

# TOOL ONE

## Document review

### Guidance:

Assemble the following documents to support a review of the company's safety management system and assessment of organizational readiness. As applicable, indicate whether they are:

- a) provided,
- b) provided but outdated,
- c) cannot be located, or
- d) do not exist.

Also provide any other relevant remarks.



# Documents to assemble: Organizational

**A1:**

Injury and illness logs and workers' compensation claims for the facility for the past three years, plus the current year-to-date.

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

**A2:**

A description or procedural document outlining how the organization reports, investigates, tracks and closes out injuries and illnesses.

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

**A3:**

The latest external or internal annual report that outlines the organization's occupational health and safety information and metrics.

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

**A4:**

An organizational chart that includes where environmental health safety or safety is situated.

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

**A5:**

Safety and health policy statement and overall written safety management system.

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

# Documents to assemble: Key safety and health programs

## B1: Machine guarding and lockout-tagout procedures

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B2: Confined space entry procedures

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B3: Hazard assessments

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B4: Hazard communication

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B5: Electrical safety

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

# Documents to assemble: Key safety and health programs

## B6: Powered industrial truck

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B7: Fall protection

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B8: Personal protective equipment program

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B9: Driver safety

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B10: Change management

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

# Documents to assemble: Key safety and health programs

## B11: Excavation and trenching

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B12: Crane safety

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B13: Hot work or high-risk tasks requiring special work permits

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B14: Construction safety

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

## B15: Contractor safety management

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

# Documents to assemble: Key safety and health programs

**B16:** Recent industrial hygiene surveys (for example, sound, air quality or ergonomic surveys)

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

**B17:** Copies of recent corporate, regional, regulatory or third-party compliance and/or safety and health audits or inspections

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

**B18:** Copies of recent employee safety and health perception or culture surveys

FULLY PROVIDED

PROVIDED BUT OUTDATED

CANNOT BE LOCATED

DOES NOT EXIST

OTHER:

**B19:** Other

**B20:** Other