

ELEMENT 1 - SAFETY & HEALTH POLICY	Documentation	Interview	Observation	COMMENTS	Not Started	Beginning	Improving	Completed
1. The Division Safety and Health Policy								
• Is in writing and dated?								
• Is signed by employer?								
• Posted in a visible location?								
• Includes the safety & health philosophy of the organization?								
• Management's commitment to prevent injuries & occupational illnesses?								
• Lays out responsibility of managers, supervisors & workers (may be in "Element 4")?								
• Clear about who is responsible and accountable (May be in "Element 4")?								
• Communicated i.e. orientation (May be in "Element 8")?								
• Consequences / actions taken when workers do not follow RHA's safety policy's/protocol. Is there a RHA collective agreement / policy that identifies this?								
• Mission / commitment identified/communicated?								

ELEMENT 1 - SAFETY & HEALTH POLICY

Interview Questions:

Does your school/building have a safety and health statement of commitment (WS&H P&P)?
Yes or no.

Can you describe the contents of the statement of commitment?

Promoting an organizational safety culture; safety is everyone's responsibility; ensuring safety for all; working with safety committee, involving employees/management of their own occupational health and safety.

How were you informed about the policy?
Training/Orientation

Where would find this statement of commitment?
Bulletin board, manual.

Comments:

ELEMENT 2 - HAZARD IDENTIFICATION AND CONTROL	Documentation	Interview	Observation	COMMENTS	Not Started	Beginning	Improving	Completed
	2. Hazard Identification and Control							
<ul style="list-style-type: none"> • Is there a Hazard Evaluation system? Methods used – risk assessment, stats? 								
<ul style="list-style-type: none"> ○ Critical Job Inventory established? Readily available? 								
<ul style="list-style-type: none"> ○ Job Hazard analysis been developed for all jobs identified on inventory? Available? 								
<ul style="list-style-type: none"> ○ Are time lines noted for remedial action? 								
<ul style="list-style-type: none"> ○ Are persons and/or resources identified to implement selected controls? 								
<ul style="list-style-type: none"> ○ Have safe work procedures been developed/implemented/readily available? 								
<ul style="list-style-type: none"> ○ Are employees involved in the development of JHA & SWP's? 								
<ul style="list-style-type: none"> ○ Does the system include plans for identifying & dealing with emergencies? 								
<ul style="list-style-type: none"> ○ Is there a system that includes a mechanism to inform workers about hazards, their risks, and hazard controls? 								
<ul style="list-style-type: none"> ○ A system to identify/review any time a change in process/equipment? 								
<ul style="list-style-type: none"> ○ Does the Division system include plans, policies, procedures & programs required by WSH regulations/guidelines etc. ○ Confined Space ○ Working Alone ○ Lockout/Tag out ○ Working on Energized Equipment ○ Asbestos Management ○ Fall Prevention ○ Electrical Safety, etc and associated standards i.e. CSA, MB electrical code 								

2. Personal Protective Equipment: Review of JHA / SWP to confirm.							
<ul style="list-style-type: none"> • Do employees have access to appropriate PPE and safety equipment? 							
<ul style="list-style-type: none"> • Are employees trained in the: <ul style="list-style-type: none"> ○ fitting of personal protective equipment? ○ use & limitations of personal protective equipment? ○ cleaning of personal protective equipment? ○ maintenance of personal protective equipment? 							
<ul style="list-style-type: none"> • Are the employees wearing PPE when required? 							
<ul style="list-style-type: none"> • Any signage posted where required? On equipment, where to obtain more, etc 							

ELEMENT 2 - HAZARD IDENTIFICATION AND CONTROL:

Interview Questions:

What does the Division do to identify safety and health hazards in your workplace?

Job hazard analysis; through accident investigation/corrective action; incident reporting; WCB stats, worker reports concerns; workplace inspection; safety committee

How does the Division control hazards?

Safe work procedure, training, enforcement, consultation.

How are you informed about hazards in your school or workplace?

Orientation, safe work procedures, training, supervisor

What is done here to ensure tasks are done safely?

Supervisory enforcement, training evaluation, observation

What is a safe work procedure?

hazards, risk, hazard control (PPE/ steps)

Can you describe how hazards are reported and corrected?

