

St Francis Xavier University

Section 8.0

Occupational Health and Safety System Audit Program

Draft

August 2010

For further information please refer to Section 9.0 to review a copy of the
Nova Scotia Occupational Health and Safety Act

8.0 OCCUPATIONAL HEALTH AND SAFETY PROGRAM AUDIT

At St. Francis Xavier University monitoring is an essential component of the University's Joint Occupational Health and Safety Policies and Procedures Manuel. Monitoring provides the opportunity for improvement in the health and safety practices of all faculty, administrators, staff and students. Monitoring also ensures compliance with the laws and status that have been enacted by federal and provincial governments concerning Occupational Health and Safety. Specifically Nova Scotia Occupational Health and Safety Act Chapter 7 of the Acts of 1996, Section 28.

A health and safety monitoring program is an initiative to compare health and safety performance against a standard and includes a critical review of all elements of occupational health and safety at all work sites on the University campus. The monitoring tool used is a highly structured tool developed in co-operation with other University departments. It is meant to report on occupational health and safety department wide while considering the health and safety of each member of the department.

The monitoring tool to be used can be found in this section of the Joint Occupational Health and Safety Committee (JOHSC) Policies and Procedures Manuel. In addition, questionnaires have been developed in co-operation with other University departments. These questionnaires will be used to gather information about the effectiveness of the JOHSC Policies and Procedures Manuel from staff. These questionnaires can also be found in this section of the Manual. The use of these tools will start initially with Facilities Management once they had an opportunity to integrate the monitoring program into their Site Occupational Health and Safety Program.

While implementation of the University's Occupational Health and Safety System Audit Program is underway, monitoring will be conducted initially as previously stated within Facilities Management. The Program provides for the preparation of an Annual Report, regular review of incident reports and investigations completed, training completed by employees, along with informal feedback from all staff. All of this information will be gathered together by the Facilities Management Site Safety Committees and forwarded to the JOHSC in October of each year for their review and action.

The JOHSC has prepared a Yearly Health and Safety Summary Form: see Form 8.14 and an Annual Report Form: see Form 8:15 to assist with this task. The responsibility for submitting a yearly consolidated report to the JOHSC rests with the Facilities Management Site Safety Committee.

In addition, St. Francis Xavier University is currently reviewing the requirements of a Corporate Compliance Audit for the purpose of reporting to the Board of Governors on the status of occupational health and safety activities across University departments. The purpose of this audit will be is to ensure compliance with applicable legislation and to ensure that appropriate executive support, direction and feedback is provided to all Departments. All University Departments will participate fully in this corporate auditing process once approved.

ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED:		EVALUATOR:		
		DATE:		
OH&S PROGRAM ELEMENT Program Policy, Responsibility & Accountability		REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manuel		
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
1.1 Has a signed safety policy been promulgated by the organization being evaluated (5) and is it readily available to (5) and understood by all personnel in the organization (5)			15	
1.2 Are a safe work environment and practices considered as primary responsibilities of the organization?			10	
1.3 Have the safety responsibilities of line management (5), supervisors (5) and individuals (5) been included in terms of their employment, job descriptions, and/or performance evaluation for each appointment?			15	
1.4 Are line managers and supervisors held accountable for the safety performance of staff (5) and the safety of equipment and facilities under their control (5)			10	
1.5 Are all individuals held accountable for their own safety (5) of those around them(5)			10	
1.6 Has the safety program been evaluated during the past year (10) and has increased emphasis been placed on previous identified weaknesses (10)			20	
1.7 Are safety objectives established at least annually (10) and appropriate action taken for their achievement (10)			20	
Total			100	

NOTES ON REQUIREMENTS

GENERAL: Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

- 1.1 Verify through random sampling of different levels of staff within the organization whether a policy statement is posted and whether they can explain its intent.
- 1.2 Confirm by reviewing the policy statement and by questioning supervisors. To get full marks respondents must emphasize that safety is a primary consideration in the performance of all tasks.
- 1.3 Verify by checking above documents for statements such as; providing safety indoctrination briefings and regular safety talks; acting as safety representative on committees; checking work areas for safety hazards; or any other statement related to the requirements of the Safety Program.
- 1.4 Verify by random interviews and by reviewing all reports, hazard reports, or other accident-related documents to ascertain accountability.
- 1.5 Same as 1.4.
- 1.6 Confirm by checking previous records and verify that follow-up action is being actively pursued or has been completed on identified weaknesses.
- 1.7 Confirm with appropriate staff and verify from appropriate documents.

