



**Contractor OH&S Audit Checklist**  
Form OHS-0000

**A Contractor Information**

<b>Company Name:</b>	<b>Date:</b>
<b>Jobsite/Project:</b>	<b>Contact Name:</b>
<b>Trade:</b>	<b>Auditor:</b>

**B OH&S Audit**

Item	Notes	Yes	No	N/A	Comments
<b>Administration</b>					
Is there a jobsite OH&S board?	Contractor must have a safety board in their site trailer dedicated to OH&S related postings				
Is the company safety policy posted?	Policy must be signed by highest company official. Dated the most current year. Posted on OH&S board.				
Is a copy of the Nova Scotia OH&S Act posted?	Most current copy of the Provincial OH&S Act must be posted on the OH&S board.				
Is a copy of applicable regulations readily available?	Most current copy of all applicable regulations must be readily available.				
Is the contact info for the Provincial OH&S Division posted?	The current telephone number for reporting OH&S concerns to the Provincial OH&S Divisions must be posted on the OH&S board.				
<b>JOHSC / Safety Representative</b>					
Are the JOHSC members/Safety Rep. name posted?	20+ employees = Project JOHSC 5-19 employees = Safety Rep.				



**Contractor OH&S Audit Checklist**  
Form OHS-0000

	Project JOHSC /Safety Rep names and contact info must be posted on the OH&S board.				
Are JOHSC/Safety Rep meetings being held monthly?	Meetings must be held once per month				
Is there a copy of the most recent Project JOHSC minutes posted?	Minutes produced, distributed, reviewed and posted on the OH&S board.				
<b>First Aid</b>					
Is a list of valid First Aiders posted?	A list of workers with valid first aid certificates must be posted on the OH&S board.				
Is there a sufficient number of First Aiders available?	Working alone = that person holds a valid emergency first aid certificate 1-19 employees = at least 1 person with a valid emergency first aid certificate 20-99 employees = at least 1 person with a valid standard first aid certification 100+ employees = at least 1 person with a valid advanced first aid certificates				
Are adequate first aid supplies readily available?	One employee = #1 first aid kit 1-19 employees = #2 first aid kit 20-49 employees = #3 first aid kits 49+ employees = #3 first aid kits and increased supplies 100+ employees = first aid room				



**Contractor OH&S Audit Checklist**  
Form OHS-0000

	Verify first aid kits are stocked adequately. Verify eye wash facilities are adequate.				
<b>OH&amp; Program / Safe Work Practices / Job Procedures</b>					
Is a copy of the company's safety program readily available?	A current copy of the contractor's OH&S Program must be readily available onsite.				
Is there evidence workers are trained and competent to perform assigned work?	Verify safe work practices and job procedures.				
Are there examples of disciplinary action being taken for non-compliance?	A copy of disciplinary notices must be onsite.				
Is a copy of the Project Hazard Assessment readily available?	Must be developed, approved, signed off and readily available.				
Is a copy of the Project Health & Safety Plan readily available?	Must be developed, approved, signed off and readily available.				
Have all workers been given the StFX Contractor Safety Orientation?	All contractors and sub-contractor workers must be given a StFX Contractor Safety orientation. Orientation records must be readily available and signed off by the facilitator.				
<b>Emergency Response</b>					
Are the contractor & StFX emergency contact numbers posted?	Verify documentation, communication and posting on OH&S board				
Are the site-specific emergency procedures and evacuation plan posted?	Verify documentation, communication. And posting on OH&S board.				



## Contractor OH&S Audit Checklist

Form OHS-0000

<b>Toolbox Meetings</b>					
Are daily toolbox meetings being held?	Toolbox meetings must be held daily. Ensure meetings are conducted by project supervisor.				
Are minutes of the toolbox meetings being maintained?	Toolbox meeting minutes must be available onsite.				
Are the toolbox meeting topics adequate?	Topics during toolbox meeting must be OH&S related.				
Are all workers involved in the toolbox meetings?	All contractors and sub-contractor workers must be involved in a daily toolbox meeting.				
Are minutes of the toolbox meetings being submitted to StFX weekly?	Contractor toolbox meeting minutes are to be submitted to StFX project management weekly.				
<b>Field Level Risk Assessments (FLRA)</b>					
Are Field Level Risk Assessments (FLRA) being conducted at the start of every job/task and when tasks or conditions change?	FLRAs must be conducted for each job/task. Must be completed at the start of any shift for each job/task and when tasks/conditions change.				
Are FLRAs being completed in the field?	FLRAs are to be done in the field where the task/job is to be done. Documented on the appropriate form.				
Are all workers involved in and signing off on FLRAs?	All contractor and sub-contractor workers are to be involved in and signing off on FLRAs.				
Are the FLRAs being submitted to StFX weekly?	FLRAs must be submitted to StFX project management weekly.				
<b>Incident Reporting &amp; Investigation</b>					
Is there evidence that all incidents are being reported?	Verify through documentation that incidents are being reported.				