Management, supervisor, WS&H Committee, Notice of Concern Form

Please name emergency situations you may experience here at work.

Fire; chemical spill; first aid, security

What would you do if there was an emergency (use their answer as per above)

Employee needs to indicate that there are certain procedures he/she needs to follow when a certain emergency occurs.

Describe your evacuation procedure.

Evacuate nearest and safest exit, proceed to meeting place, do not return until all clear given by Fire department..

What would you do if you discover a fire?

Have you received training on using a fire extinguisher?

Yes/no.

Comments:

ELEMENT 3 - PEOPLE AND RESOURCES REQUIRED IN EMERGENCIES	Documentation	Interview	Observation	COMMENTS	Not Started	Beginning	Improving	Completed
1. People and Resources Required in Emergencies								
<ul style="list-style-type: none"> Are the appropriate numbers of employees trained in first aid? 								
<ul style="list-style-type: none"> Lists of employees trained in first aid are posted? 								
<ul style="list-style-type: none"> Trained first aider always available during each shift? 								
2. Are there written emergency response plans for the following emergencies?								
<ul style="list-style-type: none"> Fire Plan (Map including location of exits and fire extinguishers) 								
<ul style="list-style-type: none"> Injury/death 								
<ul style="list-style-type: none"> Spills, leaks and other releases of hazardous substances 								
<ul style="list-style-type: none"> Natural disasters 								
<ul style="list-style-type: none"> Bomb threats 								
<ul style="list-style-type: none"> Personal threats (harassment/ violence) 								
<ul style="list-style-type: none"> There are periodic emergency/evacuation drills 								
<ul style="list-style-type: none"> Emergency service phone numbers (police, fire, ambulance) are posted 								
<ul style="list-style-type: none"> Incident reporting/ investigation 								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
3. Are appropriate first aid equipment and emergency supplies available at worksite?								
• fire fighting equipment / extinguishers								
• first aid kit(s)								
• spill clean up kits								
• approved ANSI eyewash stations								
• Plan to ensure that equipment is maintained								
4. Is there a review of the emergency action plan, provisions, and training?								
• First Aider and CPR certification								
• Fire extinguisher training								
• Spill Response								
• Eye Wash Equipment								
• Practice drills								
• P&P • Blood and Bodily Fluids (Handling, proper disposal of sharps, spill containment, clean up) • Post Exposure Protocol								

ELEMENT 3 - PEOPLE AND RESOURCES REQUIRED IN EMERGENCIES:

Interview Questions:

Where would you find any information on emergency plans?
Incident Management Binder located ?; signs; bulletin board

If you discover a chemical spill or leak, what would you do?
Notify supervisor; review MSDS; contain the spill using spill kit

If you discover someone who is injured or collapsed, what would you do.
Notify supervisor; announce blue alert; do not move the injured.

Is there a plan for bomb threats? Security incidents?

Have you participated in a crisis response drill?
What type of drill.

After a drill, what happens?
Debriefing, meeting to review

Where would you find information on the debriefing (meeting review)
Bulletin board.

Comments:

ELEMENT 4 - STATEMENT OF RESPONSIBILITY

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
1. Statements of Responsibility								
• What are the responsibilities of employers & senior managers?								
• What are the responsibilities of front-line managers & supervisors?								
• What are the responsibilities of workers? Temp, volunteer, contractor, guest, etc.								
• What is the role of the workplace safety & health committee?								
• Are assignments/responsibilities as specific as possible & in writing? (P&P, job descriptions)								
• Are assignments accompanied by a monitoring system? Performance review, Competency evaluations?								
• Does it state what consequences follow when safety & health duties are not carried out?								
• Do they have the necessary skill, training & experience to carry them out?								
• Is there a written policy in place for non compliance of S & H rules?								
• Is the policy enforced?								
• Communicated in orientation? See "Element 8".								

ELEMENT 4 - STATEMENT OF RESPONSIBILITY:

Interview Questions:

Is there a written statement of safety and health responsibilities?
Yes/No. If no, skip next question.

Describe the written statement.

Name at least 3: Responsibilities of manager, supervisor, worker, volunteer, safety and health committee, contractor

Where would you find this written statement?
Bulletin board, policy/procedure manual

What are your responsibilities?