For further information please refer to Section 9.0 to review a copy of the Nova Scotia Occupational Health and Safety Act

ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION		
COMMITTEE EVALUATED:	EVALUATOR:	DATE:
OH&S PROGRAM ELEMENT Safety Procedures and Instructions	REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manual	
REQUIREMENTS (See Evaluator's Guidelines)	Value Factor	Rating
2.1 Has a safety committee been established (5) and terms of reference written (5)	10	
2.2 Are safety meetings being chaired by the appropriate levels of staff and management?	10	
2.3 Are the frequency of the meetings held in compliance with the Act?	10	
2.4 Is the membership appropriate to that specified in the Act?	10	
2.5 Is attendance at the meetings adequate to conduct business?	10	
2.6 Is there a system to ensure that follow-up action is taken on directives and decisions made at the meeting?	20	
2.7 Are minutes adequately and correctly distributed and filed?	10	
2.8 Are workplace OH&S committee minutes, membership lists, appropriate regulations, etc. posted on notice boards or contained in an area identified for OH&S?	10	
2.9 Where required under the OH&S Act are health and safety representatives functioning appropriately?	10	
Total	100	

NOTES ON REQUIREMENTS

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- 2.1 Verify by checking minutes and terms of reference to ensure that the types and numbers of committees are structured as required by references.
- 2.2 Verify that OH&S workplace committees are being co-chaired by an appropriate management representative and a labour representative.
- 2.3 Verify by checking past copies of minutes.
- 2.4 Verify that membership corresponds to the requirements of the Terms of References.
- 2.5 Verify through checking the absentee rate or inappropriate representation on minutes.
- 2.6 Verify by checking minutes and appropriate supporting documentation, work requests, or files created for the purpose.
- 2.7 Distribution lists should be verified and updated periodically. Site OH&S committee minutes are to be retained for five years.
- 2.8 Check notice boards.
- 2.9 Verify by discussion with appointed Health & Safety representatives.

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ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION		
COMMITTEE EVALUATED:	EVALUATOR:	DATE:
OH&S PROGRAM ELEMENT Safety Procedures and Instructions	REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manuel	
REQUIREMENTS (See Evaluator's Guidelines)	Value Factor	Rating
3.1 Do work sites have the appropriate safety references found in publications, manuals, regulations, standards, and guides necessary for all employees to perform their duties?	10	
3.2 Have hazard/risk assessments been conducted where required?	20	
3.3 Are employees made aware of the pertinent safety procedures?	20	
3.4 Are appropriate safety references used during worksite inspections and surveys?	10	
3.5 Are steps taken to ensure that employees comply with safety references?	10	
3.6 Have unique safety instructions, or safe job procedures, been established when required for specific and/or potentially hazardous conditions or situations?	10	
3.7 Are contractors required to comply with appropriate NS OH&S Act and Regulations?	10	
3.8 Are measures taken to ensure that new work procedures and equipment meet safety standards?	10	
Total	100	

NOTES ON REQUIREMENTS

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- 3.1 Verify with worksite managers/supervisors. Confirm by personal observation of documents.
- 3.2 Verify by reviewing documentation.
- 3.3 Confirm by randomly asking employees.
- 3.4 Confirm with managers, supervisors and safety committees.
- 3.5 Verify with managers, supervisors and random sampling with staff.
- 3.6 Verify existence of such instructions.
- 3.7 Confirm with managers, supervisors and verify contacts.
- 3.8 Confirm with managers, and supervisors.

