Occupational Health & Safety Management Systems Audit
Documentation Review

In preparation of the upcoming Occupational Health & Safety Management Systems Audit, please provide the following items as part of the document review component of the audit.

Please provide hard copies of all requested documentation in one package to be delivered to DOHS reception at C37 East Office Building no later than 5 days prior to the commencement of the audit.

i. four examples of health & safety training records: 2 worker, 1 supervisor and 1 senior management

ii. two examples of completed safety orientation checklists

iii. two examples of First Aid Certificates of persons who work within your department/faculty

iv. two examples of completed job hazard analysis: one worker and one supervisor

v. two examples of a completed Supervisors Incident Accident Report (SAIR) from your department/faculty

vi. an example of a completed management workplace inspection

vii. listing of all equipment in your department/faculty which requires calibration (where applicable)

viii. a copy of the equipment calibration log (where applicable)

ix. inventory of machinery/equipment used in the department/faculty

x. inventory of all chemicals used in the department/faculty

xi. two examples of how hazards in the workspace are communicated to the workers e.g. signage, memo, email

xii. two examples of how Senior Management (Dean, AVP, Chair, Executive officer) communicates health & safety information to the worker e.g. memo, email or agenda item

xiii. an example of how your evacuation assembly point was communicated to the workers e.g. signage, memo, email

xiv. inventory of all Personal Protective Equipment (PPE) that workers use in your department/faculty

xv. listing of which workers require special certification or classification to perform their jobs (where applicable)

If there are additional pieces of documentation which you feel demonstrate your department / faculty commitment to health & safety e.g. specific initiatives, training programs etc, please include them in your documentation package.