

AGSAFE SMALL EMPLOYER COR DOCUMENTATION REQUIREMENTS

ELEMENT 1 – Management (Owner) Commitment

- Safety policy
- Communication Policy
- Supervisory Evaluation Form

ELEMENT 2 – Hazard Identification, Risk Assessment and Control

- Hazard and Site-Specific Assessment
- Assessment of Tasks, Situations or Equipment
- Completed Risk Assessments

ELEMENT 3 – Safe Work Procedures and Written Instructions

- Safe Work Procedure Policy
- Written Emergency Procedures
- Emergency Evacuation Drill
- First Aid Assessment(s)
- Signage to contact First Aid Attendants

ELEMENT 4 – Training and Instruction of Worker

- Training Policy and Requirements
- Training Matrix
- New Worker Orientation Checklist
- Visitor and Contractor Safety Sign-in sheet

ELEMENT 5 – Inspection of Premises, Equipment, Workplaces and Work Practices

- Workplace Inspection Policy
- Inspection Schedule
- Workplace Inspection Checklist
- Training record: Workplace Inspections

ELEMENT 6 – Incident Investigations

- Incident Investigations Policy
- Training record: Incident Investigations

ELEMENT 7 – Program Administration

- Accident and Injury Log

ELEMENT 8 – Action Plan

- Previous Year's Action Plan (unless it's the first audit)