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| *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 will observe to determine if question requirements including any issues have been corrected or are still outstanding and require correction. Other observations will measure actions and conditions against directive documents and records reviewed.* | | | |
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| **Number** | **Question** | **Auditor Instructions** | **Findings** |
| **Element A – Management Involvement and Commitment** | | | |
| A2 | Are employees made aware of the content within the health and safety policy? | Use the interview findings to establish where the policy should appear in the workplace. Confirm the policy appears or is made available in these locations. |  |
| A5 | Are employees aware of legislation that is applicable to the scope of their work, and is it readily available? | Based on Interview responses, Observe the locations mentioned to where access to legislation was available. Confirm the legislation is current and readily available to employees. |  |
| **Element C – Hazard Control** | | | |
| C5 | Does the employer ensure hazard controls are used by employees? | Using a sample of documents with hazards and controls identified, verify through observation these controls have been implemented.  Auditors must include some controls from the highest rated hazard items in the sample. |  |
| **Element D – Inspections** | | | |
| D2 | Have inspections been completed and any deficiencies corrected as outlined by the company's written policy? | Create a sample of deficiencies from the inspection reports applicable to the work site(s) to be visited.  Verify through observation if corrective action(s) has been completed on the reported deficiencies. |  |

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| **Number** | **Question** | **Auditor Instructions** | **Findings** |
| **Element F – Emergency Response Plan** | | | |
| F1 | Does the company have Emergency Response Plans specific to their operation, which outlines:   * communication procedures * emergency contacts * building evacuation plans * responsibilities of employees / workers * equipment requirements as applicable or, where identified by legislation (first aid, confined space extraction) | In advance of site visits, identify emergency scenarios in the company’s ERP that are applicable to the work sites to be visited.  During the visit, determine if the ERP covers sufficient emergency scenarios for that work site. Determine if any scenarios covered by legislation were missed. |  |
| **Element J – Health and Safety Representative (HS Representative)** | | | |
| J7 | Is health and safety representative contact information readily available to employees, as per legislated requirements? | Verify through observation the names and contact information for the health and safety representative are made readily available at each work site. |  |