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ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED:		EVALUATOR:		
		DATE:		
OH&S PROGRAM ELEMENT Safety Training		REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manual		
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
4.1 Is there an OH&S training plan (10) for the organization and is it being followed (5)?			15	
4.2 Have all staff requiring OH&S training been identified?			10	
4.3 Are new employees given an OH&S orientation (5) and reassigned employees given training specific to their workplaces?(5)			10	
4.4 Is related safety training included in all local job training where required?			10	
4.5 Are candidates selected for corporate/department sponsored courses in accordance with any established selection criteria?			10	
4.6 Have managers and supervisors been trained on or made aware of their safety responsibilities as outlined in references?			10	
4.7 Are five minute safety talks provided for all personnel at regular intervals?			5	
4.8 Are high accident areas and hazardous work sites being targeted for extra safety training?			10	
4.9 Is safety training updated to keep pace with changing requirements?			10	
4.10 Are safety training records being kept for review by authorized agencies?			5	
4.11 Are OH&S workplace committees being consulted for training requirements?			5	
Total			100	

NOTES ON REQUIREMENTS

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- 4.1 Verify by comparing the training plan which should include corporate/department sponsored courses, locally contracted out courses and courses conducted by local resources with the training records.
- 4.2 Verify for senior management, middle management/supervisors, workers, workplace committee members and representatives. Verify that managers and supervisors are aware of their responsibilities in accordance with references.
- 4.3 Verify by random sampling of personnel to determine whether they have received orientation training and specific safety training relating to the job or task. (Example: WHMIS, lifting, client conflict resolution, fire, safe driving etc.)
- 4.4 Confirm by random interviews with staff.
- 4.5 Verify by comparing personnel selected against any existing selection criteria.
- 4.6 Verify with managers and supervisors.
- 4.7 Confirm by random interviews with staff.
- 4.8 Determine by checking accident, inspection and safety program evaluation reports.
- 4.9 Verify that training is being developed for changing requirements such as new equipment, technology, procedures, etc.
- 4.10 Verify with co-chairpersons of JOHS workplace committees.
- 4.11 Confirm that training records are being kept.

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ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION		
COMMITTEE EVALUATED:	EVALUATOR:	DATE:
OH&S PROGRAM ELEMENT Safety Inspections	REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manual	
REQUIREMENTS (See Evaluator's Guidelines)	Value Factor	Rating
5.1 Have inspection requirements been identified for all areas of the organization?	5	
5.2 Has a formal written safety inspection plan been developed for the organization?	10	
5.3 Has a safety inspection checklist been developed (5) and used for each area and/or activity (5)?	10	
5.4 Have procedures and schedules been developed for regular inspections?	10	
5.5 Do managers/supervisors conduct safety inspections?	10	
5.6 Do working personnel inspect their work sites prior to each shift (where required)?	5	
5.7 Do Occupational Safety and Health Workplace Committees assist in conducting workplace inspections?	10	
5.8 Are written safety inspection reports completed (5) and action taken on deficiencies and records maintained (5)?	10	
5.9 Are the results of safety inspections reviewed by safety committees and JOHSC workplace committees (5), and has corrective action taken been recorded (5)?	10	
5.10 Are the hazards revealed during safety inspections assigned a priority for corrective action?	10	
5.11 Is follow-up action taken on identified hazards?	10	
Total	100	

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5.1 Verify with records, management and/or supervisors.

