

Health and Safety Management System Review Form

The purpose of the HSMS Review Form is:

- To do an internal audit to compare a workplace HSMS to the *DRAFT Standard for Accreditation Audits and Health and Safety Management System Requirements* to gauge readiness for Accreditation application and audit.
- To fulfill the requirements for Accreditation application

Using the following Workplace Health and Safety Management System (HSMS) Review Form, indicate the stage of completion for each element in the health and safety management system. In the space provided, summarize relevant information that demonstrates how this part of the standard has been met. Evidence may include, but not limited to, lists of policies/activities that are relevant to the element including:

- summary of program objectives and continual improvement plans and activities.
- list of prioritized hazards
- list of legal requirements applicable to the workplace

Review Process

1. Gather evidence by:
 - a. reviewing documents, reports, records, etc.
 - b. interview workplace parties
 - c. observe the workplace

2. Compare the evidence against the Accreditation Requirements, the firm's OHS policies and procedures and legislation.

3. Decide conformity or non-conformity for each element.

Conformity & Non-conformity definitions

Conformity is the fulfilment of the requirements of the Accreditation Standards, legislation and the workplace's health and safety policies and procedures.

Non-conformity is the non-fulfilment of or deviation from the requirements. Non-conformities are classified as:

- a non-conformity if:
 - the issue will continue to occur because of how the HSMS and health and safety program are structured
 - there is high risk to a worker's health or safety if the requirements are not met
 - there are serious legal implications
 - there is an accumulation of related minor non-conformities
- a minor non-conformity if:
 - the HSMS structure is valid, but there was minor deviation because of for example, human error
 - there is not high risk to worker
 - there are no significant legal implications

A.1 Management Commitment Standard	Conformity	Non-conformity	Evidence/Notes
<p>A.1.1 The employer establishes, implements and maintains a documented HSMS that meets the Accreditation for Ontario Workplaces Standard. The system supports a strong internal responsibility system.</p> <p>A.1.2 The employer:</p> <ul style="list-style-type: none"> ▪ ensures that the workplace parties, including workers, supervisors and managers, have the time, resources and competency to implement the HSMS and to achieve its policy, objectives and targets ▪ makes health and safety an organizational priority similar to other priorities and integrates the management system into all aspects of the organization, and ▪ promotes participation of, and seeks feedback from, all workplace parties in developing and implementing and maintaining the HSMS, and recognizes the value of these contributions. <p>A.1.3 Senior management:</p> <ol style="list-style-type: none"> a. actively promotes and participates in the HSMS, and b. assigns a senior management representative the overall responsibility for implementing and maintaining the HSMS. c. Promotes health and safety in the community 			

A.2 Health & Safety Policy Statement Standard	Conformity	Non-conformity	Evidence/Notes
<p>A.2.1 The employer has a written health and safety policy statement that is specific to the organization.</p> <p>A.2.2 The policy:</p> <ul style="list-style-type: none"> a. is dated and signed by the most senior accountable person on site b. includes a general statement of health and safety responsibilities and commitment of all workplace parties c. specifies commitment to achieve compliance with legal requirements, and d. specifies the commitment of the employer to health and safety and the protection of workers e. specifies a commitment to continual improvement. 			

A.3 Legal Requirements Standard	Conformity	Non-conformity	Evidence/Notes
<p>A.3.1 The employer establishes and implements a process that:</p> <ul style="list-style-type: none"> a. identifies all applicable legal requirements b. incorporates legal requirements into the health and safety management system c. evaluates that legal requirements are consistently met <p>Note: Other requirements include Canadian Standards Association standards, Ministry of Labour Guidelines etc)</p>			

A. 4 Health & Safety Objectives Standard	Conformity	Non-conformity	Evidence/Notes
<p>A.4.1 The employer ensures continual improvement by establishing measurable health and safety objectives for the organization.</p> <p>A.4.2 The employer:</p> <ul style="list-style-type: none"> a. sets health and safety objectives and assigns responsibility for achieving the objectives through a documented action plan b. develops health and safety performance indicators that reflect the size and nature of the organization and its risks, and c. ensures that the objectives are evaluated at least once a year and revised as needed. 			

B.1 Roles and Responsibilities for All Workplace Parties Standard	Conformity	Non-conformity	Evidence/Notes
<p>B.1.1 The employer ensures that responsibilities for all workplace parties include legal requirements and responsibilities for HSMS.</p> <p>B.1.2 The employer:</p> <ul style="list-style-type: none"> a. ensures that health and safety responsibilities for managers, supervisors and workers are defined and implemented, and persons are held accountable b. prepares health and safety responsibilities for contractors, visitors and other persons who attend the workplace, communicates these responsibilities and any potential hazards to which they may be exposed and holds persons accountable for meeting the responsibilities. 			

