

LOCAL GOVERNMENT COR AUDITS DOCUMENTATION FOR AUDITORS TO REVIEW

This is not a complete list and other documentation may be required.

Health and Safety Manual

- Safety policy
- Discipline policy
- Drug and alcohol policy
- Education and training policies
- Injury management – stay at work/return to work policies

Meeting Minutes

- Incident reports/investigations
- Safety committee meeting minutes
- Management meeting minutes
- Pre-work/tailgate meeting minutes
- Senior management meeting minutes where safety is discussed

Training and Orientation Records

- Site orientation procedure and records
- New hire policy and orientation records
- Employee personnel files – employment contracts, hours of work, timesheets, holidays, resume and reference checks
- Training records and copies of certifications (ex. confined space, WHMIS etc.)

Incident Reporting and Investigation Records

- Incident reporting procedures
- Hazard alerts and bulletins created by your organization
- First aid records

Return to Work (Optional)

- Formal injury management program documentation
- Return to work plans

Pre-work Assessments and Inspections

- Inspection procedures, checklists and records
- Hazard and risk assessments
- Equipment maintenance programs and records
- Copies of WorkSafeBC inspections/orders
- Contractor pre-qualification checklists/criteria

Audit and Statistics

- Copies of previous safety audits
- Safety incident records and statistics

Other

- Organization chart
- Management/supervisor logs
- Emergency response plan documentation
- Corrective action logs