		Points
Element 1 – Leadership Commitment		**180**
1.1 Does the employer have an Occupational Health and Safety (OHS) policy?		**35**
1.1.1	The OHS policy includes a commitment from the employer to maintain health and safety in the workplace. Document Review: Review the employer's OHS policy to verify.	**3**
1.1.2	The OHS policy includes a commitment from the employer to establish an OHS Committee, Worker Health and Safety (WHS) Representative or Designate, as appropriate. Document Review: Review the employer's OHS policy to verify.	**3**
1.1.3	The OHS policy includes a commitment from the employer to co-operate with the OHS Committee, WHS Representative or Designate on OHS matters. Document Review: Review the employer's OHS policy to verify.	**3**
1.1.4	The OHS policy includes a commitment from the employer to monitor, evaluate, and change the OHS program as needed to achieve continuous improvement. Document Review: Review the employer's OHS policy to verify.	**3**
1.1.5	The OHS policy outlines the responsibilities of the employer, supervisors, workers, OHS Committee, WHS Representative or Designate, contractors and visitors regarding health and safety. Document Review: Review the employer's OHS policy to verify.	**3**
1.1.6	The OHS policy is reviewed, signed, and dated at least annually by the highest-ranking person in the business and/or at the workplace. Document Review: Review the employer's OHS policy to verify.	**5**
1.1.7	The OHS policy is posted in a prominent location at each worksite. Observation: Verify the policy is posted in a prominent location or available electronically at each worksite visited.	**15**

1.2 Does the employer have a written OHS program?		30
1.2.1	The OHS program includes the elements outlined in the Path 2 PRIME criteria at a minimum. Document Review: Review the employers OHS program to verify it includes, at a minimum, elements for: (1) Leadership Commitment, (2) Hazard, Recognition, Evaluation and Control, (3) Incident Reporting and Investigation, (4) PPE, (5) Workplace Inspections, (6) Safe Work Practices and Procedures, (7) Training and Communication, (8) Emergency Preparedness and Response, (9) OHS Committees, WHS Representatives and Designates, (10) Return-to-Work, (11) Fall Prevention, (12) Occupational Health, (13) MSI Prevention, (14) Workplace Violence, Harassment, and PHS, and (15) Management Review, Records and Statistics. Employers may use different terminology. In those cases, auditors are to use their discretion to determine if the OHS program meets the intent of this question. *Some employers may not have elements for PPE or Occupational Health if they were determined to be Not Applicable. If this is the case, and they have all other elements, then mark this question as 'yes'.	5
1.2.2	A record of evaluation of each element of the OHS program indicating that it has been reviewed in the last three years (except RTW which is considered later in the audit). Document Review: Review records that show each element has been reviewed in the last 3 years, this can include OHS committee meeting minutes, safety meetings/toolbox talks, or other documentation that shows the element has been reviewed.	15
1.2.3	The OHS program is available to workers at each worksite. Observation: Verify that the OHS program is available to workers at each worksite visited (this can be electronically).	10
1.3 Does the employer communicate the OHS policy and program to workers?		**60**
1.3.1	Records that show the content of the OHS policy and program has been communicated with workers. Document Review: Review records to verify the content of the OHS policy and program has been communicated with workers, this can include orientation or training records, meeting minutes, etc.	25
1.3.2	Applicable OHS legislation and standards are available at each worksite. Observation: Verify that copies of the OHS legislation is accessible, either in person or electronically, to workers at each worksite visited.	15

1.3.3	Does your employer have an OHS policy? Where would you find a copy? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
1.3.4	Have you been informed of your roles and responsibilities for OHS? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
1.3.5	Does leadership regularly communicate OHS goals and objectives? Do you know what they are? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
1.3.6	Does leadership provide the necessary resources (financial and human) to support OHS? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
1.4 Are supervisors trained in health and safety leadership?		**55**

1.4.1	Training records for WorkplaceNL's Supervisor Health and Safety Certification, or equivalent.
	
	Document Review: Review training records to verify that supervisors have valid WorkplaceNL's Supervisor Health and Safety Certification, or equivalent. Verify with a representative sample and provide rationale in the comment section.
	
	If the employer trains supervisors using equivalent training, review the outline or content of the training to verify it includes:
	    • An overview of OHS legislation
	• Responsibilities and accountabilities for OHS
	• OHS programs
	• Hazard recognition, evaluation and control
	• Workplace inspections
	• Emergency preparedness and response
	• Incident investigation
	• Disability management
	    • OHS program evaluation
		50

1.4.2	Have you received supervisor health and safety training? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**5**

Element 2 – Hazard Recognition, Evaluation and Control (HREC)		220
2.1 Does the Employer have documented HREC procedure(s) to evaluate hazards?		**52**
2.1.1	HREC procedure(s) that outline the responsibilities of the employer, supervisors, workers, OHS Committee, WHS Representative or Designate, contractors and visitors regarding HREC. Document Review: Review the hazard recognition, evaluation and control (HREC) procedure(s) to verify.	**4**
2.1.2	Procedure(s) for performing, reviewing and updating hazard assessments, which include following the hierarchy of controls. Document Review: Review records to verify the employer has developed procedure(s) for performing, reviewing and updating hazard assessments.	**12**
2.1.3	Records for evaluating and monitoring contractor health and safety, if applicable. Document Review: Review records to verify the employer evaluates and monitors contractor health and safety, if applicable. This can include procedures, orientation, contractor management program, etc.	**12**
2.1.4	How are hazards identified? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
2.1.5	Do you know what hazards workers are exposed to and the controls necessary to protect workers from them? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
2.1.6	Do you enforce the use of hazard controls? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
2.1.7	Are controls put in place for known hazards and does management enforce their use? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
2.1.8	Are hazard reports reviewed, and control measures communicated, in an appropriate timeframe? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**4**

2.1.9	How do you ensure that sub-contractors have an OHS program in place or that they are oriented to your OHS program? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
2.2 Does the employer use a standardized form to record hazard assessments?		**60**
2.2.1	Completed hazard assessments that include the date the assessment was completed, reviewed or updated. Document Review: Review hazard assessments completed or reviewed within the required timeframe, as outlined in the employer's procedure. Verify with 2 samples. Where no hazard assessments have been completed or reviewed in that timeframe, mark this question as "no".	**5**
2.2.2	Completed hazard assessments that include the description of the work being assessed. Document Review: Review hazard assessments completed or reviewed within the required timeframe, as outlined in the employer's procedure. Verify with 2 samples. Where no hazard assessments have been completed or reviewed in that timeframe, review any available completed hazard assessments.	**10**
2.2.3	Completed hazard assessments that include the identification of present and potential hazards. Document Review: Review hazard assessments completed or reviewed within the required timeframe, as outlined in the employer's procedure. Verify with 2 samples. Where no hazard assessments have been completed or reviewed in that timeframe, review any available completed hazard assessments.	**10**
2.2.4	Completed hazard assessments that include the evaluation and prioritization of the risk of the hazard(s) identified. Document Review: Review hazard assessments completed or reviewed within the required timeframe, as outlined in the employer's procedure. Verify with 2 samples. Where no hazard assessments have been completed or reviewed in that timeframe, review any available completed hazard assessments.	**15**
2.2.5	Completed hazard assessments that include corrective actions to be taken, the person responsible for the action, and a date for completion or follow-up. Document Review: Review hazard assessments completed or reviewed within the required timeframe, as outlined in the employer's procedure. Verify with 2 samples. Where no hazard assessments have been completed or reviewed in that timeframe, review any available completed hazard assessments.	**15**

2.2.6	Completed hazard assessments that include the name(s) of who completed the assessment and the date the assessment was completed or reviewed. Document Review: Review hazard assessments completed or reviewed within the required timeframe, as outlined in the employer's procedure. Verify with 2 samples. Where no hazard assessments have been completed or reviewed in that timeframe, review any available completed hazard assessments.	**5**
2.3 Does the employer communicate present and potential hazards to workplace parties before work or tasks begin?		**64**
2.3.1	Records to show that present and potential hazards have been communicated to workplace parties. Document Review: Review records to verify that present and potential hazards have been communicated to workplace parties, this can include orientation or training records, meeting minutes, OHS bulletin board, etc.	**40**
2.3.2	Hazard assessments are available to workers at each worksite. Observation: Confirm that hazard assessments are available to workers, either in person or electronically, at each worksite visited.	**16**
2.3.3	Are hazards reviewed with you before work begins? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
2.3.4	Do you review hazards with workers before work begins? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
2.4 Does the employer educate and train workers in HREC and reporting hazards?		**44**
2.4.1	Training records for HREC and reporting hazards. Document Review: Review training records to verify workers have received training for HREC and reporting hazards. Verify with a representative sample and provide rationale in the comment section.	**26**
2.4.2	Hazard reporting instructions are posted in a prominent location at each worksite. Observation: Confirm that hazard reporting instructions are posted in a prominent location at each worksite visited. This can include a poster, the procedure, a memo, etc.	**10**

2.4.3	Are you trained to recognize and report hazards? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
2.4.4	Are workers trained to recognize and report hazards? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
Element 3 – Incident Reporting and Investigation		**310**
3.1 Does the employer have incident reporting and investigation procedure(s)?		**88**
3.1.1	Procedure(s) that outline the responsibilities of the employer, supervisors, workers, OHS committee, WHS representative or designate, contractors and visitors regarding incident reporting and investigation. Document Review: Review the incident reporting and investigation procedure(s) to verify.	**3**
3.1.2	Procedure(s) that include a requirement for employees to report all incidents to their supervisor or designate immediately. Document Review: Review the incident reporting and investigation procedure(s) to verify.	**3**
3.1.3	Procedure(s) that include definitions of the types of incidents to be investigated. Document Review: Review the incident reporting and investigation procedure(s) to verify.	**4**
3.1.4	Procedure(s) that outline how an incident scene will be managed to minimize the consequences of the incident, protect others at the scene, and preserve the scene for investigation. Document Review: Review the incident reporting and investigation procedure(s) to verify.	**4**
3.1.5	Procedure(s) that outline timelines for the investigation of an incident. Document Review: Review the incident reporting and investigation procedure(s) to verify.	**10**
3.1.6	Procedure(s) that identify persons responsible to take charge of an incident and complete an incident investigation. Document Review: Review the incident reporting and investigation procedure(s) to verify.	**10**
3.1.7	Procedure(s) that include a written investigation method that is based on a root cause analysis. Document Review: Review the incident reporting and investigation procedure(s) to verify.	**10**