Comments:

ELEMENT 5 - SCHEDULED INSPECTIONS

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
1. What is the School Division's method for conducting inspections?								
<ul style="list-style-type: none"> Are informal (unplanned) inspections conducted? 								
<ul style="list-style-type: none"> Are formal (planned) inspections conducted? Circle or identify all that apply (identify others that may not be listed): <ul style="list-style-type: none"> Preoperational Preventative Maintenance Critical Parts Housekeeping Planned General Sr. Management Safety and Health Committee 								
<ul style="list-style-type: none"> Does the schedule identify what is inspected i.e. work areas, equipment, tools, safe work practices, ppe, etc. by whom & how frequent? Some examples may include: <ul style="list-style-type: none"> Preoperational inspections are conducted at the beginning of each work shift by the operator. Housekeeping inspections are conducted weekly by front line supervisors. Planned General inspections are conducted weekly by the area supervisors. Preventative Maintenance schedules are conducted according to manufacturer's specifications. There should be a referral to a Preventative Maintenance program which would include timelines for specific maintenance on specific equipment. Sr. Management inspections are conducted monthly Safety and Health Committee inspections are conducted 1 day prior to the committee meeting. Critical parts inspections are conducted by the operator prior to shift or at end of shift. 								

ELEMENT 5 - SCHEDULED INSPECTIONS:

Interview Questions:

Are any inspections conducted to look for safety hazards?
Yes/No. If answer is no, skip to element 6.

Who performs these inspections?
Safety and health committee members, equipment operator, management, maintenance

Where would find these inspection reports?
Bulletin Board, Cte binder

How are safety problems corrected?
Committee meeting, senior management, completion of work orders

Name 3 items to be inspected regularly
Fire extinguishers, first aid kit, eyewash stations, housekeeping, guarding, fire exits, safe work procedures.

Comments:

ELEMENT 6 - CHEMICAL MANAGEMENT PLAN TO CONTROLS CHEMICAL & BIOLOGICAL HAZARDS

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
1. Chemical and Biological Hazards;								
<ul style="list-style-type: none"> Has The Division prepared an inventory of chemicals & biological hazards? Is it up to date and reviewed annually? 								
<ul style="list-style-type: none"> How is The Division assessing the risk of the chemical and biological hazards? 								
<ul style="list-style-type: none"> How is The Division controlling the identified chemical and biological hazards? Examples of control systems include: <ul style="list-style-type: none"> Ventilation systems Isolation (barriers) Administrative controls Work procedures PPE 								
<ul style="list-style-type: none"> How will the employer ensure workers are not overexposed? The Division's monitoring procedures might include: <ul style="list-style-type: none"> Types of monitoring conducted (including environmental?) Frequency of monitoring Responsibilities for monitoring Follow up from monitoring 								
<ul style="list-style-type: none"> Are records of ventilation system maintenance kept? If needed? 								
<ul style="list-style-type: none"> Use the above information to develop & implement SWP & processes. 								
<ul style="list-style-type: none"> Use the information to train workers about hazards & how to use required work procedures and processes 								

ELEMENT 6 - CHEMICAL MANAGEMENT PLAN TO CONTROLS CHEMICAL & BIOLOGICAL HAZARDS:

Interview Questions:

What is WHMIS?

Safe use of chemicals; MSDS, Training, Labeling, Spill containment/clean up, PPE

Where would you look for safety information for chemicals?

MSDS binder, prevention plan, labels on containers, supervisor (if can't answer, skip to element 7)

What type of training did you receive on WHMIS

Annually, for new employees, specific training for those work with chemicals

For an MSDS to be current, it must not be older than _____?

3 years

What is routine practices?

Proper hand washing, wearing PPE's., gowning/de-gowning

If you find blood/bodily fluid waste or sharps, what would you do?

