

Client Services Procedure Manual

Procedure: 62.00

Subject: Occupational Health and Safety Audit

The mandate of the Prevention Services Department is to provide advice and support services to employers and workers on occupational health and safety. The ultimate objective is to educate workplace parties (employers, workers, occupational health and safety committee/worker health and safety representative/designates and contractors) to become self-sufficient on the development, implementation and monitoring of OH&S programs in the workplace. The Occupational Health and Safety Audit (the OH&S Audit) is a tool used to measure the components of an effective health and safety management system. It enables workplace parties to assess the OH&S program and identify areas for future enhancements.

The purpose of the OH&S Audit is to:

- (i) identify requirements under the *OH&S Act* and Regulations;
- (ii) determine compliance with *OH&S Act* and Regulations; and
- (iii) promote and identify best practices within the workplace.

The OH&S Audit is based on legislative requirements outlined in the *OH&S Act* and Regulations. The audit focuses on documentation regarding the employer's health and safety program, interviews with management and employees, and a site tour involving some analysis of work processes and practices.

1. Prevention Services uses the Priority Employer Program to identify workplaces to be targeted for OH&S Audits (see procedure #61.00 Priority Employer Program). An audit may also be initiated through referrals from WorkplaceNL staff such as case managers and intake adjudicators where health and safety concerns, or increased claim frequency within the employer's workplace, is observed. In addition, audit referrals can also be initiated through a request from the employer or from the Department of Government Services, OH&S Branch.
2. Any request for an audit from a non-priority employer will be reviewed by the Manager of Prevention Services and referred to the appropriate Health and Safety Advisor based on the employer's industry.
3. The Health and Safety Advisor will review all of the following information before initiating contact with an employer:
 - (i) Injury statistics;
 - (ii) Claims costs;
 - (iii) PRIME information;
 - (iv) Committee minutes;
 - (v) Department of Government Services Directives; and
 - (vi) Certification training records.
4. The Health and Safety Advisor may consult with other appropriate WorkplaceNL representatives and/or representatives from the Department of Government Services.

5. After research and preparation has been conducted and other WorkplaceNL staff consulted, the Health and Safety Advisor will arrange a meeting with the employer. Other WorkplaceNL representatives may be invited to participate.
6. During the initial meeting, arrangements will be made for a health and safety presentation which will focus on the needs of the specific employer.
7. Following the presentation, a date for the OH&S Audit is set in consultation with the employer. Once the date of the audit has been confirmed, the Advisor will send the employer a list of the documentation necessary to complete the audit (refer to OH&S Audit - *Documentation Required*).
8. The Health and Safety Advisor will conduct the audit at the employer's workplace with a final audit report sent to the employer within two weeks from the date of the audit. In the final report, the Advisor should clearly outline the observations and recommendations on the Health and Safety program currently implemented in this workplace.

All audit reports will be reviewed by the Senior Health and Safety Advisor and copied to the Manager of Prevention Services and the employer's file.

An audit follow-up meeting should be scheduled with the employer to discuss the report's findings within two weeks of mailing the report. During the audit follow-up process, the Health and Safety Advisor and the employer should begin to prioritize the implementation of recommendations contained in the audit report.

The Health and Safety Advisor and the employer will develop an action plan to address the recommendations. The Advisor will document the progress of the action plan on the employer's file.

A priority employer quarterly report will be completed by the Health and Safety Advisor and reviewed by the Senior Health and Safety Advisor and copied to the employer's file.

The Health and Safety Advisor may conduct a follow up OH&S Audit one year after the initial audit to benchmark the progress of the program and the status of the initial recommendations.

The audit cycle continues until:

- i. significant progress has been attained;
- ii. independence in OH&S Auditing has been completed;
- iii. the employer declines further assistance; or
- iv. the Health and Safety Advisor requests a discontinuation.

Reference: N/A

Amendment History

<i>Original Effective Date</i>	2003 12 02
<i>Revision #1</i>	2011 06 07