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|  | **OBSERVATION QUESTIONS:** | **COMMENTS:** |
| 1.1 | Review OHS Policy to see if it is signed for the current year by the current senior manager. |   |
| 1.1 | Observe locations where the safety policy is in evidence during observational tour. It should be available at all permanent worksites. You may find the policy on bulletin boards, in the employee handbook, posted on the internal website or in the safety manual.  |   |
| 1.3 | During observational tour, observe managers and supervisors to see if they are following safety rules and regulations. |   |
| 1.5 | Observe the worksite to determine if regulatory books are available in paper, CD or electronic format. |   |
| 2.3 | During observational tours, look for communication of documented hazards on bulletin boards or available in some other format.  |  |
| 2.4 | During observational tours, see whether or not identified controls have been implemented. |  |
| 2.5 | During observational tours, look for evidence of PPE communication (e.g. signs posted where hearing or eye protection would be required). |  |
| 2.6 | Is the correct PPE used by employees when required?During observational tours, observe the use of PPE. |  |
| 2.7 | During observational tours, check with staff to determine what specialized PPE is provided. |  |
| 2.12 | Observe whether equipment and tools are in good working condition.  |  |
| 3.2 | During observational tours, look for Supplier and Workplace Labels and other means of identification, and Material Safety Data Sheets (MSDS's) for Controlled Products. |   |
| 3.3 | Look for Safe Work Procedures during observational tours. They may be at individual worksites in paper format, in staff rooms, offices, posted on bulletin boards, or on an internal website. |   |
| 3.3 | Observe a worker performing any of the hazardous tasks listed in question 3.5. Assess how many elements of the procedure the worker follows, and the number of elements that should have been followed.  |   |
| 3.8 | During observational tours, look for and inspect the first aid room(s) and supplies to ensure that first aid records, instructions and procedures are in place. |  |
| 3.9 | During observational tours, look for signs or other ways that identify how to contact first aid. |   |
| 3.10 | During observational tours, look for evidence of emergency response equipment and signage, e.g. fire extinguishers, visual and audio alarms, etc. |  |
| 3.12 | During observational tours, look for emergency procedures in appropriate locations (evacuation procedures in hallways, chemical release emergency procedures outside chemical rooms or chemical use areas, etc.)  |   |
| 4.5 | If someone has been assigned this responsibility, verify through observation that he/she has checked within the past 12 months for certifications.  |   |
| 5.7 | During observational tours, see if high hazard deficiencies have been corrected. |   |
| 6.7 | During observational tours, determine if recommendations found in selected incident investigations have been implemented. This may require some informal discussions with workers in the field. |   |
| 7.1 | Observe someone in the organization accessing program documentation. |   |
| 8.1 | During observational tours, look for committee members names posted on bulletin boards or made available to workers in some other way.  |   |
| 8.2 | During observational tours, look for posted communication regarding the Joint OH&S Committee function, terms of reference, etc. |  |
| 8.8 | Minutes may be posted on bulletin boards, on the organization's internal website, or other means. |   |
|  | **Fire extinguishers are attached and current** |   |
|  | **Fall Protection equipment** |   |
|  | **General cleanliness and orderly** |   |
|  | **Exits clear** |   |
|  | **Identify liquids or tripping hazards on the floor** |   |
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