5.2 Verify with records or documentation.

5.3 Same as 2.

5.4 Verify with records and management.

5.5 Verify with records and supervisors/managers.

5.6 Confirm with supervisors and verify by random sample with workers.

5.7 Same as 5.2

5.8 Same as 5.2.

5.9 Same as 5.2.

5.10 Same as 5.1

5.11 Same as 5.2

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ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION		
COMMITTEE EVALUATED:	EVALUATOR:	DATE:
OH&S PROGRAM ELEMENT Incident Investigation, Reporting & Analysis		REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manual
REQUIREMENTS (See Evaluator's Guidelines)	Value Factor	Rating
6.1 Are all incidents requiring reports, per NS OH & Safety Act investigated and reported on the correct form?	10	
6.2 Has a hazard identification and reporting system been developed and implemented?	5	
6.3 Is there a cross reference system to ensure reportable incidents are being reported?	10	
6.4 Are local briefings provided to supervisors on incident investigation and reporting requirements?	10	
6.5 Are investigators establishing the underlying causes of the incident and recommending appropriate corrective actions?	10	
6.6 Do JOHS workplace committee representatives participate in investigations?	10	
6.7 Are incident reports reviewed by the appropriate manager/director?	5	
6.8 Are incident reports reviewed for completeness, accuracy and adequacy of prevention?	10	
6.9 Are incidents submitted within the required time and to the appropriate authorities?	10	
6.10 Is follow-up action taken to ensure that recommended preventive measures have been taken?	5	
6.11 Are incident reports retained for the required period and available for review?	5	
6.12 Is incident data analyzed periodically to identify high incident areas (5) and are the results of these reports prepared for senior management to indicate safety performance (5)	10	
Total	100	

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6.1 Review incident records.

6.2 Verify with managers/supervisors.

6.3 Spot-check from completed forms i.e. Workers' Compensation forms, vehicle incident

6.4 Same as 6.2

6.5 Review cause factor assessments in incident reports.

6.6 Confirm that incident reports are reviewed by JOHSC Committees.

6.7 Verify the signature on the report.

6.8 Verify by spot-checking the incident reports

6.9 Same as 6.1. Check incident date against transmission date.

6.10 Verify at random whether recommended preventive measures listed on reports have been implemented.

6.11 Review reports. Compare with annual report information.

6.12 Review reports. Verify through discussion with Chair of Site Health and Safety workplace committees.

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ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION		
COMMITTEE EVALUATED:	EVALUATOR:	DATE:
OH&S PROGRAM ELEMENT Personal Protective Equipment (PPE)	REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manual	
REQUIREMENTS (See Evaluator's Guidelines)	Value Factor	Rating
7.1 Have all tasks, equipment and work sites requiring the use of PPE been identified (5) and listed (5) and are the lists reviewed periodically (5)?	15	
7.2 Has the correct type of PPE been determined for each task, equipment and worksite identified for 7.1?	10	
7.3 Do JOHS Committees offer recommendations pertaining to PPE requirements?	10	
7.4 Are employees provided with (5) and using the appropriate and properly fitted PPE(5)	10	
7.5 Is procurement action taken for PPE that is required but unavailable or inappropriate?	5	
7.6 Have all applicable personnel been trained on use (5) and maintenance of PPE (5)?	10	
7.7 Have warning signs been posted at work sites (5) and on equipment (5) (as appropriate) that require the wearing of PPE?	10	
7.8 Are supervisors enforcing the use of PPE and are corrective and disciplinary measures taken when necessary?	10	
7.9 Is PPE inspected at regular intervals (5) and maintained or replaced when necessary (5)?	10	
7.10 Are efforts being made to replace equipment or to develop alternate work methods to eliminate the need for PPE?	10	
Total	100	

NOTES ON REQUIREMENTS

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- 7.1 Check to see if list exists. Ask question of supervisors, employees and JOHSC on a random basis for completeness.
- 7.2 Examine tasks and equipment at random to determine whether appropriate PPE is being used and whether specialists were consulted prior to its acquisition.
- 7.3 Verify by checking documentation.
- 7.4 Observe employees at their work sites on a random basis.
- 7.5 Verify by checking documentation.
- 7.6 Verify training records or by questioning employees at random.
- 7.7 Verify by random checking.
- 7.8 Verify through documentation and discussions with employees and supervisors.
- 7.9 Verify maintenance records and spot-check equipment. Confirm employees are complying with requirements.
- 7.10 Verify through discussions with supervisors and employees.

