

Alberta Forest Products Association

Standard Health and Safety Audit Report

Prepared for:

Prepared by:

Audit Date(s):

#### Table of Contents

Executive Summary

Description of Activities

Standard Audit Summary

Standard Audit Summary Element Scores

1. Leadership Commitment
2. Hazard Assessment
3. Hazard Control
4. Qualifications, Orientation and Training
5. Work Site and Others Parties
6. Regular Inspection and Monitoring
7. Emergency Response
8. Incident Investigation
9. Joint Work Site Health and Safety Committees and Health and Safety Representatives
10. Program Review

Work Site Observations

#### Executive Summary

#### Description of Activities

#### Standard Audit Summary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Auditor Information** | | | | | | |
| **Lead Auditor**: |  | | AFPA Certified  Auditor Qualification | | | |
| **Audit Team**: |  | | AFPA Certified  Auditor Qualification | | | |
|  |  | | AFPA Certified  Auditor Qualification | | | |
|  |  | | AFPA Certified  Auditor Qualification | | | |
| **Company**: | | | | | | |
| **Address**: | | | | | | |
| **City**: | | **Province**: | | | | **P/C**: |
| **Phone**: | | **Fax**: | | | | **E-mail**: |
|  | | | | | | |
| **Company Information** | | | | | | |
| **Legal** **Name**: | | | | | | |
| **Address**: | | | | | | |
| **City**: | | **Province**: | | **P/C**: | | |
| **Key** **Contact**: | | | | **Telephone**: | | |
| **E-mail:** | | | | **Total # of workers**: | | |
|  | | | | | | |
| **Audit Information** | | | | | | |
| **Audit Start Date:** | | **WCB Account(s) #**: | | | **WCB Industry Code(s) included in Audit Scope:** | |
| **Audit End Date:** | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Audit Sampling Details by Site and Level | | | | | | | | | | | | | | |
| Site(s)  (List each active work site below and provide interview details specific to each site included in the scope of the audit to the right) | Included in Scope  (indicate yes or no) | Total Employees  (list for each site) | | | | | Interviews Conducted  (list for each site) | | | | | | Notes (if applicable) | |
| Senior Manager(s) | Manager(s) | Supervisor(s) | Worker(s) | Total Employees | Senior Manager(s) | Manager(s) | Supervisor(s) | Workers (in person) | Workers (questionnaire) | Total. Interviewed |  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Audit Sampling Details by Department | | | | | | | | | | | | | | | |
| **By Department**  List departments below, and indicate sampling numbers (right). Adjust categories to reflect organizational structure (if needed). | **Total Dept.** | **Full Time** | | **Part Time** | | **Casual** | | **Shift 1** | | **Shift 2** | | **Shift 3** | | **Shift 4** | |
| Total | Interviewed | Total | Interviewed | Total | Interviewed | Total | Interviewed | Total | Interviewed | Total | Interviewed | Total | Interviewed |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Interviews** | **Total** | **Interviews Conducted** |
| Employers and self-employed persons |  |  |
| Visitors |  |  |

|  |  |  |
| --- | --- | --- |
| Pre-audit letter | Pre-audit meeting | Familiarization tour |
| Documentation review | Site observations | Post-audit meeting |
| Draft audit protocol and report forwarded to AFPA | | |

#### Standard Audit Summary Element Scores

Evaluation of: (Company Name)

Date(s) of Audit:

Audited by: (Print and Sign):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Element** | Points Possible | **Possible – N/A** | **Points Awarded** | **Percent**  **Total** |
| 1. Leadership Commitment | 83 |  |  |  |
| 1. Hazard Assessment | **162** |  |  |  |
| 1. Hazard Control | **185** |  |  |  |
| 1. Qualifications, Orientation and Training | **115** |  |  |  |
| 1. Work Site and Other Parties  (at or in the vicinity of the work site) | **75** |  |  |  |
| 1. Regular Inspection and Monitoring | **100** |  |  |  |
| 1. Emergency Response | **110** |  |  |  |
| 1. Incident Investigation | **130** |  |  |  |
| 1. Joint Work Site Health and Safety Committee(s) and Health and Safety Representative(s) | **110** |  |  |  |
| 1. System Review | **115** |  |  |  |
| **TOTAL** | **1185** |  |  |  |

NOTE: For certification purposes, an overall score of 80% is required and a minimum of 50% in each element. For COR maintenance purposes, an overall minimum score of 60% is required.

#### 1. Leadership Commitment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: | % | Points Possible: |  | Points Awarded: |  |

**Element 1. Strengths:**

**Suggestions for Improvement:**

#### 2. Hazard Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: | % | Points Possible: |  | Points Awarded: |  |

**Element 2. Strengths:**

**Suggestions for Improvement:**

#### 3. Hazard Control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: | % | Points Possible: |  | Points Awarded: |  |

**Element 3. Strengths:**

**Suggestions for Improvement:**

#### 4. Qualifications, Orientation and Training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: | % | Points Possible: |  | Points Awarded: |  |

**Element 4. Strengths:**

**Suggestions for Improvement:**

#### 5. Work Site and Other Parties (at or in the Vicinity of the Work Site)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: | % | Points Possible: |  | Points Awarded: |  |

**Element 5. Strengths:**

**Suggestions for Improvement:**

#### 6. Regular Inspection and Monitoring

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: | % | Points Possible: |  | Points Awarded: |  |

**Element 6. Strengths:**

**Suggestions for Improvement:**

#### 7. Emergency Response

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: | % | Points Possible: |  | Points Awarded: |  |

**Element 7. Strengths:**

**Suggestions for Improvement:**

#### 8. Incident Investigation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: | % | Points Possible: |  | Points Awarded: |  |

**Element 8. Strengths:**

**Suggestions for Improvement:**

#### 9. Joint Work Site Health and Safety Committee(s) (HSC) and Health and Safety Representative(s) (HSR)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: | % | Points Possible: |  | Points Awarded: |  |

**Element 9. Strengths:**

**Suggestions for Improvement:**

#### 10. System Review

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: | % | Points Possible: |  | Points Awarded: |  |

**Element 10. Strengths:**

**Suggestions for Improvement:**

#### Work Site Observations

**Work Site Observation Strengths:**

**Suggestions for Improvement:**