Follow Post Exposure Protocols

How would you dispose of hazardous materials? - Chemical/Biological

Review MSDS, Sharps container

Comments:

ELEMENT 7 - DEVELOP A PLAN TO SAFEGUARD CONTRACTED EMPLOYERS OR SELF-EMPLOYED PERSONS (TO BE COMPLETED BY MAINTENANCE SUPERVISOR)	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
1. Safeguarding contracted employers or self-employed persons. Does the plan include:								
<ul style="list-style-type: none"> Is there criteria for selecting and evaluating contracted employer's) or self employed persons. Criteria should include evidence of a good safety and health management. 								
<ul style="list-style-type: none"> How does the employer plan to safeguard contracted or self employed persons from hazards at the workplace? Examples may include: <ul style="list-style-type: none"> New worker orientation with first time contractors (emergency plan, building layout, restricted areas, reporting incidents) A form that addresses hazards that may be encountered PPE requirements and safety rules review 								
<ul style="list-style-type: none"> What responsibilities do contractors have? 								
<ul style="list-style-type: none"> How does the RHA ensure that relevant safety & health requirements of The Division are applied to contracted employers or self employed persons. 								
<ul style="list-style-type: none"> How are the contracted employers or self employed persons monitored to ensure they meet the safety and health requirements of the contract while on site (memos/ regular inspections/ committee minutes) 								
2. Safeguarding workers from hazards introduced by contracted or self-employed persons.								
<ul style="list-style-type: none"> How does the employer plan to safeguard workers against hazards introduced by the contracted or self employed persons? Examples may include: <ul style="list-style-type: none"> A form that has the contracted or self employed persons list all hazards they may introduce. Removing workers from the area of contracted or self employed persons 								

<ul style="list-style-type: none"> What responsibilities do workers, supervisors, management have? 							
<p>3. Construction Projects: If The Division is undertaking a construction project involving more than one employer , self employed person, there must be a “prime contractor” for the project. The prime is responsible for the following:</p>				Comments			
<ul style="list-style-type: none"> Is there an effective system set up to ensure everyone involved in work on the project meets their legal safety & health obligations. 							
<ul style="list-style-type: none"> Is there a system to co-coordinate, organize & monitor work on the project to ensure reasonable & practicable precautions are in place to effectively control safety & health hazards? 							
<ul style="list-style-type: none"> Is there a requirement to co-coordinate the safety & health programs of contracted employers. 							

ELEMENT 7 - DEVELOP A PLAN TO SAFEGUARD CONTRACTED EMPLOYERS OR SELF-EMPLOYED PERSONS:

Interview Questions:

Do you have responsibilities for hiring contractors?
Yes/No. If no, skip next question.

Describe your responsibilities.
Obtain appropriate documentation for specific training dependent on the task, ensure orientation for contractor re: first aid, evacuation, location of eyewash station

If you have any concerns regarding a contractor not working safely, how would you deal with this?
Report to supervisor.

Comments:

ELEMENT 8 - DEVELOP A TRAINING PLAN FOR SUPERVISORS AND WORKERS	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
1. Orientation								
<ul style="list-style-type: none"> • Are orientations given to: When are these performed? 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ new workers 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ workers if they change jobs or transfer to other areas 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ safety and health committee representatives 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ managers/supervisors, including those newly hired (disciplinary process, handling safety concerns, right to refuse, accident investigation, incident reporting, S&H P&P) 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ contractors 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ subcontractors 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ visitors 								
<ul style="list-style-type: none"> • Does the orientation include a review of: 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ The Division policies and procedures 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ general workplace hazards and how to recognize them 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ hazard reporting system 								
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ general safety and health controls 								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
○ job responsibilities								
○ regulatory requirements								
○ Division enforcement policy								
○ worker right to know and to refuse unsafe work								
○ evacuations, alarms, hazard reporting, resolution of concerns/ S & H committee?								
○ emergency procedures (fire, first aid, evacuation)								
○ demonstrated knowledge on what was discussed / follow up?								
2. Specialized Training (Does the workplace ensure training / certification (where applicable) for):								
• Hearing Conservation								
• WHMIS & WHHR Regulation requirements								
• Ergonomics								
• Confined space								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
3. On-The-Job Training								
• Is on-the-job training conducted to help ensure workers perform all tasks safely?								
• How is the competency of this worker evaluated?								
• Are Safe Work Procedures used as a training tool?								
• Is there proper supervision of the worker during this training?								
4. Training Records / Review								
• Are responsibilities for training clearly assigned?								
• Are records kept of any of the above mentioned training? (QHR HRIS)								
• Is there an annual review of worker training program requirements?								
• How does The Division ensure training is effective?								
• How does The Division ensure the training takes place?								
• How does The Division ensure the training is current?								

