



**SECOR CHECKLIST IMPLEMENTATION PLAN**

Question Number	Requirements	Reason	Reference Material	Location of Documents
<b>ELEMENT A</b>				
1.1	Write a safety policy specific to your company. The policy must contain: <ul style="list-style-type: none"> <li>• Signature of senior management and date</li> <li>• Safety responsibilities for each level of the organization</li> <li>• Requirements to comply with government regulations</li> </ul>	To show your companies commitment to safety. To state the goals and objectives of the safety program	Section A of the beige manual Example page A13-A15	Safety Program Manual
1.2	Answer the question on the Small Employer Health and Safety checklist. List the employees who can tell you (without reviewing it) what is stated in the company safety policy.		Small Employer Health and Safety Checklist	Self Audit Forms
1.3	Create a list of regulations that are applicable to your operation. The list can be created through a Microsoft Word format.	To show that management is aware of the applicable legislation	OH&S regulation manuals received in the two day Safety Program Development course Pages C5-C6 of the beige manual	Safety Program Manual
1.4	Create a <b>Standard</b> regarding safety meetings that includes all the types of meetings your company will have and the frequency (how often) in which these meetings are to be held. This may include regular safety meetings, tailgate meetings, etc. Each of the types of meetings applicable to your company should be mentioned in this standard. Create a standard form that is to be used whenever a meeting takes place. This form should allow for a list of attendees, dates and enough room to note the discussion taking place.	Audit reviewers can confirm that safety meetings are being held on their intended frequency as outlined in the standard.	Section E of the beige manual	Safety Program Manual
1.4 (cont'd.)	Submit Documentation sampling of completed safety meetings. Safety meeting minutes supplied must include the month, day, and year they were completed. Safety meeting minutes must also include information on how discussions and resolution of health and safety issues were discussed and who is responsible	Audit reviews will confirm through documentation samples that the safety meetings standard developed is being met and that employees	Section E of the beige manual Examples on pages E9-E17	Documentation Sampling



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	for corrective action.	are involved in the discussion of health and safety issues.		
1.5	Attach a copy of the action plan (page 12 of 12) from the Small Employer Health and Safety checklist. 25 out of the 28 questions on the checklist must be answered "yes" so there are 3 items that can be put onto the action plan to implement by the next audit. These items should be listed to reflect the question number from the Small Employer Health and Safety Checklist.	If there is a portion of the self audit that you are having difficulty implementing this will give you an entire year to implement that portion of the program.	Small Employer Health and Safety Checklist	Self Audit Forms
1.6	Answer the question in the Small Employer Health and Safety Checklist. Name the person responsible for ensuring that improvements are undertaken.	Audit reviewers can confirm that deficiencies in the safety program will be improved and signed off by senior management.	Small Employer Health and Safety Checklist	Self Audit Forms



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1.7	Ensure the "Target Date" section of the Action Plan is completed and includes the start date, review date, and the completion date of improvements as well as the name of the individual responsible for completing it.	Audit reviewers can confirm that the deficiencies are documented and a target date for completion has been set.	Small Employer Health and Safety Checklist	Self Audit Forms
<b>ELEMENT B</b>				
2.1	Create an inventory of all jobs that your company does. Once you have the job inventory, break all of those jobs into individual tasks that it takes to do that job. Identify the hazards associated with a particular task or job.	To identify the hazards that employees are exposed to on a regular bases and to prevent loss or injury by implementing control measures.	Section B of the beige manual <a href="http://www.ccohs.ca">www.ccohs.ca</a>	Safety Program Manual
2.2	Provide documentation sampling over a year period that shows the maintenance of vehicles and equipment. Maintenance records should include photocopies of commercial inspections as well as service records done by a professional mechanic. Please ensure you submit at least quarterly documentation sampling for each vehicle of piece of equipment and include pre-trip inspections.	To identify that vehicles and equipment is inspected to monitor wear and tear. To ensure government inspections and requirements are met.	Section B of the beige manual	Documentation Sampling



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2.3	Create a <b>Standard</b> regarding inspections that includes guidance on all types of inspections that must be conducted by employees i.e. pre-trip, worksite, emergency and fire equipment, government inspections, etc. Ensure that the standard includes: <ul style="list-style-type: none"> <li>• Who is responsible for conducting the inspections</li> <li>• How often they are to conduct the inspections</li> <li>• Who is responsible for following up on any deficiencies noted</li> <li>• Reference to what type of inspection checklists are to be used</li> </ul>	To assess conditions of a site, hazards of materials, condition of equipment and tools, work practices and behavior, level and quality of supervision, etc. Inspections can effectively identify hazards before they become problems.	Section B of the beige manual Pages B5-B9	Safety Program Manual
2.4	Create inspection checklists for each type of inspection that may be applicable to your company. Ensure that the checklists include a date of completion and show corrective action being taken. Blank copies of each type of inspection should be inserted into the safety program manual and completed documentation sampling for each type of inspection checklist should be submitted in the documentation sampling.	Audit reviews can confirm that all types of inspections are being completed on their intended frequency and that hazards are being identified prior to problems arising.	Section B of the beige manual	Safety Program Manual and Documentation Sampling
2.5	Create a <b>Standard</b> regarding hazard reporting. Decide whether you want hazards reported verbally or in writing. Ensure the standard created indicates what is reportable and how to report it. It must also indicate who is responsible for investigating and correcting the reported hazards.	Hazard reports fill in the gaps between your company's regular inspections enabling supervisors to provide a safe worksite.	Section B of the beige manual. Pages B10-B11	Safety Program



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2.5 (cont'd.)	<p>Create a hazard report form that includes the following:</p> <ul style="list-style-type: none"> <li>• A description of the hazard and it's location</li> <li>• The risk it presents</li> <li>• Control measures needed and interim actions taken</li> </ul> <p>Ensure a blank copy of the hazard report form is added to the safety program manual and completed sample documentation is submitted.</p>	<p>Audit reviewers can confirm that hazards are being reported and are done so according to the hazard reporting standard.</p>	<p>Section B of the beige manual Pages B-10-B11 Example page B31</p>	<p>Safety Program Manual and Documentation Sampling</p>
<b>ELEMENT C</b>				
3.1	<p>Create a <b>Standard</b> regarding emergency response plans. The standard must include the following:</p> <ul style="list-style-type: none"> <li>• Outline the responsibilities of key people at the emergency site and at the office</li> <li>• Provide various emergency and post-emergency procedures</li> <li>• Include lists of emergency contacts</li> <li>• Identify any type of documentation that must be filled out</li> </ul>	<p>Emergency procedures are required by law in some instances. This standard outlines the responsibilities of employees in emergency situations and shows that employees are aware of the responsibilities</p>	<p>Section C of the beige manual Pages C19-C22 Examples Pages C41-C47</p>	<p>Safety Program Manual</p>



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3.2	Answer the question in the Small Employer Health and Safety Checklist. Name the employees who are aware of what their responsibilities are in an emergency.	Supports the safety program and shows that employees are training in their responsibilities during an emergency.	Small Employer Health and Safety Checklist	Self Audit Forms
3.3	Create a document that will allow you to perform drills based on the emergency response plan outlined in your standard. Ensure the document includes a place to list attendees that are involved. Drills should include a process to act out the emergency scenario. Ensure a blank copy of the drill form is added to the safety program manual and completed sample documentation is submitted.	Drills must be documented in order to evaluate the effectiveness and to note areas requiring improvement and a method to communicate these experiences with all employees.	Section C of the beige manual Pages C19-C22	Documentation Sampling
3.4	Create a <b>Standard</b> regarding the discipline policy. It must include information about the company safety rules, reinforcing safe work habits, and how violations will be corrected. The discipline policy must state the steps such as letter on file, exclusion from incentive program, temporary suspension, or job termination. Any forms developed for this policy must be blank copies and added to the safety program manual.	The enforcement program is used to reinforce your safety program. It is used only after every attempt has been made to motivate, reinforce, and explain an objective.	Section C of the beige manual Pages C18-C19 Examples C35-C39	Safety Program Manual



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<b>ELEMENT D</b>				
4.1	Answer the audit question as outlined in the Small Employer Health and Safety Checklist. Is the orientation given to employees on their <b>first</b> day of employment?	Orientation should occur before the person starts their new job.	Small Employer Health and Safety Checklist	Self Audit Forms
4.2	Create a <b>Standard</b> regarding the orientation program. The standard must be created to identify who is responsible for conducting the orientation, when they are required to do the orientation, and list the topics that are to be reviewed. The orientation standard should also include who is responsible to sign off on the orientation upon completion.	Audit reviewers will be able to determine when the orientation is to take place and compare this to the documentation sampling submitted for review. To ensure all key topics are covered.	Section D of the beige manual Pages D3-D4	Safety Program Manual
4.2 (cont'd.)	Create an orientation checklist that is reviewed with every employee, contractor, sub-contractor, and visitor prior to starting their job. The checklist should include the topics that will be covered as well as employee and supervisors sign off. The form should state that the individual has received the orientation and will comply with your company's safety program. A blank copy of the orientation checklist should be included in the safety program manual and completed copies for all employees submitted with the documentation sampling.	The documentation sampling submitted will allow the reviewers to confirm that orientations are being done according to the standard that has been created. Orientations confirm that all personnel have a basic understanding of hazards and required precautions.	Section D of the beige manual Pages D3-D4 Examples D9-D11	Safety Program Manual and Documentation Sampling