## Contractor OH&S Audit Checklist

Form OHS-0000

Are all incidents being investigated adequately?	Verify root cause analysis, recommending corrective actions to prevent recurrence and implementing corrective actions.				
Are investigation reports reviewed and signed off by project management?	Verify investigation reports.				
Are all incident reports and investigations being submitted to StFX with 24hrs of occurrence?	Incident reports/investigations to be submitted to StFX project management with 24hrs of occurrence.				
<b>Injury Management</b>					
When required, is the modified work program being complied with?	Verify documentation, Ensure injury management plan is being used.				
Is the contractor monitoring injured worker progress while on modified duties?	Verify activities report and documentation.				
<b>Inspections &amp; Audits</b>					
Are formal site inspections being carried out at least monthly?	Formal monthly inspections must be conducted of the contractor's area of responsibility. Verify formal inspection reports.				
Are workers involved in the inspection process?	Verify inspection reports.				
Are deficiencies observed during formal inspection being corrected in a timely manner?	Documentation to include a timeframe for correction based on the type of hazard. Verify documentation.				
<b>Personal Protective Equipment (PPE)</b>					
Have all workers being adequately trained on specialty PPE?	Examples include respirators (fit testing), fall arrest harnesses/ lanyards (fall protection), etc. Verify training records.				



**Contractor OH&S Audit Checklist**  
Form OHS-0000

Is specialty PPE being inspected as per Regulations?	Verify inspection records.				
Is there evidence that the PPE policy is being enforced?	Verify disciplinary documentation.				
<b>Security</b>					
Has the Security Plan been developed and implemented?	Verify documentation.				
Are tools and equipment being adequately controlled?	Verify documentation to ensure project as a plan for tool and equipment control. Should include a method for accepting, verifying, controlling tools/equipment issued from the supplier				
Is there a plan in place for the shipping, receiving and material control?	Verify documentation to ensure security plan includes shipping, receiving and material control.				
Is there a plan in place for the control of keys?	Verify documentation to ensure project has developed a project specific key control program. An inventory and signature system to control keys including vehicle and equipment keys.				
<b>Environment</b>					
Has a site-specific environmental action plan been implemented?	Verify documentation.				
Are current MSDS/SDS readily available onsite for all hazardous materials?	Verify MSDS/SDS are kept up to date. Compare MSDS/SDS with materials onsite. Can be in electronic or hard copy. No older than three years.				
Is there an adequate waste management system?	Verify there is an adequate waste management system to minimize				



**Contractor OH&S Audit Checklist**  
Form OHS-0000

	non-hazardous waste through reduction.				
Is there resources in place in case of a spill?	Verify documentation. Emergency response plan. Trained personnel and spill response materials.				
<b>Preventative Maintenance</b>					
Is the defective tools system being followed?	Verify documentation. Verify tagging system. Review maintenance and work order records.				
Are all tools/equipment being inspected as per manufacturer's specifications?	Verify tool inspection reports, equipment inspection reports and vehicle inspection reports.				
<b>OH&amp;S Training</b>					
Are training records for all workers readily available?	Ensure copies of applicable training records are onsite. For example: <ul style="list-style-type: none"> <li>- WHMIS/WHMIS 2015</li> <li>- First Aid</li> <li>- Fall Protection</li> <li>- Confined Space Entry</li> <li>- Elevated Work Platform</li> <li>- Scaffold (User/Erector)</li> <li>- Trenching &amp; Excavation</li> </ul>				



# Contractor OH&S Audit Checklist

Form OHS-0000

<b>C Summary of Observations</b>			
<b>Observation</b>	<b>Corrective Action</b>	<b>Responsibility</b>	<b>Date</b>