

## SAFETY AUDIT PROCEDURES

A Safety and Health Program Audit will be completed to ensure legal compliance to the Workplace Safety and Health Act and Regulations and ensure Employer due diligence is evident with respect to a safe and healthy work environment.

- Turtle Mountain School Division (The Division) will conduct a Safety and Health Program Audit at least every three (3) years or sooner if circumstances at a workplace change in a way that poses a risk to the safety and health of workers at the workplace. The audit will include an evaluation of each of the 11 elements of The Workplace Safety and Health Program as per section 7.4(5) of The Workplace Safety and Health Act.
- The school Workplace Safety & Health Committee will have the responsibility for completing the audit, coordinating the audit process and maintaining records.
- To make the audit process more manageable, different elements will be audited each quarter. The schedule of review noted below will be followed:
  - Existence of Health & Safety Policy – reviewed in 1<sup>st</sup> Quarter
  - Systems to Identify & Control Hazards – reviewed in 1<sup>st</sup> Quarter
  - Emergency Planning – reviewed in 1<sup>st</sup> Quarter
  - Statement of Responsibilities – reviewed in 2<sup>nd</sup> Quarter
  - Regular Safety & Health Inspections – reviewed in 2<sup>nd</sup> Quarter
  - Plans to Control Chemical & Biological Hazards – reviewed in 2<sup>nd</sup> Quarter
  - Safeguards for Contractors & Self-Employed – reviewed in 3<sup>rd</sup> Quarter
  - Training Plan for Supervisors & Workers – reviewed in 3<sup>rd</sup> Quarter
  - Accident Investigation, Dangerous Occurrence, Work Refusals – reviewed in 3<sup>rd</sup> Quarter
  - Worker Involvement – reviewed in 4<sup>th</sup> Quarter
  - Evaluation & Revision of Program – reviewed in 4<sup>th</sup> Quarter
- Of the 11 categories, any scores with a percentage of less than 65%, will require a re-audit within a 6 month period.
- The re-audit process will continue every 6 months until such time as all 11 elements receive a score of 65% or greater.

A Safety and Health Program Audit is a valuable pro-active evaluation tool that will identify:

- Strengths and recommendations for improvement of the Workplace Safety and Health Program.
- Areas of focus for continuous improvement.
- Extent to which legal obligations are met according to the Manitoba Workplace Safety and Health Act and its related Regulations.
- Nature and scope of the hazards and risks in specific areas in a workplace.

There are three (3) phases to the Safety and Health Program Audit:

1. Pre-Audit (Preparation & Planning)
2. Audit (Execution – Data Collection)
3. Post –Audit (Closure – Data Analysis & Feedback)

1. Pre-Audit (Preparation & Planning) will include:

- **Initial contact** with the site or department to inform them of their selection to be audited.
- **Initial interview** to discuss the size, nature and scope of the audit, and arrange a pre-audit meeting and a brief tour of the facility if required.
- **Pre-Audit letter** that identifies the audit protocol, documentation (**see Appendix A for list of documents that are required**), start and finish dates, data collection methods, date of pre-audit meeting, and request of The Division or school management to inform personnel of the upcoming audit and cooperation with the auditor(s), and an individual assigned to touring the auditor(s) and setting up appointments.
- **Pre-audit meeting** with the key players, decrease the concerns personnel may have regarding the audit process, outline the audit process and outcomes and establish a time, date, and location for the post-audit review meeting.

2. Audit (Execution – Data Collection) will include:

- **Site/ Department tour:** approximately a one-hour walk-through of the site's facilities so the auditor(s) can familiarize themselves with the operations.
- **Review of Documentation:** review of the applicable safety and health documents such as: safety and health policy, incident reports, concern reports, inspection records, committee minutes, training records, goals and objectives and action plans for safety and health, etc
- **Staff Interviews:** conduct the staff interviews as arranged. Staff to be interviewed will include senior management, managers, supervisors, workers and committee members.
- **Worksite Observation:** verify information obtained from documentation (documents properly posted) and interviews and verify adherence to established site/ department standards (are workers aware and follow them).
- **Debriefing:** site/ department where necessary.

3. Post-Audit (Closure - Data Analysis and Feedback) will include:

- **Instrument completion:** analyses data collected and complete audit documents.
- **Draft Report:** prepare recommendations and report in draft form.
- **Post-Audit Meeting:** pre-audit meeting attendees should be present. The Auditor(s) will review the audit process, present major strengths and recommendations, answer any questions and indicate that a final report will be forwarded in a reasonable period of time.
- **Final Report:** prepare final recommendations and report and forward it to the regional/ site management and the Director of Human Resources.

**ANALYZING THE FINDINGS:**

Assign points for each question in an area. Give full points if the area is functioning well, partial points if it needs improvement and no points if it does not exist. Add up points for the elements

that were audited. These points give you a general measure of how you are performing. The scoring results for each element are rated as follows:

Effective Safety and Health element	85 – 100%
Safety and Health program element adequate	65 – 84%
Program element meets minimum standard but needs attention in some areas	50 – 64%
Program element requires immediate attention in several areas	0 – 49%
Points are awarded base on the number of positive responses	0 – 2 points