B.2 Joint Health & Safety Committee or Health & Safety Representative Standard	Conformity	Non-conformity	Evidence/Notes
<p>B.2.1 Where required by law, the employer establishes a joint health and safety committee or ensures the selection of a health and safety representative appropriate for the needs, size and nature of the organization.</p> <p>B.2.2 The employer:</p> <ul style="list-style-type: none"> a. ensures representatives are appropriately selected b. provides resources, support, time, knowledge and training for the JHSC or health and safety representative to carry out related duties, and c. responds to input and feedback from the JHSC or health and safety representative on recommendations and implementation of the HSMS. 			

C.1. Hazard Recognition & Assessment Standard	Conformity	Non-conformity	Evidence/Notes
<p>C.1.1 The employer establishes a process to identify hazards in the workplace, assess those hazards and prioritize them according to the level of risk.</p> <p>C.1.2 The hazard recognition and assessment is conducted by a competent person or persons and in consultation with workers.</p> <p>C.1.3 To complete the hazard recognition and assessment, procedures must be in place for:</p> <ul style="list-style-type: none"> a. reporting of hazards b. first aid reporting and procedures c. injury and illness reporting d. incident investigations e. workplace inspections, and f. job/task analysis. <p>C.1.4 The identification and assessment of the hazards considers people, equipment, materials, environment and process (PEMEP) and information from the following:</p> <ul style="list-style-type: none"> a. review of fatality, injury or occupational illness risk factors that are prevalent in the business sector a. review of hazard reports, injury and illness reports, inspections, investigations, monitoring and measuring results and JHSC recommendations b. hygiene assessments c. job task analysis d. ergonomic assessments 			

<ul style="list-style-type: none"> e. consultation and input from the workers who do the job being assessed f. review of applicable information such as MOL Guidelines, material safety data sheets (MSDSs), relevant CSA standards, and g. any other information that is of value. <p>C.1.5</p> <p>All identified hazards are prioritized by rating the frequency of exposure, probability of being harmed when exposed and the potential severity of that harm. The results of these risk assessments shall be used in the development of controls.</p>			
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D.1. Preventive Measures and Hazard Controls Standards	Conformity	Non-conformity	Evidence/Notes
<p>D.1.1</p> <p>The employer:</p> <ul style="list-style-type: none"> a. establishes and implements preventive measures and hazard controls to address the risks identified in C1. Hazard Recognition and Assessment; or b. ensures that controls are defined, implemented and maintained starting with those having the highest risk c. implements controls that meet all applicable legal and other requirements. 			

D.2 Procurement and Contractor Safety Standards	Conformity	Non-conformity	Evidence/Notes
<p>D.2.1 <u>Procurement:</u> The employer:</p> <ul style="list-style-type: none"> a. establishes a process governing the procurement of equipment and material to include consideration of health and safety requirements b. includes health and safety requirements in the purchasing specifications c. conducts a hazard recognition and risk assessment on purchases and develops appropriate controls as required in D.1., and d. conducts a health and safety pre-check or pre-start review on purchases where needed. <p>D.2.2 <u>Contracting:</u> The employer:</p> <ul style="list-style-type: none"> a. establishes a process governing the contracting and use of service providers to perform maintenance, construction, services, and repairs that the employer requires b. ensures Health and safety criteria in the contractor selection process c. ensures minimum acceptable standards for contractors and service providers to follow while performing work in the workplace including participation in orientation activities d. ensures identification, assessment, and elimination or control of hazards that the contractor's activities may create or the contractor's employees may be exposed to within the workplace e. ensures compliance by all contractors with the employer's HSMS and all applicable legal and other requirements when working on the employer's premises, and f. requires a copy of the WSIB Clearance Certificate to ensure that the contractor's employees are covered by WSIB as required or other liability insurance as appropriate. 			

D.3 Return to Work Standard	Conformity	Non-conformity	Evidence/Notes
<p>D.3.1 The employer establishes and implements a return to work program (RTW) including:</p> <ul style="list-style-type: none"> a. RTW Self-Assessment b. Physical Demands Information (as distinct from physical demands assessment) c. RTW Case Management d. RTW Performance Tracking 			

D. 4 Emergency Management Standard	Conformity	Non-conformity	Evidence/Notes
<p>D.4.1. The employer establishes an emergency management program which addresses:</p> <ul style="list-style-type: none"> a. identification of potential emergency situations b. development of emergency procedures and response plans, c. emergency drills and exercises including table top exercises and full scale, hands-on exercises, and d. allocation of responsibility for overseeing the emergency management system. 			

