| *Auditor is to observe and record the findings as specified for each observation question. During the documentation and records review the auditor was to identify and record specific findings that the auditor is required to observe to determine if the issues have been corrected or are they still outstanding and require correction. Other observations will measure actions and conditions against directive documents and records reviewed.* |
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| **Element C – Hazard Control**  |
| **Number** | **Question** | **Auditor Instructions** | **Findings** |
| C1a | Are hazards controlled with the use of engineering controls whenever feasible or required based on risk or legislation? | For observation score, draw a sample of engineering controls listed in the formal hazard assessments that may be observed at worksites visited. Determine the percentage that are implemented during the worksite visit.Auditors may also consider the following additional scoring opportunities: -where engineering controls should have been implemented and are not, this may be treated as a negative indicator -where engineering controls have not been recorded but are present, this may be treated as a positive indicatorEnter the percentage of opportunities for engineering controls that have controls applied |   |

| **Number** | **Question** | **Auditor Instructions** | **Findings** |
| --- | --- | --- | --- |
| C1b | For hazards not eliminated by engineering controls, have administrative controls been identified where applicable and required based on risk or legislation? | For observation score, draw a sample of administrative controls listed in the formal hazard assessments that may be observed at worksites visited. Determine the percentage that are implemented during the worksite visit.Auditors may also consider the following additional scoring opportunities: -where administrative controls should have been implemented and are not, this may be treated as a negative indicator -where administrative controls have not been recorded but are present, this may be treated as a positive indicatorEnter the percentage of opportunities for administrative controls that have controls applied |   |
| C1c | Are health and safety hazards controlled by using industry standard personal protective equipment (PPE) where engineering and administrative controls do not sufficiently control the hazard? | For observation score, draw a sample of Personal Protective Equipment controls listed in the formal hazard assessments that may be observed at worksites visited. Determine the percentage that are implemented during the worksite visit.Auditors may also consider the following additional scoring opportunities: -where PPE controls should have been implemented and are not, this may be treated as a negative indicator -where PPE controls have not been recorded but are present, this may be treated as a positive indicatorEnter the percentage of opportunities for PPE controls that have controls applied |  |
| **Element F – Incident/Accident Reporting and Investigation**  |
| F2 | Are incidents being reported as required by the policy? | For observation score locate hazards/damages around the worksite. Compare your observations with hazard reports you have reviewed to verify the system is being used. Award full points if no contradictions are identified. Withhold full points if damage is found with no supporting documentation. Base score on percentage of positive indicators  |  |

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| **Number** | **Question** | **Auditor Instructions** | **Findings** |
| **Element G Communication**  |
| G2 | Are regular two-way communications held with employees at all levels to discuss current safety issues? | Observe methods of 2-way communications, such as; posted safety meetings, educational posters, industry-specific bulletins, suggestion boxes, etc.Score based on percentage of positive indicators seen around the worksite/shop.office. If there is no sign of 2 way communication score should be based on those negative indicators.  |   |