ELEMENT 8 - DEVELOP A TRAINING PLAN FOR SUPERVISORS AND WORKERS:

Interview Questions:

Did you receive a safety orientation? When?

What topics were covered in the safety orientation?

Ergonomics (pt handling/material handling); WHMIS, WS&H Responsibilities, 3 rights, emergency procedures, hazard reporting.

Manager - describe any specific training - safety and health you received regarding managers.

conducting JHA, safe work procedures, incident near miss reporting, corrective action, reporting to workplace safety and health division, serious accidents, right to refuse, provision of necessary PPE's, consultation with safety committee and consultants where they exist.

Workers - describe any specific training re safety and health you received to do your job.

WHMIS, hazards, PPE, patient lifting, material handling

Have you received training on the hazards of: Repetitive motion? Lifting? Static muscle loading? (sedentary task) Awkward body position (overreaching, bending below the knees)? Back Injury Prevention

Do you use mechanical aids for lifting materials?

Are you provided with education and training ie. Safe operation of powered scissor lift or power hoist.

Provide regular refresher training for all staff (annually, biannually, etc)?.

Have access to consultations for ergonomic assessment in the work environment?

Employer encourage regular breaks from static postures (micro breaks, stretch breaks, etc.)?

Comments:

ELEMENT 9 - PROCEDURES FOR INVESTIGATING ACCIDENTS, DANGEROUS OCCURRENCES & RIGHT TO REFUSE	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
1. Incident and Accident Notification								
<ul style="list-style-type: none"> • Is there a written procedure for notification of incidents/accidents & right to refuse? <ul style="list-style-type: none"> ○ Internal notification ○ WCB notification ○ WSH notification 								
<ul style="list-style-type: none"> • Is there a method in place to verify that incidents/ accidents/near misses are being reported? 								
<ul style="list-style-type: none"> • Are records kept of accident statistics i.e. internal, WCB? 								
2. Incident/Accident Investigation & Follow-up								
<ul style="list-style-type: none"> • Is there written procedures for conducting investigations? 								
<ul style="list-style-type: none"> • Has The Division assigned responsibility in conducting investigations? Protocol? 								
<ul style="list-style-type: none"> • Does The Division use an accident/incident investigation form or report? Are records of reports kept? 								
<ul style="list-style-type: none"> • Are records of training kept? 								
<ul style="list-style-type: none"> • All persons investigating incidents/accidents are trained in investigation techniques? 								
<ul style="list-style-type: none"> • Do investigations include worker members from the WS&H committees? 								
<ul style="list-style-type: none"> • Do investigations focus on collecting evidence and identifying root causes? 								
<ul style="list-style-type: none"> • Procedure for documenting and implementing investigation recommendations? 								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
<ul style="list-style-type: none"> Is there a written follow-up process to ensure corrective action is taken? 								
<ul style="list-style-type: none"> Is there an annual review of the accident / incident investigation process? 								
3. The Division must have a procedure for investigating Dangerous Occurrences. The procedure must include:								
<ul style="list-style-type: none"> What is the process that workers follow for bringing up or addressing concerns? 								
<ul style="list-style-type: none"> How are corrective actions put into place are monitored? 								
4. The Division must have a procedure in place to deal with a Right To Refuse situation. Does the procedure include:								
<ul style="list-style-type: none"> The process to follow in a right to refuse situation 								
<ul style="list-style-type: none"> Responsibilities for workers, supervisors, and worker co-chairs or designates 								
<ul style="list-style-type: none"> Specific rules (from the Workplace Safety and Health Act) relating to right to refuse situations (worker accepts reassignment when available, no discrimination, etc.) 								

ELEMENT 9 - PROCEDURES FOR INVESTIGATING ACCIDENTS, DANGEROUS OCCURRENCES & RIGHT TO REFUSE

Interview Questions:

Describe what you would do if you are injured in the work place or would like to report a near miss in the workplace.
Report to supervisor and complete form; participate in accident investigation and corrective action

Who is involved in investigating injuries, dangerous occurrences?
Committee member, designated as one of the investigators, witness, supervisor with knowledge of safe work procedures

What is right to refuse work?
Employee has the right to refuse work if he/she believes that work is dangerous to self and others.