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ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION		
COMMITTEE EVALUATED:	EVALUATOR:	DATE:
OH&S PROGRAM ELEMENT Hazardous Material Safety	REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manual	
REQUIREMENTS (See Evaluator's Guidelines)	Value Factor	Rating
8.1 Is there an up-to-date inventory of all hazardous materials used or stored?	10	
8.2 Are all non-essential (5) or used hazardous materials (5) disposed of appropriately?	10	
8.3 Are current MSDSs on hazardous materials readily available to employees in the workplace?	10	
8.4 Are containers properly labeled?	10	
8.5 Are hazardous materials eliminated or replaced with less hazardous substitutes when possible?	5	
8.6 Have the approved warning signs (symbols) been posted where the materials are stored?	10	
8.7 Is WHMIS training provided to all employees?	10	
8.8 Are records maintained on personnel who have received WHMIS training?	5	
8.9 Are written operating procedures (5), including emergency measures (5), provided to personnel on the procurement, issue, use, handling, storage, transportation and disposal of hazardous materials and are they being followed?	10	
8.10 Are the necessary protective measures being provided to prevent contact, inhalation, ingestion or absorption of hazardous materials?	10	
8.11 Are storage facilities in compliance with applicable regulations governing areas such as structure, fire and product compatibility?	10	
Total	100	

NOTES ON REQUIREMENTS

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- 8.1 Confirm by personal observation and spot check to determine whether recently received products are on inventory list.
- 8.2 Verify with managers/supervisors.
- 8.3 Verify by observation and random sampling with personnel. Confirm MSDS are current (expire 3 years from date issued).
- 8.4 Verified by personal observation
- 8.5 Same as 9.2.
- 8.6 Same as 9.4.
- 8.7 Confirm by random sampling.
- 8.8 Same as 9.4.
- 8.9 Verify documentation. Ensure new hazardous products are identified and new product training given.
- 8.10 Verify checking work space, ventilation, PPE, guarding, handling tools, emergency equipment, wash stations, respiratory protection, etc.
- 8.11 Appropriate expertise in these areas should be sought.

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ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION		
COMMITTEE EVALUATED:	EVALUATOR:	DATE:
OH&S PROGRAM ELEMENT Emergency Preparedness	REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manual	
REQUIREMENTS (See Evaluator's Guidelines)	Value Factor	Rating
9.1 Are there detailed plans outlining the evacuation of the worksite(s)?	10	
9.2 Is the necessary equipment available to respond to emergency situations?	10	
9.3 Have personnel been designated to respond to specific emergency response plans?	10	
9.4 Do all employees know who the designated fire warden is for their worksite?	10	
9.5 Have drills been conducted to exercise the emergency response plans?	10	
9.6 Are personnel aware of emergency response plans and how to activate them during work hours?	10	
9.7 Are the required number of First Aid attendants available as per regulations?	10	
9.8 Are records maintained on personnel who have received First Aid training?	10	
9.9 Are First Aid kits, stations or treatment rooms maintained as per regulations?	10	
9.10 Are emergency response plans reviewed and updated as necessary?	10	
Total	100	

NOTES ON REQUIREMENTS

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- 9.1 Verify by personal observation of plans.
- 9.2 Verify by personal observation of equipment against the equipment list in the plan.
- 9.3 Verify by random questioning of personnel regarding training.
- 9.4 Verify with manager/supervisor and random sampling of personnel.
- 9.5 Same as 9.4.
- 9.6 Verify by random sampling of employees.
- 9.7 Verify by checking those trained against that required by relevant regulations.
- 9.8 Verify documentation.
- 9.9 Verify by personal observation.
- 9.10 Confirm with managers/supervisors and by personal observation of plans.

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ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION		
COMMITTEE EVALUATED:	EVALUATOR:	DATE:
OH&S PROGRAM ELEMENT Safety Reference Material	REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manual	
REQUIREMENTS (See Evaluator's Guidelines)	Value Factor	Rating
10.1 Has the required safety reference material been identified, obtained and made readily available?	25	
10.2 Where required is the safety reference material amended to date?	20	
10.3 Are personnel aware of the physical location of safety reference material?	15	
10.4 Are safety publications, topic brochures and extracts relative to the work environment and equipment circulated to users?	15	
10.5 Has someone been appointed to ensure that safety posters are held and periodically rotated to maintain novelty and meet campaign, display, exhibit work, seasonal and other safety needs?	15	
10.6 Is there a list of safety related videos, publications, manuals, brochures, etc. available?	10	
Total	100	

NOTES ON REQUIREMENTS

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- 10.1 Verify by personal observation.
- 10.2 Verify by personal observation of reference material.
- 10.3 Confirm by random sampling of staff.
- 10.4 Confirm by random sampling with employees.
- 10.5 Verify by checking poster stocks, notice boards and that someone has been appointed to monitor this.
- 10.6 Verify by personal observation.