3.1.8	Procedure(s) that include a requirement to follow up on corrective actions to ensure they are complete and to determine their effectiveness. Document Review: Review the incident reporting and investigation procedure(s) to verify.	**10**
3.1.9	Procedure(s) that outline when and how the results of an investigation will be communicated with workplace parties. Document Review: Review the incident reporting and investigation procedure(s) to verify.	**4**
3.1.10	Are incidents, including near misses, reported? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
3.1.11	Are incidents investigated to find the root cause? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
3.1.12	Are the results of an incident investigation communicated in an appropriate timeframe? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
3.1.13	Does senior management review the results of investigations? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
3.1.14	Are controls put in place to prevent similar incidents in an appropriate timeframe? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
3.1.15	Are control measures resulting from an investigation reviewed for effectiveness? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
3.2 Does the employer use a standardized form to record incident investigations?		**105**
3.2.1	Incident investigation records that include the names of the people involved in the incident and the investigation. Document Review: Review incident investigation records for incidents that were reported to WorkplaceNL during the last 12 months to verify. Where no incidents have been reported in the last 12 months, review a copy of the standardized form.	**5**

3.2.2	Incident investigation records that include the date of the incident and the date the investigation was completed. Document Review: Review incident investigation records for incidents that were reported to WorkplaceNL during the last 12 months to verify. Where no incidents have been reported in the last 12 months, review a copy of the standardized form.	**5**
3.2.3	Incident investigation records that include details of the incident, including the events leading up to the incident. This may include witness statements, measurements, pictures or videos, etc. Document Review: Review incident investigation records for incidents that were reported to WorkplaceNL during the last 12 months to verify. Where no incidents have been reported in the last 12 months, review a copy of the standardized form.	**25**
3.2.4	Incident investigation records that include the immediate and root cause(s) of the incident. Document Review: Review incident investigation records for incidents that were reported to WorkplaceNL during the last 12 months to verify. Where no incidents have been reported in the last 12 months, review a copy of the standardized form.	**35**
3.2.5	Incident investigation records that include corrective action(s) to be taken, the person(s) responsible for the action(s), and a date for completion and follow-up. Document Review: Review incident investigation records for incidents that were reported to WorkplaceNL during the last 12 months to verify. Where no incidents have been reported in the last 12 months, review a copy of the standardized form.	**20**
3.2.6	Corrective actions are assigned priority to make sure the highest risk(s) are eliminated or controlled first. Document Review: Review incident investigation records for incidents that were reported to WorkplaceNL during the last 12 months to verify. Where no incidents have been reported in the last 12 months, review a copy of the standardized form.	**15**
3.3 Does the employer have a process to provide notification and written reports to authorities that meets legislative requirements?		**23**
3.3.1	A written process to provide notification and written reports to authorities. Document Review: Review documentation to verify the employer has a process to provide notification and written reports to appropriate authorities.	**13**
3.3.2	Do you know what type of incidents should be reported to authorities? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**5**

3.3.3	Do you know how to report incidents to authorities? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
3.4 Does the employer communicate the requirements for incident reporting and investigation?		**56**
3.4.1	The employer has communicated the incident reporting procedure and investigation requirements to workers. Document Review: Review records to verify that the employer has communicated the incident reporting and investigation requirements to workers. This can include orientation or training records, meeting minutes, etc.	**14**
3.4.2	The employer has communicated to workers the requirement to report all incidents to the immediate supervisor. Document Review: Review records to verify that the employer has communicated the incident reporting and investigation requirements to workers. This can include orientation or training records, meeting minutes, etc.	**14**
3.4.3	The employer has communicated to workers the requirement to report early warning signs and symptoms of injury or disease. Document Review: Review records to verify that the employer has communicated the incident reporting and investigation requirements to workers. This can include orientation or training records, meeting minutes, etc.	**14**
3.4.4	Instruction on how to report an injury is posted in a prominent location at each worksite. Observation: Verify that instruction on how to report an injury is posted in a prominent location at each worksite visited.	**6**
3.4.5	Forms 6 and 7 are available to workers at each worksite. Observation: Verify that Form 6 and Form 7 can be accessed, either in person or electronically, at each worksite visited.	**3**
3.4.6	Do you know who you should report an incident to? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	**5**

3.5 Does the employer provide incident investigation training?		38
3.5.1	Training records for incident investigator(s). Document Review: Review training records to verify incident investigator(s) have received training. Verify the names of the investigator on investigations reviewed in question 3.2 against the training records. If no completed investigations were reviewed in 3.2, verify with a representative sample and provide rationale in the comment section.	18
3.5.2	Training outline or content that includes investigation methods and techniques specific to the workplace. Document Review: Review the training outline or content to verify that it includes investigation methods and techniques specific to the workplace.	15
3.5.3	Do you conduct incident investigations? If yes, have you received incident investigation training? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	5
Element 4 – Personal Protective Equipment		**164**
4.1 Does the employer have PPE procedure(s)?		58
4.1.1	Procedure(s) that outlines the responsibilities of the employer, supervisors, workers, OHS committee, WHS representative or designate, contractors and visitors regarding PPE. Document Review: Review the PPE procedure(s) to verify.	5
4.1.2	Procedure(s) for selecting appropriate PPE for a hazard(s) in accordance with legislated standards. Document Review: Review the PPE procedure(s) to verify.	5
4.1.3	Procedure(s) for the inspection, cleaning, maintenance, storage and use of PPE in accordance with the requirements of legislation, standards and the manufacturer's instructions. Document Review: Review the PPE procedure(s) to verify.	5
4.1.4	An inventory of selected PPE that outlines where, when and what is required. Document Review: Review records to verify that the employer has an inventory of selected PPE that outlines where, when and what is required.	15

4.1.5	Signage posted near the entrance to areas where PPE is required. Observation: Verify that signage is posted near the entrance to areas where PPE is required at each worksite visited	**12**
4.1.6	Is appropriate PPE selected for hazards in the workplace? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
4.1.7	Is PPE available where required? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
4.1.8	Is PPE reviewed for effectiveness? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
4.1.9	Does management address PPE non-compliance issues? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
4.2 Does the employer have the facilities and supplies required for cleaning and storing PPE?		**52**
4.2.1	Records of the manufacturer's inspection and maintenance of PPE, if applicable. Document Review: Review records to verify the employer completes the manufacturer's inspection and maintenance of PPE, if applicable.	**25**
4.2.2	Adequate cleaning supplies and storage facilities are available for PPE. Observation: Confirm that the worksite has adequate facilities and supplies are available. Verify against what is outlined in the procedure(s).	**23**
4.2.3	Does the workplace have cleaning supplies and storage facilities for the PPE you use? Interview Question (worker): Points are awarded for interview questions if the responses are 50% or more positive	**4**

	4.3 Does the employer train PPE users and supervisors?	54
4.3.1	Training records that show workers and supervisors are trained on where, when and what PPE is required. Document Review: Review training records to verify that the employer trains workers and supervisors on the criteria listed. Verify with a representative sample and provide rationale in the comment section.	15
4.3.2	Training records that show workers and supervisors are trained on inspection, cleaning, maintenance, storage, use, and limitations of PPE. Document Review: Review training records to verify that the employer trains workers and supervisors on the criteria listed. Verify with a representative sample and provide rationale in the comment section.	15
4.3.3	Training records that show workers and supervisors are trained on to whom they should report concerns or incidents involving PPE. Document Review: Review training records to verify that the employer trains workers and supervisors on the criteria listed. Verify with a representative sample and provide rationale in the comment section.	6
4.3.4	Manufacturer's instructions, inspection and maintenance records for PPE are available to workers at each work site. Observation: Verify that the manufacturer's instructions, inspection and maintenance records for PPE are available to workers at each worksite visited.	10
4.3.5	How were you made aware of the PPE requirements for this site? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	4
4.3.6	Are workers trained to use, inspect, clean, maintain and store PPE? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	4
Element 5 – Workplace Inspections		**221**
5.1 Does the employer have a workplace inspection procedure(s)?		33
5.1.1	Procedure(s) that outline the responsibilities of the employer, supervisors, workers, OHS committee, WHS representative or designate, contractors and visitors, for workplace inspections. Document Review: Review the workplace inspection procedure(s) to verify.	6

5.1.2	Procedure(s) that define when and how formal workplace inspections will be performed. Document Review: Review the workplace inspection procedure(s) to verify.	**11**
5.1.3	Procedure(s) that include a requirement for the OHS committee, WHS representative, or designate to review the results of workplace inspections. Document Review: Review the workplace inspection procedure(s) to verify.	**6**
5.1.4	How often are workplace inspections completed? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
5.1.5	Do you review the results of workplace inspections? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
5.2 Does the employer conduct formal workplace inspections?		**80**
5.2.1	Completed formal workplace inspection checklists that include the names of the people involved in the inspection. Document Review: Review completed workplace inspections conducted during the last 12 months to verify they meet the criteria below. Verify the number of completed inspections against what is stated in the procedure. Employers must complete at least 2 workplace inspections annually.	**5**
5.2.2	Completed formal workplace inspection checklists that include the date of the inspection Document Review: Review completed workplace inspections conducted during the last 12 months to verify they meet the criteria below. Verify the number of completed inspections against what is stated in the procedure. Employers must complete at least 2 workplace inspections annually.	**5**
5.2.3	Completed formal workplace inspection checklists that include details of observed work activities. Document Review: Review completed workplace inspections conducted during the last 12 months to verify they meet the criteria below. Verify the number of completed inspections against what is stated in the procedure. Employers must complete at least 2 workplace inspections annually.	**15**

