

## AUDIT OBSERVATION TOUR TEMPLATE

The audit observation tour is an important component of the audit validation process. It is done for two reasons:

- To verify information obtained from documentation and interviews,
- To verify adherence to established organization standards.

### INSTRUCTIONS:

- The auditor walks through the worksite(s) and verifies through observation the items identified in the audit questions outlined below.
- As the items are observed, the auditor notes their location and uses the "Notes" column to record what they saw.
- An employee from the organization being audited must accompany the auditor during the observation tour. This is important in the event that on-the-spot changes need to be made in response to conditions observed (e.g. the existence of dangerous work).

OBSERVATION TOUR CHECKLIST					
Q#	Question	YES	NO	N/A	Examples
Management Leadership and Organizational Commitment					
1.2	Health and Safety Policy is readily available to employees either in paper form, downloaded or stored electronically.				
1.11	Health and Safety Legislation is readily available to employees either in paper form, downloaded or stored electronically.				
Hazard Control					
3.2	Select several engineering controls from formal hazard assessment documents and record them below. Confirm their availability through observations. Ensure engineering controls identified in relation to highest				



	priority hazards have been included in the sample.				
3.6	Select several controls (identified during employee interviews) from each category and record them below. Confirm through observation that employees are using them.				
	Engineering Controls: - - -				
	Administrative Controls: - - -				
	Personal Protective Equipment: - - -				
Joint Work Site Health and Safety Committee (HSC) and/or Health and Safety Representative (HS representative)					
4.14	Names and contact information of the HSC and/or HS representative(s) are posted or readily available.				
Inspections					
7.7	Select a sample of corrective actions identified on Inspection Checklists/Forms and record them below. Confirm their implementation through observation.				





<b>Emergency Response</b>					
8.9	First aid supplies and services are available.				
	First Aid Kits meet legislative requirements.				
	First Aid Kits are fully stocked.				
	Vehicle First Aid Kits are available.				
	Vehicle First Aid Kits meet legislative requirements.				
<b>Incident Investigation</b>					
9.10	Select a sample of corrective actions identified on Incident Investigation reports and record them below. Confirm their implementation through observation.				
<b>Additional Items - Random Observations</b>					