Describe the procedure relating to right to refuse
Process in place; report to supervisor, supervisor and individual discuss issue and resolved; if not resolve, involve management and committee co-chairs for resolution; if not resolve committee meeting; if not resolved, WS&H Safety officer of the WS&H Division; if not agree with decision, appeal.

Who needs to receive the right to refuse report/summary?
WS&H Committee Co-chairs, Management.

Comments:

ELEMENT 10 - DEVELOP A STRATEGY FOR WORKER PARTICIPATION	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
	1. Does the committee meet the requirements in the WSH Act and regulation? See Part 3 of 217/2006							
<ul style="list-style-type: none"> committee size in accordance with requirements of Act and Regulation 								
<ul style="list-style-type: none"> committee meets minimum quarterly 								
<ul style="list-style-type: none"> worker members have been elected 								
<ul style="list-style-type: none"> chair rotates between management and workers at alternate meetings 								
<ul style="list-style-type: none"> there is a notice board for safety committee communications 								
<ul style="list-style-type: none"> define the set up of the committee, for example: <ul style="list-style-type: none"> terms of office role of members training provided 								
<ul style="list-style-type: none"> minutes/agendas of meetings are posted and maintained 								
<ul style="list-style-type: none"> committee minutes are sent to the WSH Division within 7 days 								
<ul style="list-style-type: none"> name/ term of committee members, safety bulletins and work order reports posted 								
<ul style="list-style-type: none"> committee identifies hazards, by regularly conducting inspections/audits 								
<ul style="list-style-type: none"> committee investigates and participates with ie: complaints, right to refuse, etc 								
<ul style="list-style-type: none"> committee participates in all accident investigations and report prep. 								
<ul style="list-style-type: none"> committee reviews injury/ near miss investigations 								
<ul style="list-style-type: none"> committee develop and promote safety programs, monitors, procedures, training 								
<ul style="list-style-type: none"> committee members promote safety and health 								

ELEMENT 10 - DEVELOP A STRATEGY FOR WORKER PARTICIPATION

Interview Questions:

Describe how your employer involves you in safety and health activities.
Training, orientation, encourage to report concerns, participate as member of the committee, consulted when required.

Do you have a safety committee?
Yes - If no/I don't know, skip to element 11,

How are members chosen to be on the Safety and Health Committee?
Ballot and staff nominations

What is the purpose of a Safety and Health committee?
Assist in the development and promotion of safety and health in the workplace

If you have any concerns, how are these concerns dealt with by the safety and health committee.
Ask supervisor, ask committee members; look in the bulletin board, read minutes

Where would you find information on the safety and health committee?
Bulletin Board, binder

Tell me what is the safety and health committee supposed to do?
Review incidents, make recommendations, participate in accident investigations, promote safety awareness

Comments:

ELEMENT 11 - EVALUATE & REVISE YOUR PROGRAM REGULARLY	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
	<ul style="list-style-type: none"> Is there an identified and clearly defined a process to evaluate and revise your program within the time intervals specified in the WSH regulations & standards? (Minimum every three years) 							
<ul style="list-style-type: none"> Partial or full reviews timelines identified? 								
<ul style="list-style-type: none"> What methods will be used to conduct the review? For example: <ul style="list-style-type: none"> Checklist Audit Assessment 								
<ul style="list-style-type: none"> Does The Division perform safety audit? How often? Performed internally or external contact? Who is responsible for keeping documentation (minimum 5 years) or conducting the audit? 								
<ul style="list-style-type: none"> Does The Division review the implementation of the program as well as the documentation of the program? 								
<ul style="list-style-type: none"> Introduction of new technologies, production methods, new equipment, chemicals or the development of services associated with new hazards? 								
<ul style="list-style-type: none"> Action plan and progress report are posted on bulletin board? 								

ELEMENT 11 - EVALUATE & REVISE YOUR PROGRAM REGULARLY

Interview Questions:

How does the school / program evaluate the effectiveness of the safety program (or how well the safety program works)
Procedure exists.

How often is the program evaluated?
3 years

Who is involved in the evaluation process?
Safety and health committee, management.

Comments: