET SCORE			
		POSSIBLE	ACHIEVED

*Annual Review Items
R=Regulated Items

SECTION 8: Tools, Equipment, and Vehicle Maintenance		Score Possible	Score Achieved
8.0.0	Is there a program for the inspection, calibration and maintenance of tools, equipment, and vehicles which includes:		
8.0.1	A list of items to be inspected, maintained, or calibrated? <i>-inspection list or matrix (e.g., chain falls, gas monitors, instruments, etc.)</i>	2	
8.0.2 R	Frequency of inspections? [Reg. 213/91 s.94] <i>-inspection schedule or matrix</i>	2	
8.0.3	Standards to be met? <i>-applicable inspection standards should be listed</i>	2	
8.0.4	Maintenance records (log books where required)? <i>-documentation to show maintenance was performed</i>	2	
8.0.5	Corrective action taken? <i>-documentation to show what repairs were performed</i>	2	
8.0.6	Tagging of defective equipment? <i>-a system or procedure for tagging defective equipment</i>	2	
*8.0.7 R	Are the frequency and documentation being met [Reg. 213/91, s.94] <i>-documentation to show compliance</i>	2	
8.0.8 R	Is a competent person/worker performing the inspection and maintenance? [Reg. 213/91, s.94] <i>-done in house or third party</i>	2	
TOTAL		16	
LESS N/A's			
NET SCORE			
		POSSIBLE	ACHIEVED

*Annual Review Items

SECTION 9: Accident/Incident Investigation and Follow-up		Score Possible	Score Achieved
9.0.0	Does the constructor/employer maintain an accident/investigation program that includes:		
9.0.1	Participation of the supervisors?	2	
9.0.2	Interviewing workers involved?	2	
9.0.3	Interviewing witnesses?	2	
9.0.4	On-site assessment of the scene?	2	
9.0.5	Identifying primary and secondary causes?	2	
9.0.6	Use of standard investigation form?	2	
9.0.7	Use of Root Cause Analysis or similar system for investigating recordable injuries (other incidents?)	3	
9.0.8	Recommended prevention/remedial action?	2	
9.0.9	Action plans to ensure recommendations are acted upon?	3	
*9.0.10	Communication of recommendations to all workers?	3	
*9.0.11	Are recommendations shared with the IEC? <i>-quarterly report sent to SMA Auditor to file.</i>	2	
9.0.12 R	Does the constructor/employer investigate and meet the reporting criteria for critical injuries? [OHSA s.51(1)] <i>-critical injury should be defined along with the reporting requirements</i>	1	
9.0.13 R	Does the constructor/employer investigate and meet the reporting criteria for lost-time injuries? [OHSA s.52(1)] <i>-lost-time injury should be defined along with the reporting requirements</i>	1	

9.0.14 R	Does the constructor/employer investigate and meet the reporting criteria for medical aid injuries [OHSA s.52(1); O. Reg. 213/91, section 10(1), (2)] <i>-medical aid injury should be defined along with the reporting requirements</i>	1	
9.0.15 R	Does the constructor/employer investigate first aid injuries? [O. Reg. 1101, s.5] <i>-first aid injury should be defined</i>	1	
9.0.16 R	Does the constructor/employer meet the reporting criteria for acute/chronic occupational illness? [OHSA s.52(2)]	1	
9.0.17	Does the constructor/employer investigate incidents with potential for serious loss or injury? <i>-classification matrix/system for loss potential and injury severity</i> <i>-identification of who will be involved in the investigation (eg., senior management, supervisor) based on the classification system results</i>	4	
9.0.18 R	Does the constructor/employer investigate and meet the reporting criteria for fire/explosion? [OHSA s.53; O. Reg. 213/91 s.10]	1	
9.0.19	Does the constructor/employer investigate and meet the reporting criteria for chemical spills?	2	
9.0.20	Does the company policy state that workers are required to report all injuries to the supervisors?	2	
	TOTAL	39	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items
R=Regulated Items