5.2.4	Completed formal workplace inspection checklists that include identification of present and potential hazards. Document Review: Review completed workplace inspections conducted during the last 12 months to verify they meet the criteria below. Verify the number of completed inspections against what is stated in the procedure. Employers must complete at least 2 workplace inspections annually.	**20**
5.2.5	Completed formal workplace inspection checklists that include corrective actions to be taken, the person responsible for the action and a date for completion or follow-up. Document Review: Review completed workplace inspections conducted during the last 12 months to verify they meet the criteria below. Verify the number of completed inspections against what is stated in the procedure. Employers must complete at least 2 workplace inspections annually.	**20**
5.2.6	Completed formal workplace inspection checklists that include signature of the person(s) who completed the inspection. Document Review: Review completed workplace inspections conducted during the last 12 months to verify they meet the criteria below. Verify the number of completed inspections against what is stated in the procedure. Employers must complete at least 2 workplace inspections annually.	**5**
5.2.7	Do workplace inspections include hazards related to people, equipment, materials and the environment? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
5.2.8	Are corrective actions that arise from a workplace inspection assigned to the appropriate person(s) and completed in a timely manner? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
5.3 Does the employer have a preventative maintenance procedure or program?		**55**
5.3.1	Preventative maintenance procedure or program that includes a method to ensure tools, equipment and machinery are inspected and maintained in accordance with the manufacturer's instructions, applicable standards and legislation. Document Review: Review the preventative maintenance procedure or program to verify that it meets the criteria listed.	**30**

5.3.2	Manufacture's instructions, inspection and maintenance records are available to workers at each worksite. Observation: Verify that the manufacture's instructions, inspection and maintenance records are available to workers at each worksite visited.	**20**
5.3.3	Is there a preventative maintenance procedure or program? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
5.4 Does the employer train those persons involved in performing workplace inspections?		**53**
5.4.1	Training records for persons involved in performing workplace inspections. Document Review: Review training records to verify persons involved in performing workplace inspections have been trained. Verify the names of persons who completed workplace inspections reviewed in question 5.2 against training records. If there were no inspections reviewed in 5.2, then verify training with a representative sample and provide rationale in the comment section.	**48**
5.4.2	Do you conduct workplace inspections? If yes, have you received training in workplace inspections? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
Element 6 – Safe Work Practices and Procedures		**224**
6.1 Does the employer have procedure(s) that outline the requirements for safe work practices and procedures (SWPP)?		**28**
6.1.1	Procedure(s) that outline the responsibilities of the employer, supervisors, workers, OHS committee, WHS representative or designate, contractors and visitors regarding SWPPs. Document Review: Review procedures to verify.	**3**
6.1.2	Procedure(s) that outline when SWPPs are required. Document Review: Review procedures to verify.	**3**
6.1.3	Procedure(s) that outline who is responsible for developing, reviewing and updating SWPPs. Document Review: Review procedures to verify.	**3**
6.1.4	Procedure(s) that outline how often SWPPs are reviewed. Document Review: Review procedures to verify.	**4**

6.1.5	Procedure(s) that state that SWPPs must be based on a hazard assessment and identify the hazards and controls for each step in a task. Document Review: Review procedures to verify.	**10**
6.1.6	Are workers asked for input or feedback on SWPPs? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
6.2 Does the employer have SWPPs?		**85**
6.2.1	SWPPs are based on a hazard assessment and identify the hazards and controls for each step in a task. Document Review: Review SWPPs created or reviewed in the last 12 months to verify they meet the criteria listed. Verify with 2 samples.	**40**
6.2.2	SWPPs are available to workers at each work site. Observation: Verify that SWPPs are available to workers, either in person or electronically, at each worksite visited.	**30**
6.2.3	Does your workplace have written SWPPs and do you know how to access them? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
6.2.4	Can you give me an example of a safe work practice? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
6.2.5	When are SWPPs developed/how often are they reviewed? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
6.3 Does the employer have working alone procedure(s)?		**55**
6.3.1	Hazard assessment(s) for when workers work alone. Document Review: Review documentation to verify the employer conducts hazard assessments when workers work alone.	**15**
6.3.2	Working alone check-in procedure(s) that includes a designated contact person to establish contact with the worker at predetermined intervals and record the results. Document Review: Review working alone check-in procedures to verify.	**5**

6.3.3	Working alone check-in procedure(s) that defines the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency response. Document Review: Review working alone check-in procedures to verify.	**10**
6.3.4	Working alone check-in procedure(s) that are developed in consultation with the worker assigned to work alone, the OHS committee, the WHS representative or designate. Document Review: Review working alone check-in procedures to verify.	**5**
6.3.5	Working alone procedure(s) that are reviewed at least annually, or more frequently if there is a change in work arrangements that may adversely affect a worker's well-being or safety; or a report that procedures are not working effectively. Document Review: Review documentation to verify the working alone procedure(s) are reviewed annually.	**15**
6.3.6	Are there working along procedure(s)? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
6.4 Does the employer educate or train workers in SWPPs?		**56**
6.4.1	Training records that show workers have been trained in SWPPs, including the potential risks and consequences of not following them. Document Review: Review training records to verify workers have been trained in SWPPs. Verify with a representative sample and provide rationale in the comment section.	**46**
6.4.2	Are SWPPs reviewed with workers upon hire, before new tasks begin, when SWPPs are updated, etc.? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
6.4.3	Are SWPPs regularly reviewed with you in toolbox talks, safety meetings etc.? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**

Element 7 – Training and Communication	222
7.1 Does the employer have a training and communication plan?	**39**

7.1.1	The training and communication plan outlines the responsibilities of the employer, supervisors, workers, OHS committee, WHS representative or designate, contractors and visitors. Document Review: Review the training and communication plan to verify.	**3**
7.1.2	The training and communication plan identifies and outlines the responsibilities of the person(s) responsible for performing orientations. Document Review: Review the training and communication plan to verify.	**3**
7.1.3	The training and communication plan identifies and outlines the responsibilities of the person(s) responsible for identifying job-specific training needs and making requests for training to the employer (or designate). Document Review: Review the training and communication plan to verify.	**3**
7.1.4	The training and communication plan identifies and outlines the responsibilities of the person(s) responsible for identifying when refresher or re-training is required. Document Review: Review the training and communication plan to verify.	**3**
7.1.5	The training and communication plan includes method(s) to make sure that training development and instruction is completed by qualified persons. For example, trainers of provincially regulated courses must be approved by WorkplaceNL. Document Review: Review the training and communication plan to verify.	**3**
7.1.6	The training and communication plan includes a means to evaluate training activities to make sure they are effective, such as written, oral or practical testing to determine if workers are qualified or competent. Document Review: Review the training and communication plan to verify.	**3**
7.1.7	The training and communication plan includes a means to track training requirements, completion, and expiration of training (e.g., training matrix). Document Review: Review the training and communication plan to verify.	**15**
7.1.8	Are workers asked for feedback on training activities to make sure they are effective? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**

7.2 Does the employer provide workers with job-specific health and safety training based on the workers' responsibilities?			**54**
7.2.1	Training records that verify job-specific training has been provided to workers. Document Review: Review training records to verify workers have received job-specific training based on the workers' responsibilities. Verify against job descriptions. Verify with a representative sample and provide rationale in the comment section.		**48**
7.2.2	Does the employer provide workers with job-specific training based on the worker's responsibilities? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.		**6**
7.3 Does the employer provide worksite health and safety orientations to workers and other persons at the worksite?			**75**
7.3.1	Completed worksite health and safety orientation checklists that include the names and signatures of the person performing the health and safety orientation and the person being orientated. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.		**1**
7.3.2	Completed worksite health and safety orientation checklists that include the date the health and safety orientation was started and completed. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.		**1**
7.3.3	Completed worksite health and safety orientation checklists that include roles and responsibilities of the employer, supervisors, and workers in OHS. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.		**4**

7.3.4	Completed worksite health and safety orientation checklists that include the three rights of workers. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**4**
7.3.5	Completed worksite health and safety orientation checklists that include the OHS and RTW policies. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**4**
7.3.6	Completed worksite health and safety orientation checklists that include names of OHS committee members, WHS representative or designate, and their role in OHS. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**4**
7.3.7	Completed worksite health and safety orientation checklists that include general OHS rules for the worksite. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**4**
7.3.8	Completed worksite health and safety orientation checklists that include safe work practices and procedures applicable to the workers' role. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**5**
7.3.9	Completed worksite health and safety orientation checklists that include workplace inspection procedures. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**5**

7.3.10	Completed worksite health and safety orientation checklists that include hazard recognition, evaluation and control procedures. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**5**
7.3.11	Completed worksite health and safety orientation checklists that include incident reporting and investigation procedures. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**5**
7.3.12	Completed worksite health and safety orientation checklists that include instruction on the safe inspection, cleaning, care, storage, and use of personal protective equipment (PPE), as well as any limitations, if applicable. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**4**
7.3.13	Completed worksite health and safety orientation checklists that include working alone procedures, if applicable. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**4**
7.3.14	Completed worksite health and safety orientation checklists that include provisions to communicate OHS information and hold OHS meetings. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**4**
7.3.15	Completed worksite health and safety orientation checklists that include WHMIS and chemical management information. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**4**

7.3.16	Completed worksite health and safety orientation checklists that include emergency preparedness and response information and procedures. Document Review: Review completed orientation checklist to verify. Verify with a representative sample of new hires in the last 12 months and provide rationale in the comment section. If no new hires in the last 12 months, verify with the standardized orientation checklist.	**5**
7.3.17	Does the employer provide workers with an orientation? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
7.3.18	Did you complete a health and safety orientation? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
7.4 Does the employer communicate OHS information throughout the workplace?		**54**
7.4.1	The employer communicates OHS information throughout the workplace. Document Review: Review records to verify the employer communicates OHS information throughout the workplace via at least 2 methods, which can include but not limited to: • Health and safety bulletin boards or electronic intranets/websites. • Documented health and safety meetings such as toolbox talks. • Posters, memos, emails, newsletters and other bulletins.	**48**
7.4.2	Does the employer communicate OHS information regularly? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**

Element 8 – Emergency Preparedness and Response	224
8.1 Does the employer have specific emergency response, rescue or evacuation plan(s) based on a hazard assessment?	**56**

8.1.1	Plan(s) that identify and describe potential hazards of the type of emergency. Document Review: Review the emergency response plan, procedures, and any specific rescue or evacuation plans that are required to verify. Verify work scope to determine what additional plans would be required. Specific rescue or evacuation plans are required for: • Work at height • Confined space entry • Work where there is a risk of entrapment • Work with hazardous substances • Underground work • Work near power lines • Work on or over water • Workplaces where there are persons who require physical assistance to be moved	**5**
8.1.2	Plan(s) that outline the roles and responsibilities of the employer, supervisors, workers, OHS committee, WHS representative or designate, contractors, visitors, and rescue team for emergency preparedness and response, as well as any other person(s) identified in the plan. Document Review: Review the emergency response plan, procedures, and any specific rescue or evacuation plans that are required to verify.	**5**
8.1.3	Plan(s) that outline the requirements for a rescue team, if applicable. If 911 Service will be part of the primary response, they must be consulted. Document Review: Review the emergency response plan, procedures, and any specific rescue or evacuation plans that are required to verify.	**5**
8.1.4	Plan(s) that include a description of any tools, equipment, PPE or other devices required to protect workers. Document Review: Review the emergency response plan, procedures, and any specific rescue or evacuation plans that are required to verify.	**5**
8.1.5	Procedure(s) for workers to follow in an emergency. Document Review: Review the emergency response plan, procedures, and any specific rescue or evacuation plans that are required to verify.	**5**

8.1.6	Procedure(s) for notification and reporting of emergencies (e.g. persons and phone numbers to contact in an emergency). <u>Document Review</u>: Review the emergency response plan, procedures, and any specific rescue or evacuation plans that are required to verify.	**5**
8.1.7	Procedure(s) for communicating emergency response plans to workers. <u>Document Review</u>: Review the emergency response plan, procedures, and any specific rescue or evacuation plans that are required to verify.	**10**
8.1.8	Plan(s) that indicate the date the plan was developed or last reviewed. Emergency response plans must be reviewed, at a minimum, every three years and when there is a change that could affect the health and safety of workers. <u>Document Review:</u> Review documentation to verify emergency response plans have been reviewed at least every three years.	**10**
8.1.9	Does the employer have specific emergency response, rescue or evacuation plan(s)? <u>Interview Question (All)</u>: Points are awarded for interview questions if the responses are 50% or more positive.	**6**
8.2 Does the employer provide facilities, equipment and supplies to support emergency preparedness, rescue or response plans?		**50**
8.2.1	Adequate first aid supplies are readily available, marked and visible. <u>Observation</u>: Verify these items are readily available, marked and visible at the worksite.	**4**
8.2.2	Adequate emergency lighting and exit signage are readily available, marked and visible. <u>Observation</u>: Verify these items are readily available, marked and visible at the worksite.	**4**
8.2.3	Adequate fire suppression equipment (e.g., fire extinguishers, standpipe systems, sprinklers, etc.) are readily available, marked and visible. <u>Observation</u>: Verify these items are readily available, marked and visible at the worksite.	**4**
8.2.4	Adequate emergency showers and eye wash facilities are readily available, marked and visible. <u>Observation</u>: Verify these items are readily available, marked and visible at the worksite in accordance with the emergency preparedness, rescue or response plans. If these items are not required by the plans, then mark as NA.	**4**

8.2.5	Adequate spill response kits are readily available, marked and visible. Observation: Verify these items are readily available, marked and visible at the worksite in accordance with the emergency preparedness, rescue or response plans. If these items are not required by the plans, then mark as NA.	**4**
8.2.6	Adequate personal protective equipment is readily available, marked and visible. Observation: Verify these items are readily available, marked and visible at the worksite in accordance with the emergency preparedness, rescue or response plans. If these items are not required by the plans, then mark as NA.	**4**
8.2.7	Adequate rescue equipment is readily available, marked and visible. Observation: Verify these items are readily available, marked and visible at the worksite in accordance with the emergency preparedness, rescue or response plans. If these items are not required by the plans, then mark as NA.	**4**
8.2.8	Adequate alarm systems for IDLH (Immediately Dangerous to Life or Health) hazards (e.g., fire, smoke, carbon monoxide, toxic or flammable gases, etc.) are readily available, marked and visible. Observation: Verify these items are readily available, marked and visible at the worksite in accordance with the emergency preparedness, rescue or response plans. If these items are not required by the plans, then mark as NA.	**4**
8.2.9	Adequate emergency communication systems are readily available, marked and visible. Observation: Verify these items are readily available, marked and visible at the worksite in accordance with the emergency preparedness, rescue or response plans. If these items are not required by the plans, then mark as NA.	**4**
8.2.10	A means to transport an injured person to a medical facility are readily available, marked and visible. Observation: Verify these items are readily available, marked and visible at the worksite in accordance with the emergency preparedness, rescue or response plans. If these items are not required by the plans, then mark as NA.	**4**
8.2.11	Manufacturer's instructions, inspection and maintenance records for emergency equipment are available to workers at each worksite. Observation: Verify these items are readily available, marked and visible at the worksite in accordance with the emergency preparedness, rescue or response plans. If these items are not required by the plans, then mark as NA.	**10**

8.3 Does the employer communicate evacuation routes, muster locations, evacuation procedures, the locations of emergency supplies and equipment, emergency contact information, and the names of first aiders to all workplace parties?		**25**
8.3.1	The emergency evacuation route(s), emergency exit signage and muster location(s) are posted, visible and accessible. Observation: Confirm that evacuation and emergency information listed is visible and accessible to workers at each worksite visited.	**5**
8.3.2	The evacuation procedures are available and accessible in the workplace. Observation: Confirm that evacuation and emergency information listed is visible and accessible to workers at each worksite visited.	**5**
8.3.3	The location(s) of emergency supplies and equipment are posted, visible and accessible. Observation: Confirm that evacuation and emergency information listed is visible and accessible to workers at each worksite visited.	**5**
8.3.4	A list of trained first aid personnel is posted, visible and accessible. Observation: Confirm that evacuation and emergency information listed is visible and accessible to workers at each worksite visited.	**5**
8.3.5	Emergency contact information is posted, visible and accessible. Observation: Confirm that evacuation and emergency information listed is visible and accessible to workers at each worksite visited.	**5**
8.4 Does the employer train all parties in their role in an emergency response, rescue or evacuation plan?		**62**
8.4.1	Records that show all parties have been trained in their role in an emergency response, rescue or evacuation plan. Document Review: Review training records to verify workers have been trained in the emergency response, rescue or evacuation plan(s). Verify with a representative sample and provide rationale in the comment section.	**22**
8.4.2	A record of an emergency evacuation drill completed in the last 12 months. Document Review: Review records to verify that an emergency evacuation drill was completed during the last 12 months.	**22**

8.4.3	Do you know your role and responsibilities for potential emergencies (i.e. evacuation, response, rescue)? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
8.4.4	Do you participate in emergency drills? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
8.4.5	Are emergency response drills reviewed for effectiveness? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
8.5 Does the employer provide first aid training and maintain the required number of trained first aiders on each shift?		**31**
8.5.1	Training records for workers who are required to have first aid training. Document Review: Review training records to verify workers have been trained in first aid. Verify training with samples based on the below. • For 1 to 14 workers on one shift, look for 1 emergency (or basic) first aid certificate for each shift. • For 15 to 199 workers on one shift, look for 1 standard (or intermediate) first aid and 1 emergency (or basic) first aid certificate for each group of 25 workers for each shift. • For 200 or more workers on one shift, look for a first aid attendant, and 1 emergency (or basic) first aid certificate for each group of 25 workers for each shift.	**25**
8.5.2	Have you received first aid training? Or do you know who the trained first aiders are? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
Element 9 – OHS Committees, WHS Representatives and Designates		**280**
9.1 Does the employer have an active OHS committee?		**114**
9.1.1	Completed OHS committee meeting minutes. Document Review: Review OHS committee meeting minutes to verify the OHS committee meets at least once every 3 months for provincial employers and 9 times per calendar year for federal employers.	**56**

9.1.2	The names of OHS committee members are posted in a prominent location at each worksite. Observation: Confirm the names of OHS committee members are posted in a prominent location at each worksite.	**20**
9.1.3	A copy of the most recent OHS committee meeting minutes are posted in a prominent location at each worksite. Observation: Confirm a copy of the most recent OHS committee meeting minutes are posted in a prominent location at each worksite.	**20**
9.1.4	Do you know who the OHS committee members are? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
9.1.5	Do you know where to access OHS committee minutes? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
9.1.6	How often does the OHS Committee meet? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
9.2 Where an OHS committee is not required, has a WHS representative or designate been elected for the workplace?		**58**
9.2.1	Document that outlines the responsibilities for the WHS representative or designate, as per applicable legislation. Document Review: Review documentations to verify the employer has outlined the responsibilities for the WHS representative or designate, as per applicable legislation.	**30**
9.2.2	The name(s) of WHS representative or designate are posted in a prominent location at each worksite. Observation: Confirm the name(s) of WHS representative or designate are posted in a prominent location at each worksite visited.	**16**
9.2.3	Do you know who the WHS representative or designate is? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**