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ST. FRANCIS XAVIER UNIVERSITY OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION		
COMMITTEE EVALUATED:	EVALUATOR:	DATE:
OH&S PROGRAM ELEMENT Procurement and Safety Controls	REFERENCES: A. NS OH&S Act B. JOHSC Policies and Procedures Manual	
REQUIREMENTS (See Evaluator's Guidelines)	Value Factor	Rating
11.1 Do policies exist to ensure that safety requirements are contained in the specifications for local purchase orders and other locally awarded goods and service contracts?	20	
11.2 Are locally purchased hazardous materials received with appropriate supplier labels and related MSDSs?	15	
11.3 Does the receiver/user check that locally purchased items comply with the desired standards of safety before they are accepted?	15	
11.4 Do local users check to ensure that the safety precautions related to the assembly, maintenance, operation and disposal instructions of locally purchased items are provided?	15	
11.5 Are there instructions and controls to prevent prohibited chemicals, or those restricted from use, from being procured?	15	
11.6 Are there local controls to ensure that contractors meet the safety requirements specified in their contracts?	20	
Total	100	

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- 11.1 Confirm by personal observation and documents.
- 11.2 Confirm with staff.
- 11.3 Verify with receiver/user on a random basis.
- 11.4 Verify with the user on a random basis.
- 11.5 Review list and spot-check.
- 11.6 Check documentation and verify with contract supervisors.

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JOHSC Policies and Procedures Manuel
ST. FRANCIS XAVIER UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION

14

Employee Questionnaire

Form 8.12

1. Is it easy for you to get a copy of a Written Work Procedure when you need one?
2. Do you consult Written Work Procedures regularly?
3. Are you involved in the development of Written Work Procedures?
4. Are you aware of, or involved in, any process to review Written Work Procedures and update them?
5. What happens if someone doesn't follow the Written Work Procedure?
6. Is your department's personal protective equipment requirement part of the Written Work Procedures?
7. Do you use personal protective equipment when required? Y/N
8. Do you know what, if any, personal protective equipment requirements there are for your job?
9. Do you receive training on the use of personal protective equipment for certain jobs? Y/N
10. What happens if people don't use the required personal protective equipment?
11. Are you involved in the selection of the personal protective equipment where applicable?
12. Do you refer to the manufacturer or regulatory standards when you purchase equipment?
13. If equipment or tools are defective, what happens?
14. How is the equipment maintained?
15. Did you have an orientation when you started work here?
 - b) If hired more than 1 year ago, have you had recent training?
16. Did your supervisor discuss and give you copies of the policies and procedures?
 - b) Or have office copies been made available?

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**ST. FRANCIS XAVIER UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION**

Employee Questionnaire Continued

17. Do you get training on the specific jobs you do?
18. Who does the training?
19. How often do you attend toolbox meetings?
20. What kinds of topics do you discuss during these meetings?
21. How often does management do inspections at the work sites?
22. When management does inspections do they inspect storage areas?
23. What happens when managers find things wrong during an inspection?
24. Are you involved in the inspections?
25. When there has been an accident on site and an investigation is done, what happens with the recommendations that the investigators make?
26. Are you aware of any kind of emergency plans for this site?
27. Have you every had any training in the use of fire extinguishers?
28. If there was an emergency here, how would you communicate with the emergency personnel?
29. Has your supervisor ever referred you to OH&S regulations before starting a job?
30. Describe briefly your legislative rights and responsibilities.
31. What is the normal condition of your lunchroom and bathrooms as far as cleanliness is concerned?
32. What happens when the safety committee makes recommendations?
33. In your toolbox meetings, are your comments invited and listened to?