E.1 Documentation and Records Standard	Conformity	Non-conformity	Evidence/Notes
<p>E.1.1 <u>Documents:</u> The employer :</p> <ul style="list-style-type: none"> a. establishes a system for creating, modifying, approving, and controlling health and safety documents b. ensures documents include health and safety policies procedures, work instructions, guidelines, etc. c. ensures documents are in a format appropriate for the workplace parties d. ensures that the documents are regularly reviewed and updated where applicable by competent persons to ensure that the information is current and re-approved. <p>E.1.2 <u>Records:</u> The employer:</p> <ul style="list-style-type: none"> a. establishes a process to prepare, maintain and review records and a process for document release b. ensures that health and safety records are retained c. ensures that the records are regularly reviewed for completeness. 			

F. 1. Communication System Standard	Conformity	Non-conformity	Evidence/Notes
<p data-bbox="107 237 174 261">F.1.1</p> <p data-bbox="107 285 1031 345">The employer establishes a communication system that creates awareness and ensures:</p> <ul style="list-style-type: none"> <li data-bbox="155 370 1010 430">a. information about HSMS is provided to all workplace and external parties as appropriate <li data-bbox="155 451 1031 511">b. information is provided in a language and format understood in the workplace <li data-bbox="155 532 978 557">c. workers can provide feedback and information to the employer <li data-bbox="155 578 1010 638">d. all internal and external feedback is acknowledged and dealt with appropriately <li data-bbox="155 659 905 683">e. identification of methods to communicate HSMS content <li data-bbox="155 704 999 805">f. a process for employee involvement and consultation on health and safety matters, including a procedure for dealing with health and safety issues and corrective actions <li data-bbox="155 826 999 886">g. a process for communicating to and from the JHSC or health and safety representative <li data-bbox="155 907 1020 1008">h. a process for regular communication on the progress of the HSMS including objectives, procedures relating to the HSMS, results of audits and results of the management review <li data-bbox="155 1029 989 1122">i. a process for regular communication with suppliers, contractors and visitors about company health and safety requirements applicable to them, and <li data-bbox="155 1143 657 1167">j. documentation of all communication 			

G. 1. Competency and Training Standard	Conformity	Non-conformity	Evidence/Notes
<p>G.1.1</p> <p>The employer establishes a training system that:</p> <ul style="list-style-type: none"> a. identifies competencies, skills, licences and qualifications required by all workplace parties b. establishes a system to identify training needs for health and safety, provides training and assesses the effectiveness of training c. the competency required by all workplace parties is defined for their particular job and a process to ensure that they been acquired and maintained. Competency includes having the knowledge of legal and workplace requirements and the proficiency to carry out their health and safety duties and responsibilities d. workplace parties receive training that is effective and appropriate for the workplace; this includes periodic refreshers as required e. all workplace parties are oriented to the HSMS, emergency procedures, injury reporting, hazard reporting and safe work procedures f. training is provided for new workers, when workers change jobs or return to work and when a process or legislation is changed and as determined by management g. all occupational health and safety training is documented and records are maintained; training needs are reviewed regularly. 			

H.1. System Evaluation Standard	Conformity	Non-conformity	Evidence /Notes
<p>H.1.1</p> <p>The employer develops an evaluation program that:</p> <ul style="list-style-type: none"> a. includes evaluator qualifications, evaluation scope, frequency, methodology and reporting process. b. determines whether the HSMS meets the Accreditation for Ontario Workplaces HSMS Requirements c. determines whether program elements are implemented and working as intended d. determines whether objectives are achieved as per section A.4. e. determines the effectiveness of prevention activities f. identifies successes and opportunities for continual improvement g. includes documentation and communication of the evaluation results, conclusion and recommendations to senior management for their review h. ensures preventive and corrective action are taken on the identified outcomes of the Accreditation audit and Annual Reviews. 			

I.1 Management Review Standard	Conformity	Non-conformity	Evidence /Notes
<p>I.1.1 Senior management ensures that a review of the organization’s HSMS is conducted at least once a year to ensure it is meeting its objectives, is up-to-date, implemented and working. The review:</p> <ul style="list-style-type: none"> a. examines all the elements of the HSMS to determine the level of conformity and effectiveness b. includes information from the system evaluations, worker input, investigation results, corrective and preventive actions records, reports and any other information that may be of benefit c. ensures that any failures to conform to the HSMS are identified and deficiencies are remedied in a timely manner d. evaluates progress towards the organization’s HSMS objectives and evaluates the effectiveness of follow-up actions from earlier management reviews e. records the findings of the review and formally communicates to all appropriate internal and external parties f. prompts senior management to prepare and implement a corrective action plan to address any non-conformities and opportunities for improvement and recognizes and rewards achievement. 			

Please complete the following and ensure that all participants in the HSMS review sign to indicate their participation.

Name:
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Contact Information:

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