9.2.4	Do you know the role of the WHS representative or designate? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	6
9.3 Does the employer have terms of reference for the OHS committee and policy health and safety committee (where applicable)?		**54**
9.31	Terms of reference for the OHS committee, and policy health and safety committee (where applicable) that outlines how the committee members will be selected. Document Review: Review the terms of reference for the OHS committee (or policy health and safety committee) to verify.	3
9.3.2	The terms of reference details how the committee will perform their responsibilities, as per applicable legislation. Document Review: Review the terms of reference for the OHS committee (or policy health and safety committee) to verify.	5
9.3.3	The terms of reference includes procedures and schedules for holding meetings. Document Review: Review the terms of reference for the OHS committee (or policy health and safety committee) to verify.	5
9.3.4	The terms of reference includes a process to record, distribute and submit committee meeting minutes. Document Review: Review the terms of reference for the OHS committee (or policy health and safety committee) to verify.	15
9.3.5	The terms of reference is developed or reviewed in consultation with the OHS committee, and policy health and safety committee (where applicable). Document Review: Review the terms of reference for the OHS committee (or policy health and safety committee) to verify.	10
9.3.6	The terms of reference is reviewed by the committee every three years, at a minimum. Document Review: Review the terms of reference for the OHS committee (or policy health and safety committee) to verify.	10
9.3.7	Do you know the role of the OHS committee? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	6

9.4 Does the employe train the OHS committee, WHS representative or designate, and policy health and safety committee (where applicable)?		54
9.4.1	Training records for the OHS committee, WHS representative or designate, and policy health and safety committee (where applicable), as per requirements listed in the audit guidelines. Document Review: Review training records to verify the OHS committee, WHS representative or designate, and policy health and safety committee (where applicable) have been trained. For provincial employers, verify that: • All members of the OHS committee have valid training (Level 1 and Level 2), where 50 or more persons are employed at a worksite. • The co-chairs of the OHS committee have valid training (Level 1 and Level 2), where 20 to 49 persons are employed at a worksite. • The WHS representative or designate has valid training (Level 1), where less than 20 persons are employed at a worksite. For federal employers, verify that OHS (or policy) committee members have been trained in OHS and their responsibilities under the Canada Labour Code, Part II.	48
9.4.2	Have you received OHS Committee, WHS Representative and Designate training? Interview Question (OHS): Points are awarded for interview questions if the responses are 50% or more positive.	6
Element 10 – Return-to-Work		**258**
10.1 Does the employer have a return to work (RTW) policy?		**24**
10.1.1	The RTW policy includes a commitment from the employer to support the early and safe RTW of injured and ill workers by suppling the financial and human resources to develop, maintain and continuously improve RTW. Document Review: Review the RTW policy to verify.	1
10.1.2	The RTW policy includes a commitment from the employer to contact the injured or ill worker as soon as possible following the injury or illness. Document Review: Review the RTW policy to verify.	1
10.1.3	The RTW policy includes a commitment from the employer to communicate and co-operate with those involved in the RTW process. Document Review: Review the RTW policy to verify.	1

10.1.4	The RTW policy includes a commitment from the employer to maintain confidentiality and protect personal information. Document Review: Review the RTW policy to verify.	**1**
10.1.5	The RTW policy includes a commitment from the employer to provide suitable and safe employment options to advance the worker to full recovery and pre-injury earnings. Document Review: Review the RTW policy to verify.	**2**
10.1.6	The RTW policy includes a commitment from the employer to re-employ the worker in the pre-injury or illness position, where the essential duties can be performed. Where the pre-injury employment is not available, the employer must offer suitable work that is comparable to the pre-injury position up to the point of undue hardship. Where an employer states that offering an alternative position would cause undue hardship, they must provide evidence to WorkplaceNL. Document Review: Review the RTW policy to verify.	**2**
10.1.7	The RTW policy includes a commitment from the employer to offer the worker an available alternative position that is suitable for the worker's functional abilities, where a worker cannot perform the essential duties of the pre-injury or illness position. Document Review: Review the RTW policy to verify.	**2**
10.1.8	The RTW policy includes a commitment from the employer to develop and maintain the RTW element in joint consultation with workers, and develop a process for monitoring, evaluating, and changing the element as needed to achieve continuous improvement. Document Review: Review the RTW policy to verify.	**2**
10.1.9	The RTW policy outlines the responsibilities of the employer, supervisors, OHS committee, WHS representative or designate, injured or ill worker, union representatives, healthcare provider, WorkplaceNL, and other parties involved in the management of a claim or RTW plan. Document Review: Review the RTW policy to verify.	**2**
10.1.10	The RTW policy is reviewed, signed, and dated at least annually by the highest-ranking person in the business and/or at the workplace. Document Review: Review the RTW policy to verify.	**2**
10.1.11	The RTW policy is posted in a prominent location at each worksite. Observation: Confirm the RTW policy is posted in a prominent location at each worksite visited.	**8**

10.2 Does the employer have procedures to be followed from the time of injury or illness to the completion of the RTW?		43
10.2.1	RTW procedures that outline steps to follow from the time of injury or illness to the completion of the RTW. Document Review: Review RTW procedures to verify.	8
10.2.2	RTW procedures that outline how to address any problems that may arise during the RTW plan with WorkplaceNL, including accommodation issues and reporting disputes. Document Review: Review RTW procedures to verify.	8
10.2.3	RTW procedures that include a list of essential duties within organizational roles that can be used to support RTW planning prior to an injury or illness occurring. Document Review: Review RTW procedures to verify.	4
10.2.4	RTW procedures that outline how the employer will protect confidential information. Document Review: Review RTW procedures to verify.	4
10.2.5	RTW procedures that include a requirement for RTW plans to be developed in consultation with the injured or ill worker and be reviewed as necessary to make sure the plan is effective at progressing the worker toward pre-injury duties. Document Review: Review RTW procedures to verify.	7
10.2.6	Is return to work offered to injured workers? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	6
10.2.7	Are RTW plans developed in consultation with the injured or ill workers? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	6
10.3 Does the employer use a standardized form to record RTW plans?		50
10.3.1	WorkplaceNL's Early and Safe Return-to-Work Plan form is available and accessible at each worksite. Observation: If the employer uses WorkplaceNL's Early and Safe Return-to-Work Plan form, confirm that it is available and accessible, either in-person or electronically, at each worksite visited. If the employer does not use WorkplaceNL's Early and Safe Return-to-Work Plan form, then mark this question 'NA'.	25

10.3.2	A standardized form to record RTW plans that includes worker's name. Document Review: Review the standardized form for RTW plans to verify. If the employer uses WorkplaceNL's Early and Safe Return-to-Work Plan form, then mark this question 'NA'.	**2**
10.3.3	A standardized form to record RTW plans that includes claim number. Document Review: Review the standardized form for RTW plans to verify. If the employer uses WorkplaceNL's Early and Safe Return-to-Work Plan form, then mark this question 'NA'.	**2**
10.3.4	A standardized form to record RTW plans that includes pre-injury position. Document Review: Review the standardized form for RTW plans to verify. If the employer uses WorkplaceNL's Early and Safe Return-to-Work Plan form, then mark this question 'NA'.	**3**
10.3.5	A standardized form to record RTW plans that includes RTW schedule with dates, hours, and hourly wage. Document Review: Review the standardized form for RTW plans to verify. If the employer uses WorkplaceNL's Early and Safe Return-to-Work Plan form, then mark this question 'NA'.	**3**
10.3.6	A standardized form to record RTW plans that includes list of restrictions. Document Review: Review the standardized form for RTW plans to verify. If the employer uses WorkplaceNL's Early and Safe Return-to-Work Plan form, then mark this question 'NA'.	**5**
10.3.7	A standardized form to record RTW plans that includes list of new duties being performed different from the pre-injury duties. Document Review: Review the standardized form for RTW plans to verify. If the employer uses WorkplaceNL's Early and Safe Return-to-Work Plan form, then mark this question 'NA'.	**4**
10.3.8	A standardized form to record RTW plans that is signed and dated by the employer. Document Review: Review the standardized form for RTW plans to verify. If the employer uses WorkplaceNL's Early and Safe Return-to-Work Plan form, then mark this question 'NA'.	**2**

10.3.9	A standardized form to record RTW plans that includes indication that the injured or ill worker was involved in the development of the RTW plan. Document Review: Review the standardized form for RTW plans to verify. If the employer uses WorkplaceNL's Early and Safe Return-to-Work Plan form, then mark this question 'NA'.	**4**
10.4 Does the employer make WorkplaceNL prescribed claim forms (e.g. Forms 6 and 7) available at each worksite?		**27**
10.4.1	WorkplaceNL prescribed claim forms are available at each worksite in person or electronically. Observation: Verify WorkplaceNL prescribed claim forms are available at each worksite, in person or electronically, including Form 6 (Worker report of injury) and Form 7 (Employer report of injury).	**15**
10.4.2	Do you know how to access the Worker Report of Injury (Form 6)? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
10.4.3	Do you know how to access the Employer Report of Injury (Form 7)? Interview Question (Management): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
10.5 Does the employer communicate RTW processes to workers?		**35**
10.5.1	Records that show the employer communicates the injury reporting system to workers. Document Review: Review records to verify the employer communicates RTW processes to workers. This can include OHS orientations, toolbox talks, safety meetings, etc.	**8**
10.5.2	Records that show the employer communicates the availability of RTW to workers. Document Review: Review records to verify the employer communicates RTW processes to workers. This can include OHS orientations, toolbox talks, safety meetings, etc.	**8**
10.5.3	Records that show the employer communicates the procedures to be followed from the time of injury or illness to the completion of the RTW to workers. Document Review: Review records to verify the employer communicates RTW processes to workers. This can include OHS orientations, toolbox talks, safety meetings, etc.	**7**
10.5.4	Do you know how to report an injury? And what should be reported? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**