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**ST. FRANCIS XAVIER UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION**

Supervisor's Questionnaire (to ask employees)**Form 8.13****Employee Interview Questionnaire**

1. Has anyone completed a formal hazard assessment of the work site in the last year?
2. Do your employees use safe work practices regularly?
3. Is there a regular process to review written work procedures and update them?
4. Do your staff use personal protective equipment?
5. Do you explain to workers the personal protective equipment requirements that there are on the job site?
6. Do workers get training on personal protective equipment for jobs?
7. What happens if staff doesn't use personal protective equipment?
8. If equipment is defective, what happens to it?
9. How is the equipment on the work site maintained?
10. Do employees, students and volunteers receive a new hire orientation when they start work here?
11. What things are taught during orientation?
12. Do workers get training on specific jobs when they need it?
13. Who does the training?
14. How often do you hold toolbox or crew meetings?

For further information please refer to Section 9.0 to review a copy of the
Nova Scotia Occupational Health and Safety Act

Supervisor's Questionnaire (to ask employees) Continued

15. What kinds of topics do you discuss during these meetings?
16. How often do you do inspections at the work site?
17. Do you inspect the storage areas during an inspection?
18. Are new employees involved in doing inspections?
19. When an accident occurs, how do you decide whether or not to report it to the Occupational Health and Safety Committee?
20. When there is an accident on site and an investigation has been undertaken, what happens with the recommendations that the investigators make?
21. Are the workers trained in the use of fire extinguishers?
22. What role does government legislation have in your job planning?
23. How do your lunchroom facilities compare to government regulations?
24. What happens when the Health and Safety Committee makes recommendations?
25. In toolbox meetings are workers' comments invited and listened to?

**ST. FRANCIS XAVIER UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION**

Program Elements: Records and Statistics

Reference: Nova Scotia Occupational Health and Safety Act Chapter 7 of the Acts of 1996 Section 28

ST. FRANCIS XAVIER UNIVERSITY will maintain records and statistics in support of the JOHSC Occupational Health and Safety Program. This information provides the means by which a site safety committee can be monitored for effectiveness.

As well, the maintenance of accurate records and statistics is one of the best means for demonstrating due diligence by the Departments' Management team. Records and statistics are also used to identify trends, behaviours and problems to allow planning for solutions and continuous improvements to the program.

All records related to Occupational Health and Safety will be maintained by the Departments in accordance with Provincial legislation.

DRAFT

**ST. FRANCIS XAVIER UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION**

Manager's Yearly Health and Safety Summary

Form 8. 14

Safety Summary	October 1, ___ Sept 31 ___
1. Number of employees hired:	
2. Number of employees that completed OH&S orientation:	
3. Number of toolbox meetings held:	
4. Percentage of employees attending toolbox meetings:	
5. Number of formal inspections i) Total unsafe acts and conditions identified: ii) Number corrected: iii) Number outstanding:	
6. Number of incidents: i) Near miss: ii) Property damage: iii) Injury: iv) Injury and property damage:	
7. Number of formal inspections: i) Completed: ii) Outstanding:	
8. Number of recommendations made: i) Completed: ii) Outstanding	
9. OH&S training courses offered: i) Courses offered: ii) Number of employees certified/trained:	

Manager's Signature

Date

**ST. FRANCIS XAVIER UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION**

Joint Occupational Health and Safety Committee Annual Report Summary

Form 8:15

Name of Committee:		Total number of employees represented by committee											
		Number of union employee committee members											
Date of Report Submitted:		Number of non-union employee committee members											
		J	F	M	A	M	J	J	A	S	O	N	D
Chair of Site Safety Signature		A	E	A	P	A	U	U	A	E	C	N	E
		N	B	R	R	Y	N	L	G	P	T	V	C
Site Safety Committees Meetings	Regular												
	Special												
Complaints/Concern Forms	Received												
	Resolved												
Work Refusals	Received												
	Resolved												
	Unresolved												
No. of Incident reports Received													
No. of Investigations from Incident Report	Manager												
	Site Safety Committee												
No. of Recommendations by Site Safety Committee													
Site Safety Committee objectives for the year and are they being met													
Site Safety Committee Members Training													
Site Safety Committee highlights for the year													
Accidents/Incidents													
No. Lost Time Accidents													

For further information please refer to Section 9.0 to review a copy of the Nova Scotia Occupational Health and Safety Act