SECTION 10: First Aid, Medical Aid, and Return to Work		Score Possible	Score Achieved
10.0.0			
10.0.1 R	Does the employer comply with the WSIB first aid requirements with respect to the availability of a first aid station? [Reg. 1101]	2	
*10.0.2 R	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, 10, 11] <i>-Stretcher, 2 blankets, and basin for more than 15 and fewer than 200 workers [s.10]</i>	3	
*10.0.3 R	Does the employer maintain at least 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	
10.0.4 R	Does the employer ensure that the first aid station is at all times in the charge of a qualified first aider working in the immediate vicinity of the box during any one shift at the place of employment? [Reg. 1101, s.8(2)(a)(b) and s.9(2)(a),(b)]	2	
*10.0.5	Does the employer ensure that a re-certification 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	
10.0.7 R	First aid room compliance? [Reg. 1101, s.11] <i>-not required unless there are 200 or more employees working on any one shift</i>	2	
*10.0.8 R	Is all first aid treatment/advice recorded? [Reg. 1101, s.5]	2	

10.0.9 R	Does the employer have a policy/procedure for transportation of injured workers to the hospital, doctor's office or the worker's home when necessary? [Reg. 1101]	2	
10.0.10	Does the employer maintain a return to work program/procedure?	3	
	TOTAL	22	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items
R=Regulated Items

SECTION 11: Proactive Safety Systems		Score Possible	Score Achieved
11.0.0			
11.0.1	<p>Are written expectations established for your behavioural observation program which include;</p> <ul style="list-style-type: none"> -spot auditing of observations -where observations will be conducted - who will perform the observations -frequency of observations -Ride along/site audit with observation documentation <p><i>(1 point per expectation -maximum 3 points)</i></p>	1-3	
11.0.2	<p>Are there at least 10% of regular staff trained as observers?</p>	1	
11.0.3	<p>Is there a designated committee/person mandated to review observation data, observation sheets, near miss/hazardous condition reports and action plans on a regular basis?</p> <ul style="list-style-type: none"> -job description -organizational chart 	1	
*11.0.4	<p>Are trained observers meeting their weekly or monthly goals for frequency of observations? -refer to item 11.0.1</p>	1	
11.0.5	<p>Is positive reinforcement included with comments on the behavioural observation sheet?</p>	1	
11.0.6	<p>Are observation program results and current goals communicated to employees through the use of;</p> <ul style="list-style-type: none"> -bulletin boards, -toolbox talks, -safety meetings -other means (e.g., emails, tweets) <p><i>(1 point for each action – maximum 3 points)</i></p>	1-3	
* 11.0.7	<p>Have you taken action to address improvement opportunities arising from your observation program?</p> <p><i>(1 point for each action – maximum 3 points)</i></p>	1-3	
11.0.8	<p>Do you have a Near Miss Reporting or Hazardous Condition Reporting policy/procedure in place to identify potential injuries or incidents?</p>	2	

*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? <i>-documentation</i>	3	
*11.0.12	Are the BSO Plus annual refresher tests completed, annually? <i>documentation</i>	3	
11.0.13	Does the contractor have an evaluation system to assess/screen subcontractors?	1	
	TOTAL	28	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items

SECTION 12: Field Visit		Score Possible	Score Achieved
12.1.0	<p>Scores for this section are entered from the questions on the field visit form</p> <p><i> field visit date must occur within 12 months of audit/re-audit date to remain valid*</i></p>	85	
	TOTAL	85	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

HEALTH AND SAFETY PROFILE EVALUATION SUMMARY – 2013 Version

		Score Possible	Score Achieved	%	Prev. %
Section 1	Leadership and Commitment	55			
Section 2	Roles & Responsibilities and Control	12			
Section 3	Documents, Procedures, Reports and Communication	31			
Section 4	Project/Site Planning	14			
Section 5	Training	30			
Section 6	Health & Safety Representative/Joint Health and Safety Committee	32(26)(14)			
Section 7	Hazard Recognition, Assessment and Control	44			
Section 8	Tools, Equipment and Vehicle Maintenance	16			
Section 9	Accident/Incident Investigation and Follow-up	39			
Section 10	First Aid, Medical Aid, and Return to Work	22			
Section 11	Pro-active Safety Systems	28			
Section 12	Field Visit (~20%)	85			
	TOTAL	408 (402) (390)			
		Possible	Achieved	%	Prev.