10.5.5	Has information on the RTW process been communicated with you? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
10.6 Does the employer train parties involved in developing and managing RTW plans?		**25**
10.6.1	Training records for those involved in developing and managing RTW plans. Document Review: Review training records to verify persons involved in developing and managing RTW plans have been trained. Verify with a representative sample and provide rationale in the comment section.	**25**
10.7 Does the employer evaluate the effectiveness of the RTW element of the OHS program, at a minimum, annually and if there is a change to applicable legislation or standards?		**54**
10.7.1	A record of annual evaluation of the RTW element. The evaluation may include: worker knowledge of RTW program, worker satisfaction with RTW outcomes, costs associated with injuries, workers compensation costs and premium, or injury duration. Document Review: Review documentation to verify the RTW element of the OHS program is evaluated, at a minimum, annually and if there is a change to applicable legislation or standards. This can include a worker survey, a statistical review, evaluating the element in an OHS committee meeting, etc.	**48**
10.7.2	Have you, or your co-workers, been asked for input or feedback on the effectiveness of RTW procedures? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**6**
Element 11 – Fall Prevention		**211**
11.1 Does the employer have a fall prevention procedure?		**28**
11.1.1	The fall prevention procedure outlines the responsibilities of the employer, supervisors, workers, OHS committee, WHS representative or designate, and contractors. Document Review: Review the fall prevention procedure(s) to verify.	**9**
11.1.2	The fall prevention procedure outlines the responsibilities of person(s) developing fall protection plans and performing or scheduling inspection and maintenance of equipment and devices used to work at height, if applicable. Document Review: Review the fall prevention procedure(s) to verify.	**10**

11.1.3	Does the employer have a fall prevention procedure? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**3**
11.1.4	Were you involved in the development, consultation, and/or review of the fall prevention procedure? Interview Question (OHS): Points are awarded for interview questions if the responses are 50% or more positive.	**3**
11.1.5	Has the content of the fall prevention procedure been communicated with you? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	**3**
11.2 Does the employer recognize, evaluate and control slip, trip and fall hazards?		**27**
11.2.1	Completed hazard assessment(s) that identify and address slip, trip and fall hazards. Document Review: Review completed hazard assessments, or other documentation, to verify that the risk of slips, trips, and falls have been considered or identified in the workplace.	**21**
11.2.2	Does the employer assess the workplace for fall hazards and put control measures in place? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	**3**
11.2.3	Have you been informed about the slip, trip, and fall hazards and the controls that are in place? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	**3**
11.3 Where workers work at height, does the employer use job-specific fall protection plans?		**53**
11.3.1	Job-specific fall protection plan(s) include a description of work and the work location. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**2**

11.3.2	Job-specific fall protection plan(s) include the location and description of present or potential fall hazards. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**
11.3.3	Job-specific fall protection plan(s) outline the roles and responsibilities of the employer, supervisors, workers, OHS committee, WHS representative or designate, contractors, and visitors in the fall protection plan. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**
11.3.4	Job-specific fall protection plan(s) describe control measure(s) to protect workers working near fall hazards, such as barriers and signage. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**
11.3.5	Job-specific fall protection plan(s) include a method to determine appropriate anchorage points, if applicable. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**
11.3.6	Job-specific fall protection plan(s) include a method for a qualified person to calculate free fall distance and minimum clearance required, if applicable. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**
11.3.7	Job-specific fall protection plan(s) include procedures for storing or otherwise securing equipment, tools and materials at height, to protect workers below. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**

11.3.8	Procedures to inspect, maintain, assemble, dissemble, use and store fall arrest systems or personal safety nets in accordance with the manufacturer, applicable standards and legislation. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**
11.3.9	Procedures to inspect, maintain, use and store ladders, scaffolding, stages or work platforms, if applicable, in accordance with the manufacturer, applicable standards and legislation. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**
11.3.10	Procedures for the prompt rescue of a worker who has fallen and is suspended by the fall arrest system or personnel safety net and is able to participate in their own rescue. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**
11.3.11	Procedures for the prompt rescue of a worker who has fallen and is suspended by the fall arrest system or personnel safety net but is unable to effect self-rescue. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**
11.3.12	Job-specific fall protection plan(s) include the date(s) the plan was developed, reviewed or updated. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**
11.3.13	Job-specific fall protection plan(s) include the date(s) the plan was communicated to applicable workers and a list of their names. Document Review: Review fall protection plans and procedures completed during the last 12 months to verify that they meet the criteria listed. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark these questions 'NA'.	**3**

11.3.14	Records of competent inspections for fall protection, completed in accordance with the manufacturer, performed in the last 12 months, if applicable. Document Review: Review inspection records to confirm that competent inspections have been completed for fall protection equipment, in accordance with the manufacturer. Verify with 2 samples. If workers did not work at heights in the last 12 months, mark this question 'NA'.	**3**
11.3.15	Pre-use inspection records of fall protection, ladders, scaffolding, stages or work platforms performed in the last 12 months, if applicable. Document Review: Review inspection records to confirm that pre-use inspections have been completed for equipment (e.g. fall protection, ladders, scaffolding, stages, work platforms etc.). Verify with 2 samples. If this equipment is not used by the employer, then mark this question as 'NA'.	**3**
11.3.16	Where work at height is performed, are fall protection plans communicated before work starts? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**3**
11.3.17	Where work at height is performed, are pre-use inspections completed for equipment? (e.g. fall protection, ladders, scaffolding, stages or work platforms.) Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**3**
11.3.18	Where work at height is performed, are competent inspections completed for equipment? (e.g. fall protection, ladders, scaffolding, stages or work platforms.) Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**3**
11.4 Does the employer train and educate workers in fall prevention?		**103**
11.4.1	Records that show workers have been trained in the fall prevention procedure. Document Review: Review training records to verify that workers have been trained in fall prevention. Verify with a representative sample and provide rationale in the comment section.	**14**
11.4.2	Records that show workers have been trained in slip, trip and fall awareness. Document Review: Review training records to verify that workers have been trained in fall prevention. Verify with a representative sample and provide rationale in the comment section.	**20**

11.4.3	Records that show workers have been trained in using ladders, scaffolding, stages, work platforms, or other relevant equipment. Document Review: Review training records to verify that workers have been trained in fall prevention. Verify with a representative sample and provide rationale in the comment section.	**20**
11.4.4	Current and valid fall protection training provided by a WorkplaceNL approved training provider, for workers that work at height. Document Review: Review training records to verify that all employees who work at height have the required training. Verify with a representative sample and provide rationale in the comment section. • For provincial employers, look for current WorkplaceNL approved fall protection training certificates. • For federal employers, look for evidence that workers have been trained by a qualified person in the use, operation, and maintenance of that equipment and that they have received training about the fall-protection plan and in emergency procedures if there is a risk of drowning.	**20**
11.4.5	Rescue training records for any worker who is part of a rescue team or will be expected to perform rescue at height. Document Review: Review rescue training records to verify any worker who is part of a rescue team or will be expected to perform rescue at height, is trained. Verify with a representative sample and provide rationale in the comment section.	**20**
11.4.6	Have you been trained in the fall prevention procedure? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**3**
11.4.7	Have you been trained in slip, trip, and fall awareness? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**3**
11.4.8	Where work at height is performed, are workers trained in fall protection? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**3**

Element 12 – Occupational Health	216
12.1 Does the employer have occupational health program(s) or plan(s) as required by legislation?	**54**

12.1.1	Program(s) or plan(s) that include conducting hazard assessment(s) that identify health hazard(s) and put appropriate controls in place. Document Review: Review the occupational health program(s) and plan(s) to verify. Plans that may be required include, but are not limited to: • Chemical and biological control program or plan • Lead exposure plan (applicable to workplaces that have lead exposure for 30 days or greater in a calendar year) • Hearing conservation program (applicable to workplaces that use hearing protection) • Respiratory protection program (applicable to workplaces that use respiratory protection) • Air quality program (applicable to mines and quarries) • WHMIS education program • Asbestos management plan (applicable to building owners and employers with asbestos hazards) If the employer does not do work that requires any occupational health programs or plans, then mark this question as 'NA'.	10
12.1.2	Program(s) or plan(s) that include a process to maintain, review and update the occupational health plan(s) or program(s) required by legislation. Document Review: Review the occupational health program(s) and plan(s) to verify. If the employer does not do work that requires any occupational health programs or plans, then mark this question as 'NA'.	5
12.1.3	Program(s) or plan(s) that include procedure(s) to ensure exposure to a hazardous agent is kept as low as reasonably practical and does not exceed the occupational exposure limit, if one exits. Document Review: Review the occupational health program(s) and plan(s) to verify. If the employer does not do work that requires any occupational health programs or plans, then mark this question as 'NA'.	6
12.1.4	Program(s) or plan(s) that include procedure(s) to use and maintain engineering controls (e.g., ventilation, wet dust suppression, etc.) that are required for a worker's protection from an occupational health hazard. Document Review: Review the occupational health program(s) and plan(s) to verify. If the employer does not do work that requires any occupational health programs or plans, then mark this question as 'NA'.	10

12.1.5	Program(s) or plan(s) that include the responsibilities of the employer, supervisors, workers, OHS committee, WHS representative or designate, contractors, and visitors, as well as persons with a specific role in an occupational health plan or program, including performing health surveillance. Document Review: Review the occupational health program(s) and plan(s) to verify. If the employer does not do work that requires any occupational health programs or plans, then mark this question as 'NA'.	5
12.1.6	Program(s) or plan(s) that include a process to train persons assigned roles in the occupational health plan or program in their responsibilities. Document Review: Review the occupational health program(s) and plan(s) to verify. If the employer does not do work that requires any occupational health programs or plans, then mark this question as 'NA'.	10
12.1.7	Does your workplace have any occupational health plans or programs? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive. If the employer does not do work that requires any occupational health programs or plans, then mark this question as 'NA'.	4
12.1.8	Are you aware of your responsibilities as outlined within the occupational health plan or program? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive. If the employer does not do work that requires any occupational health programs or plans, then mark this question as 'NA'.	4
12.2 Does the employer conduct occupational health assessments as required by legislation?		**54**
12.2.1	Procedures for how occupational health assessments will be performed. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	3
12.2.2	Procedures for how external parties performing occupational health assessment are deemed qualified. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	3

