AGSAFE LARGE EMPLOYER COR DOCUMENTATION CHECKLIST

ELEMENT 1 – Management (Owner) Commitment

- ☐ Health and Safety policy
- ☐ KPI Action Plan
- ☐ Communication Policy
- ☐ Management Meetings
- ☐ Disciplinary Policy
- ☐ Discipline Records

ELEMENT 2 – Hazard Identification, Risk Assessment and Control

- ☐ Hazard ID Policy
- ☐ Hazard and Site-Specific Assessment
- ☐ Hazard ID Matrix
- ☐ Hazard Reporting Form
- ☐ Assessment of Tasks, Situations or Equipment
- ☐ Completed Risk Assessments
- ☐ PPE Policy
- ☐ Respirator Program
- ☐ Broken Tools/Equipment SWP
- ☐ Preventative Maintenance Program

ELEMENT 3 – Safe Work Procedures and Written Instructions

- ☐ Safe Work Procedure Policy
- ☐ WHMIS Policy
- ☐ Safe Work Procedures
- ☐ First Aid Program/Policy
- ☐ First Aid Assessment(s)
- ☐ Signage to Contact First Aid Attendants
- ☐ Written Emergency Procedures
- ☐ Emergency Evacuation Drill

**Please include any Policies or SWP that apply to your workplace. Ie. ROPS, Fall Protection, Chemical Spill

ELEMENT 4 – Training and Instruction of Worker

- ☐ Training Policy and Requirements
- ☐ Training Matrix
- ☐ Crew Talk Log
- ☐ Worker Orientation Program
- ☐ Worker Orientation Checklist
- ☐ Visitor and Contractor Safety Sign-in Sheet

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

- ☐ Safety Inspection Program
- ☐ Inspection Schedule
- ☐ Inspection Checklist
- ☐ Inspection Training Record

ELEMENT 6 – Incident Investigations

- ☐ Incident Investigations Policy or Procedure
- ☐ Incident Investigations Training Record
- ☐ Completed Incident Investigations

ELEMENT 7 – Program Administration

- ☐ Safety Program Binder or Computer File
- ☐ Safety Stats Report
- ☐ Management or JHSC Meeting Minutes

ELEMENT 8 – Joint Health and Safety Committees

- ☐ JHSC Terms of Reference
- ☐ JHSC Training Record
- ☐ Safety Committee minutes