

DOCUMENT LIST

THIS LIST HAS BEEN DEVELOPED DIRECTLY FROM THE PARTNERSHIPS AUDIT INSTRUMENT. EXAMPLES OF SPECIFIC TYPES OF DOCUMENTATION THAT MAY BE USED FOR VALIDATION ARE LISTED.

Questions	Documentation to Review
1.1	Health and Safety Policy.
1.5	Written statement of responsibilities, job descriptions, employee contracts, and manuals, staff handbooks, etc. Cannot be the health and safety policy
1.12	Health and Safety meeting minutes.
2.1	Inventory of job positions, task or job inventories, organizational chart, staff listings. Compare to formal hazard assessments
2.2 - 2.4, 3.1	Completed formal hazard assessment forms. These may be titled formal hazard assessments, job safety analysis, etc. Note that site specific hazard assessments cannot be used to score these questions.
2.8	Training records of individuals conducting formal hazard assessments. Course material for hazard assessment training.
2.9	Formal hazard assessment policy and/or process.
2.11	Documents outlining the policy/process and procedure for conducting site specific hazard assessments.
2.12, 2.13	Completed site specific hazard assessments.
3.3	Completed formal hazard assessment forms, job procedures, work practices, rules, job schedule or rotation of workers, training records.
3.8	Documents outlining the policy and/or process for the preventative maintenance process, this includes applicable maintenance schedules.
3.9	Preventative maintenance records of equipment, tools, and PPE. Work order records, defective equipment tags, written procedures/policy regarding the removal of defective equipment.
3.11, 3.13	Violence Prevention Plan that includes policies and procedures
3.12, 3.13	Harassment Prevention Plan that includes policies and procedures



4.1 – 4.4, 4.8, 4.12, 4.13	HSC and/or HSR policies, procedures, terms of reference, meeting minutes, etc.
4.5	Training records of HSC members and/or HS representatives
4.11	Documentation that supports corrective action were completed in a timely manner, e.g. feedback forms, emails, HSC meeting minutes, communications, etc.
5.1	Application forms (blank), hiring records, training records, copies of trade certificates/diplomas/degrees, proof of apprenticeship program, driver’s license, etc.
5.2,	Orientation records, orientation checklist, orientation package/contents.
5.4, 5.5	Department/job specific training material and training records.
5.7, 5.9	Completed competency assessments. Completed refresher training.
6.1	Policy and/or process to address the protection of others not under the employer’s direction.
6.2, 6.3	Policy and/or process for monitoring, evaluating and selecting other employers
6.4	Orientation records, orientation checklist, orientation package/contents for visitors, other employees
6.7	Process for non-compliance of other employers at the work site.
7.1, 4.13	Health and Safety Policy and Procedures Manual, Inspection Policy and/or Process, inspection records, inspection schedule.
7.2	Inspection checklist (blank and completed), inspection reports.
7.3	Training records of individuals designated to conduct inspections.
7.4, 4.13	Completed inspection reports, checklists, or forms.
8.1, 8.2	Emergency Response Plans and/or Procedure
8.5	Emergency Response drill records, minutes of meetings, emergency response table-top review exercises.
8.6	Drill - Emergency response records, minutes of meetings documenting review of drills, documents outlining corrective action or change in procedure as a result of the drills.

8.7	Actual Emergency - Response records, minutes of meetings documenting review of actual emergencies, documents outlining corrective action or change in procedure as a result of the actual emergency.
8.8	First aid regulations, first aid certificates, first aid training records, shift schedules of certified first aiders. Legislation related to first aid to compare employer's documents.
9.1	Incident reporting procedure and/or process, reporting form (blank/completed).
9.4	Completed near miss and incident forms.
9.5	Incident investigation procedures.
9.6	Training records of individuals conducting investigations, investigation training course material.
9.3, 9.9 - 9.12	Investigation report forms (completed), investigation reports, memos outlining implementation of corrective action, minutes of meetings outlining results of investigation.
10.3	Company specific monthly, quarterly or annual health and safety reports, analysis of injury reports, graphical reports of health and safety statistics to show trends.
10.5	Previous health and safety system evaluations.
10.7, 10.8	Health and safety action plans.