12.2.3	Completed occupational health assessments that include the date(s) of the hazard assessment. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**2**
12.2.4	Completed occupational health assessments that include the details of the hazard(s) assessed. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**4**
12.2.5	Completed occupational health assessments that include details of the work area and workers being assessed, if applicable. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**4**
12.2.6	Completed occupational health assessments that include how the hazard was assessed, including how measurements were collected and analysed (i.e. sampling methodology, laboratory methodology, etc.), if applicable. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**4**
12.2.7	Completed occupational health assessments that include the occupational exposure limit for the hazard(s) being assessed, if one exists. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**3**
12.2.8	Completed occupational health assessments that include the results of the assessment (i.e. whether the measured exposure(s) during the assessment exceeded the occupational exposure limit). Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**5**

12.2.9	Completed occupational health assessments that include corrective actions to be taken where the result(s) of the assessment(s) indicate that workers are at risk of overexposure (i.e. where the measured exposure exceeds the action limit or occupational exposure limit), including the person responsible for the action, the timeline for completion, date of completion and date to follow up for effectiveness. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**3**
12.2.10	Completed occupational health assessments that include a plan to communicate the results of the assessment, including any corrective actions, to workers. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**3**
12.2.11	Completed occupational health assessments that include the signature(s) of the person(s) who performed the assessment and the date. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**2**
12.2.12	Controls noted in the occupational health assessments have been implemented. Document Review: Review procedures for performing occupational health assessments to verify. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**10**
12.2.13	Has your employer assessed your workplace for health hazards? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**4**
12.2.14	If health hazards were identified, have corrective actions been implemented? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive. If the employer does not do work that requires occupational health assessments, then mark this question as 'NA'.	**4**

12.3 Does the employer maintain a health surveillance program, as required by the occupational health plan and OHS legislation?		54
12.3.1	A health surveillance program that includes a requirement for medical examinations to be performed during normal working hours without loss of pay to workers. Document Review: Review the health surveillance program to verify. If the employer does not do work that requires any health surveillance programs, then mark this question as 'NA'.	10
12.3.2	A health surveillance program that includes a commitment from the employer to keep records of a health surveillance program for as long as the worker is employed. Document Review: Review the health surveillance program to verify. If the employer does not do work that requires any health surveillance programs, then mark this question as 'NA'.	10
12.3.3	A health surveillance program that includes a statement that demonstrates the employer's commitment to the protection of confidential personal health information. Document Review: Review the health surveillance program to verify. If the employer does not do work that requires any health surveillance programs, then mark this question as 'NA'.	10
12.3.4	Documentation that shows the health surveillance program is communicated to employees. Document Review: Review documentation that shows the health surveillance program is communicated to employees. This can include orientation records, safety meeting minutes, etc. If the employer does not do work that requires any health surveillance programs, then mark this question as 'NA'.	16
12.3.5	Does the employer provide health surveillance as per the health assessment recommendations? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive. If the employer does not do work that requires any health surveillance programs, then mark this question as 'NA'.	4
12.3.6	How is health surveillance achieved? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive. If the employer does not do work that requires any health surveillance programs, then mark this question as 'NA'.	4

12.4 Does the employer train workers on occupational health hazards and controls required for their protection?		54
12.4.1	Fit testing records for workers who use respiratory protection. Document Review: Review records to verify that workers who are required to use respirators have been fit tested. Verify with a representative sample and provide rationale in the comment section. If the employer does not do work that requires fit testing, then mark this question as 'NA'.	8
12.4.2	Training records for any legislative training (i.e. asbestos abatement training). Document Review: Review training records to verify workers have received legislative training when required (i.e., WHMIS, asbestos awareness (1-day) or abatement (3-day), PPE training, etc.). Verify with a representative sample and provide rationale in the comment section. If the employer does not do work that requires any legislative training, then mark this question as 'NA'.	7
12.4.3	Training records for training for health hazards, control measures, and safe work practices and procedures. Document Review: Review training records to verify workers have been trained in health hazards, control measures, and safe work practices and procedures. Verify with a representative sample and provide rationale in the comment section. If the employer does not do work where health hazards have been identified, then mark this question as 'NA'.	10
12.4.4	Training materials or outline for in-house training that includes what the hazard is. Document Review: Review in-house training materials or outlines to verify that it meets the criteria listed. If the employer does not conduct in-house training on health hazards, then mark this question as 'NA'.	7
12.4.5	Training materials or outline for in-house training that includes how the worker may be exposed. Document Review: Review in-house training materials or outlines to verify that it meets the criteria listed. If the employer does not conduct in-house training on health hazards, then mark this question as 'NA'.	7
12.4.6	Training materials or outline for in-house training that includes control measures, including PPE requirements. Document Review: Review in-house training materials or outlines to verify that it meets the criteria listed. If the employer does not conduct in-house training on health hazards, then mark this question as 'NA'.	7

12.4.7	Are health hazards communicated to you? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive. If the employer does not do work where health hazards have been identified, then mark this question as 'NA'.	**4**
12.4.8	Has training been provided for health hazards? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive. If the employer does not do work where health hazards have been identified, then mark this question as 'NA'.	**4**
Element 13 – MSI Prevention		**110**
13.1 Does the employer have an MSI prevention procedure?		**29**
13.1.1	An MSI Prevention procedure that includes the responsibilities of the employer, supervisors, workers, OHS committee, WHS representative or designate, and contractors regarding MSI prevention. Document Review: Review the MSI prevention procedure to verify.	**6**
13.1.2	An MSI Prevention procedure that includes processes for reporting and investigating signs and symptoms of MSI and concerns of potential MSI hazards. Document Review: Review the MSI prevention procedure to verify.	**15**
13.1.3	Does the employer provide adequate resources (such as equipment, rest breaks, etc.) to reduce the risk of MSIs? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
13.1.4	Does management support MSI prevention in the workplace? Interview Question (OHS): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
13.2 Does the employer assess MSI risk factors in the workplace?		**27**
13.2.1	Completed hazard assessment(s) that identify MSI risk factors in the workplace. Document Review: Review completed hazard assessments, or other documentation, to verify that MSI risk factors have been considered or identified in the workplace.	**13**

13.2.2	Observe that corrective actions identified in the hazard assessments have been implemented. Observation: Confirm that controls noted in the hazard assessments have been implemented.	**10**
13.2.3	Was your workspace assessed for MSI risk factors? Were you involved in the process? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
13.3 Does the employer communicate existing and potential MSI risk factors to workers before work or tasks begin?		**27**
13.3.1	Records that show existing and potential MSI risk factors have been communicated to workers. Document Review: Review documentation that shows that existing and potential MSI risk factors are communicated to employees. This can include orientation records, safety talks or shares, etc.	**23**
13.3.2	Have you been informed of the existing and potential MSI risk factors that affect you? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
13.4 Does the employer train workers in MSI prevention?		**27**
13.4.1	Training records for WorkplaceNL's MSI Prevention Certification, WorkplaceNL's Introduction to Musculoskeletal Injuries online course, or equivalent. Document Review: Review training records to verify that workers have valid WorkplaceNL's MSI Prevention Certification, WorkplaceNL's Introduction to MSI online course certificate, or equivalent. Verify with a representative sample and provide rationale in the comment section. If the employer trains workers using equivalent training, review the outline or content of the training to verify it includes: • The early signs and symptoms of MSIs. • The potential health effects. • Reporting early signs and symptoms of MSIs, and concerns of potential MSI hazards. • Specific and potential hazards and control measures (e.g., safe work procedures, lifting equipment, PPE, etc.) to be used to prevent MSIs. • How to modify the work or tasks to reduce the risk of MSIs, including when and how to use rest breaks and task variation. • Healthy working postures. • Proper body mechanics during manual material handling, if applicable	**23**

13.4.2	Have you received training in MSI prevention? For example, have you been trained in: (refer to list in 13.4.1). Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**4**
Element 14 – Workplace Violence, Harassment, and Psychological Health and Safety		**223**
14.1 Does the employer assess the risk of workplace violence?		**50**
14.1.1	Completed workplace violence risk assessments that consider previous experience in the workplace. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**4**
14.1.2	Completed workplace violence risk assessments that consider experience in similar workplaces. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**4**
14.1.3	Completed workplace violence risk assessments that consider the location of the work. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**4**
14.1.4	Completed workplace violence risk assessments that consider type of work being performed. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**4**
14.1.5	Completed workplace violence risk assessments that consider workplace characteristics including demographics, culture and the presence of new workers. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**4**

14.1.6	Completed workplace violence risk assessments that consider issues raised by the OHS committee, the WHS representative or designate. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**4**
14.1.7	Completed workplace violence risk assessments that include the date(s) the assessment was completed, reviewed or updated. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**2**
14.1.8	Completed workplace violence risk assessments that include description of the work or location being assessed. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**4**
14.1.9	Completed workplace violence risk assessments that include identification of workplace violence hazards. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**6**
14.1.10	Completed workplace violence risk assessments that include evaluation of the risk for the hazard(s) identified. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**6**
14.1.11	Completed workplace violence risk assessments that include corrective actions to be taken, the person responsible for the action, and a date for completion or follow-up. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, review any available completed assessments.	**6**