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<b>Question Number</b>	<b>Requirements</b>	<b>Reason</b>	<b>Reference Material</b>	<b>Location of Documents</b>
4.3	Reference question 2.1. With the job inventory and task inventory created, critical tasks must be identified. Critical tasks are identified as a job that has the potential to injure a member of your workforce. The job inventory must also be risk ranked. Once the critical jobs are identified and risk ranked, on the job training must be created.	Ensures consistency in the way critical tasks are performed. Identifies tasks, their associated hazards and how to avoid the hazards.	Section C of the beige manual Pages C7-C13	Safety Program Manual
4.4	Create on the job training for the critical task identified. The on the job training is used to ensure employees are competent in the work they are required to do. On the job training can be used for new employees as well as when work procedures or requirements are changed. Ensure blank copies of the on the job training checklists are included in the safety program manual and completed on the job training records are submitted with the documentation sampling.	On the job training identifies specific competencies required for each position that covers job specific hazards. Identifies the required training to ensure competency. Identifies trainer's competency requirements.	Section D of the beige manual Pages D5-D7 Examples D13-D15	Safety Program Manual and Documentation Sampling
4.4	Submit copies of all training certificates for all employees in the company. This may include first aid, WHIMIS, TDG, H2S, etc.	To show that individuals were required to have specific training prior to being hired.		Documentation Sampling
4.5	Answer the audit question as outlined in the Small Employer Health and Safety Checklist. Are employees aware of what to do about the refusal of unsafe work? (names listed in 3.2 can be used to verify)	To evaluate and ensure the competency of workers.	Small Employer Health and Safety Checklist	Self Audit Forms



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4.6	Create a <b>Standard</b> regarding personal protective equipment. The standard must include a list of all the types of PPE used by the company. The policy must also identify the following: <ul style="list-style-type: none"> <li>• The types of equipment</li> <li>• The application-when and where to use it</li> <li>• The hazards associated with it</li> <li>• Proper fitting requirements</li> <li>• Cleaning, replacement, care and maintenance</li> <li>• Training on the care and use of the equipment</li> </ul>	Personal protective equipment must be used and usage must be monitored to ensure workers are safe. Personal protective equipment helps reduce the consequences of worker exposure to various worksite hazards.	Section C of the beige manual Pages C14-C15	Safety Program Manual
4.6 (Cont'd.)	Create a list of all PPE that is used by the company. Create training records to show review PPE standard that includes when to wear it and the care and maintenance. The training records should include an area for sign off by the employee as well as the supervisor. Ensure a blank copy of the training form is included in the safety program manual and completed training records for all employees is submitted with the documentation sampling.	Audit reviewers will be able to ensure that all employees have been trained in the care and use of the PPE and ensure that all equipment applicable to the company is covered in the safety program standard.	Section C of the beige manual Pages C14-C17	Safety Program Manual and Documentation Sampling
<b>ELEMENT E</b>				
5.1 – 5.3	Pages 1-4 of the prime contractor information forms must be filled out by the person you do work for. All 4 pages must be filed out and submitted for review.	To show communication between prime contractor and your company with regards to safety.	Small Employer Health and Safety Checklist	Self Audit Forms



**SECR CHECKLIST IMPLEMENTATION PLAN**

Question Number	Requirements	Reason	Reference Material	Location of Documents
5.4	Submit documentation sampling such as safe work permits that show your company's involvement with the prime contractor safety meetings. The safe work permits should identify the name of your employees that were in attendance at the safety meetings. Please submit a full year of sample documentation.	To show involvement in prime contractor safety meetings prior to starting a job. To show communication in hazard recognition prior to job start.	Section E of the beige manual Pages E4-E5	Documentation Sampling
<b>ELEMENT F</b>				
6.1	Create a <b>Standard</b> regarding Accident and incident investigation reporting standards and procedures. This standard must include detailed guidance on how to report the incident and what documentation is required to be submitted. Also how to investigate the incident, who is responsible to do what, and how to preserve and collect evidence. Ensure the standard makes it a requirement that all employees, contractors, subcontractors, and visitors report all incidents/accidents.	An accident/incident investigation standard is required to ensure that all employees will report them and that the investigation will produce the information needed to correctly deal with the situation.	Section F of the beige manual Pages F3-F8	Safety Program Manual
6.2	Create an accident/incident reporting form. This form must provide the following information: <ul style="list-style-type: none"> <li>• Names of everyone involved</li> <li>• Location, date, time of accident/incident</li> <li>• Names of victims and description of illness or injuries</li> <li>• Description of damages</li> <li>• Description of incident/accident (including diagram if applicable)</li> <li>• Description of events immediately prior to the incident/accident</li> <li>• Preliminary determination of cause of the accident</li> </ul> Ensure a blank copy of the form is included in the safety program along with the Accident/Incident investigation standard and that completed forms are submitted with the documentation sampling.	Accidents and incidents must be reported immediately to ensure important evidence is not lost or disturbed and details are not forgotten by those involved. Reports of accidents must be provided and kept on file to ensure regulatory compliance. Most importantly it allows you to identify weaknesses in the safety program.	Section F of the beige manual Examples pages F11-F13	Safety Program Manual and Documentation Sampling



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6.2	Attach a report showing accident statistics.	Accidents statistics allow you to identify accident trends. This also allows you to communicate with managers and employees what trends are common and where to take extra caution.	Section F of the beige manual Page F9	Safety Program Manual
Near Misses	A near miss is defined as an unplanned event that did not result in injury, illness, or damage but had the potential to do so. A report form must be developed for employees to report this type of hazard. The form can be developed along with the accident/incident report form.	Allows you to identify the defect in the system that resulted in the error and the factors that may amplify or improve the result.		Safety Program Manual and Documentation Sampling