14.1.12	Completed workplace violence risk assessments that include signature(s) and the date the assessment was completed. Document Review: Review workplace violence risk assessments completed or reviewed within the required timeframe, as outlined in the employer's HREC procedure. Where no assessments have been completed or reviewed in that timeframe, mark this question as "no".	2
14.2 Does the employer have workplace violence procedures and work environment arrangements to eliminate or minimize workplace violence?		**31**
14.2.1	Procedure(s) for reporting incidents of workplace violence. Document Review: Review records to verify that the employer has developed workplace violence procedure(s).	7
14.2.2	Procedure(s) for investigating workplace violence incidents. Document Review: Review records to verify that the employer has developed workplace violence procedure(s).	7
14.2.3	Procedure(s) for the protection of worker(s) where an employer becomes aware, or ought reasonably to be aware, of family violence that would likely expose a worker to physical injury that may occur in the workplace. Document Review: Review records to verify that the employer has developed workplace violence procedure(s).	7
14.2.4	Are there control measures in place to eliminate or minimize workplace violence? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	5
14.2.5	Are there procedures to report and investigate workplace violence? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	5
14.3 Does the employer communicate the risk of workplace violence?		**15**
14.3.1	Records that show the employer informs workers who may be exposed to the risk of violence about the nature of the risk and any precautions to be taken. Document Review: Review records to verify that the employer informs workers who may be exposed to the risk of violence about the nature of the risk and any precautions to be taken. This can include orientation or training records, meeting minutes, etc.	8

14.3.2	Records that show the employer communicates information related to the risk of violence from persons who have a history of violent behaviour and whom workers are likely to encounter in the course of their work. Document Review: Review records to verify the employer communicates information related to the risk of violence from persons who have a history of violent behaviour and whom workers are likely to encounter in the course of their work. This can include orientation or training records, meeting minutes, etc.	**7**
14.4 Does the employer have a harassment prevention plan?		**56**
14.4.1	The harassment prevention plan includes the employer's commitment to providing workers with employment free from workplace harassment. Document Review: Review the harassment prevention plan to verify.	**2**
14.4.2	The harassment prevention plan includes the employer's commitment to eliminating, where possible, or otherwise, minimizing the hazard of workplace harassment. Document Review: Review the harassment prevention plan to verify.	**2**
14.4.3	The harassment prevention plan includes the worker's obligation to take reasonable care to not engage in bullying or workplace harassment, report observations or experiences of bullying and workplace harassment, and comply with the harassment prevention plan. Document Review: Review the harassment prevention plan to verify.	**2**
14.4.4	The harassment prevention plan includes the supervisor's obligation to ensure the health and safety of workers, including the supervisor's obligation to apply and comply with the harassment prevention plan. Document Review: Review the harassment prevention plan to verify.	**2**
14.4.5	The harassment prevention plan includes a statement that any information obtained relating to workplace harassment, including personal information, will not be disclosed unless it is necessary for the purpose of an investigation, corrective action relating to the complaint or where required by law. Document Review: Review the harassment prevention plan to verify.	**2**
14.4.6	Procedures for workers to report instances of harassment to an employer or supervisor, or, where the employer or supervisor is the alleged harasser, procedures for reporting harassment to an external third party. Document Review: Review the harassment prevention plan to verify.	**5**

14.4.7	Procedures to be followed after a complaint of workplace harassment is received and the manner in which a complaint is investigated. The employer is responsible to investigate complaints of workplace harassment. Document Review: Review the harassment prevention plan to verify.	**5**
14.4.8	Procedures for notifying involved parties of the results of investigations and any actions to be taken. Document Review: Review the harassment prevention plan to verify.	**5**
14.4.9	The harassment prevention plan includes a statement that the harassment prevention plan is not intended to discourage a worker from exercising their rights under the Human Rights Act, the Criminal Code (Canada) or any other law of the province or of Canada. Document Review: Review the harassment prevention plan to verify.	**2**
14.4.10	The harassment prevention plan includes a statement that the employer shall protect workers from retaliation and provide support to workers when workplace harassment occurs. Document Review: Review the harassment prevention plan to verify.	**2**
14.4.11	The harassment prevention plan includes the requirement for training on harassment prevention and the harassment prevention plan. Document Review: Review the harassment prevention plan to verify.	**2**
14.4.12	The harassment prevention plan is reviewed annually. Document Review: Review records to verify that the harassment prevention plan is reviewed annually. This can include meeting minutes, email or survey records, procedure review sign off records, etc.	**3**
14.4.13	The OHS committee, WHS representative or designate was consulted on the development or review of the harassment prevention plan. Document Review: Review records to verify the OHS committee, WHS representative, or designate was consulted on the development or review of the harassment prevention plan. This can include meeting minutes, email or survey records, procedure review sign off records, etc.	**2**
14.4.14	The harassment prevention plan is readily available. Observation: Confirm that the harassment prevention plan is readily available to all employees, either physically or electronically, at each worksite visited.	**10**

14.4.15	Are there procedures to report and investigate harassment? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
14.4.16	Were you involved in the development or review of the harassment prevention plan? Interview Question (OHS): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
14.5 Does the employer train workers in harassment prevention and the employer's harassment prevention plan?		**18**
14.5.1	Training records for education on harassment prevention and the harassment prevention plan. Document Review: Review records to verify workers have received training on harassment prevention and the harassment prevention plan. This can include orientation or training records, meeting minutes, etc.	**13**
14.5.2	Have you received education or training on harassment prevention and the harassment prevention plan? Interview Question (Worker): Points are awarded for interview questions if the responses are 50% or more positive.	**5**
14.6 Does the employer assess the workplace for psychological health and safety (PHS) hazards, in consultation with workers?		**20**
14.6.1	Records that show the employer has assessed the workplace for PHS hazards. Document Review: Review documentation to verify that the employer identifies psychological health and safety (PHS) hazards. This can include hazard assessment, survey, audit, meeting agenda or minutes, etc.	**10**
14.6.2	Evidence this assessment was completed in consultation with workers. Document Review: Review records to verify workers were consulted during this assessment. This can include: meeting minutes, email or survey records, etc.	**5**
14.6.3	Has the workplace been assessed for PHS hazards? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	**5**

14.7 Does the employer support workers' psychological health and safety by implementing control measures for the identified PHS hazards?		**15**
14.7.1	Evidence that the identified PHS control measures have been implemented. <u>Document Review</u>: Review records to verify that the identified PHS control measures have been implemented.	**15**
14.8 Does the employer educate workers on the PHS, the PHS hazards identified in the hazard assessment, and the control measures implemented?		**18**
14.8.1	Records that show that workers have received education on PHS, the PHS hazards identified, and the control measures implemented. <u>Document Review</u>: Review records to verify workers have received education on PHS, the PHS hazards identified in the hazard assessment, and the control measures that have been implemented. This can include orientation or training records, meeting minutes, etc.	**13**
14.8.2	Have you received education on PHS, the PHS hazards identified, and the control measures implemented? <u>Interview Question (All)</u>: Points are awarded for interview questions if the responses are 50% or more positive.	**5**
Element 15 – Management Review, Records and Statistics		**110**
15.1 Does the employer have a management review, records and statistics procedure?		**25**
15.1.1	A Management Review, Records and Statistics procedure that includes the responsibilities of the employer, management, and the OHS committee, WHS representative or designate. <u>Document Review:</u> Review the Management Review, Records and Statistics procedure to verify.	**5**
15.1.2	Management Review, Records and Statistics procedure that includes the scope and frequency of OHS statistical summaries. <u>Document Review:</u> Review the Management Review, Records and Statistics procedure to verify.	**15**
15.1.3	Management Review, Records and Statistics procedure that includes a statement that demonstrates the employer's commitment to the protection of confidential personal health information. <u>Document Review:</u> Review the Management Review, Records and Statistics procedure to verify.	**5**

15.2 Does the employer track and trend OHS data in an OHS statistical summary?		31
15.2.1	OHS Statistical summaries have been completed in accordance with the frequency set out in the procedure. Document Review: Review OHS statistical summaries completed in the last 12 months to verify.	4
15.2.2	Completed OHS statistical summaries that include the names of the people involved. Document Review: Review OHS statistical summaries completed in the last 12 months to verify.	1
15.2.3	Completed OHS statistical summaries that include the date of completion. Document Review: Review OHS statistical summaries completed in the last 12 months to verify.	2
15.2.4	Completed OHS statistical summaries that include the date range for the data. Document Review: Review OHS statistical summaries completed in the last 12 months to verify.	2
15.2.5	Completed OHS statistical summaries that include OHS data for orientations and training. Document Review: Review OHS statistical summaries completed in the last 12 months to verify.	4
15.2.6	Completed OHS statistical summaries that include OHS data for incidents and incident investigations. Document Review: Review OHS statistical summaries completed in the last 12 months to verify.	4
15.2.7	Completed OHS statistical summaries that include OHS data for return to work. Document Review: Review OHS statistical summaries completed in the last 12 months to verify.	4
15.2.8	Completed OHS statistical summaries that include OHS data for workplace inspections. Document Review: Review OHS statistical summaries completed in the last 12 months to verify.	4
15.2.9	Does the employer track OHS statistical data, such as orientations and training, incidents, workplace inspections, return to work, etc.? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	6

15.3 Does the employer review OHS statistical trends to determine if there are opportunities for continuous improvement or any correction actions are needed?		54
15.3.1	Record that shows management reviewed OHS statistical trends to determine if there are opportunities for continuous improvement or any corrective actions are needed. Document Review: Review records to verify that management reviews OHS statistical trends to determine if there are opportunities for continuous improvement or any corrective actions are needed.	18
15.3.2	Record that shows the results of this review have been communicated with workplace parties. Document Review: Review records to verify this review has been communicated with workplace parties. This can include safety memos or shares, meeting minutes, posting information on OHS bulletin board, etc.	30
15.3.3	Does management review OHS performance and communicate the results? Interview Question (All): Points are awarded for interview questions if the responses are 50% or more positive.	6