

BASES SAFETY MANAGEMENT ASSESSMENT (SMA) YEARLY MAINTENANCE REVIEW			
COMPANY NAME:		Date:	
CONTACT NAME:			
SECTION 1: <u>Leadership and Commitment</u>		Score Possible	Score Achieved
1.0	Does management demonstrate their commitment to Health & Safety by:		
1.0.2	Is the policy statement signed by senior management, and reviewed annually?	1-2	
R	<i>-signed by senior management, company president/CEO and dated within one calendar year</i>		
1.0.3	Provide photo to show that the policy statement is posted. [OHSA s.25(2) (k)]	1	
R	<i>-posted at a conspicuous place in workplace – safety bulletin board or posting area - not only in health and safety manual or pamphlet</i>		
1.0.5	Provide a photo of your posted Workplace Harassment Policy? (Bill 168)	1-2	
R	<i>-reviewed within one year -posted at conspicuous place in the workplace -OHSA s.32.0.7 - Provide photo</i>		
1.0.6	Provide a photo of your posted Workplace Violence Policy? (Bill 168)	1-2	
R	<i>-reviewed within one year -posted at conspicuous place in the workplace OHSA s. 32.0.1 – Provide photo</i>		
1.0.7	Is the Health and Safety policy statement communicated to employees?	2	
	<i>-part of employee orientation program -minutes of a safety meeting -policy signed or initialed by employees -training checklist/company handbook</i>		
1.0.8	Have Health & Safety targets been established within the last 12 months?	1-3	
	<i>-training targets -BBS/Near Miss/HCR targets -monthly BSO plus topics/BSO annual refresher test, other</i>		
1.0.9	Are the H&S targets reviewed on a quarterly basis and revised as needed?	2	
	<i>-reviewed by safety rep, JHSC, OBS coordinator</i>		

1.0.10	<p>Are the targets communicated to all employees? <i>-posted on bulletin board, safety meeting minutes, quarterly updates</i></p>	2	
1.0.11	<p>Is the actual safety performance relative to the targets communicated to the employees? <i>-posted on bulletin board, safety meeting minutes, newsletter</i></p>	2	
1.0.18	<p>Do workers participate in daily toolbox talks/ pre-job safety meetings? <i>-provide examples with sign on sheets -supervisory log/safety topic list for documentation</i></p>	2	
1.0.19	<p>What improvements, in workplace health and safety, has the company implemented in the past year? <i>-revised policies/procedures -equipment/PPE upgrades -increased compliance with procedures -action plan based on last audit, other</i></p>	3	
1.0.20	<p>Does the company encourage off-the-job health and safety for all workers? <i>-agenda item at safety meeting -equipment loaning policy/program -newsletters (including BASES newsletter) -hazard alerts, other -confirmed through field visit interview</i></p>	3	

SECTION 2: <u>Roles & Responsibilities and Control</u>		Score Possible	Score Achieved
2.0	OHS Legislated duties & responsibilities:		
2.0.6	<p>Have performance reviews of legislated health and safety duties & responsibilities been held and documented within the last 12 months? <i>-safety performance reviews/checklists dated within the past 12 months</i></p>	2	
2.1	OHS Advisor/Coordinator:		
2.1.1	<p>Is there a Job Description for the role within the organization with responsibility for OHS Program development and implementation? (this is NOT the Health & Safety Rep/JHSC members) <i>-documentation; provide job description</i></p>	2	

2.1.2	<p>Does the person from 2.1.1, with responsibility for OHS Program development and implementation, have basic experience and knowledge in pre-job safety assessments, training, field monitoring, coaching, safety measures and reporting, incident response, investigation, and auditing?</p> <p><i>-interview; responses confirm competencies -documentation; training records, experience/resume</i></p>	2	
2.1.3	<p>Does the person responsible for OHS Program development & implementation engage directly with the workforce and provide support that improves safety culture, knowledge, and improved performance?</p> <p><i>-interview; confirmation from workers</i></p>	2	

SECTION 3: <u>Documents, Procedures, Reports & Communication</u>		Score Possible	Score Achieved
3.0	<p>Are the following documents available and posted in the workplace?</p>		
3.0.1 R	<p>Occupational Health and Safety Act and Relevant Regulations [OHS s.25(2) (I)] <i>-readily accessible in a common area, lunchroom/shop, where employees can find it easily</i></p>	1	
3.0.2 R	<p>Health and Safety at Work Poster <i>-posted in a readily accessible common area -the poster must be displayed in English and the majority language of the workplace</i></p>	1	
3.0.3 R	<p>W.S.I.B. Form 82 [Reg. 1101 s.1,3] <i>-must be displayed at the first aid station -posted in conspicuous place in the workplace</i></p>	1	
3.0.4	<p>Emergency telephone list <i>-emergency numbers -after hours company contacts -MOL/MOE -posted by primary telephones/main entrances</i></p>	1	
3.0.5 R	<p>MOL orders and inspection report <i>-posted in a prominent place for 14 days after issuance</i></p>	1	

3.0.6	Safety performance information updated & posted regularly? <i>-e.g., injury rates, OBS graphs, or similar graphs/safety statistics to indicate to the employee's progress toward enhanced safety performance</i>	2	
3.0.7	"Hazard Alerts" posted or communicated to increase awareness? <i>-e.g., recalls, notices, warnings posted and/or communicated via safety mtgs., toolbox talks, newsletter</i> <i>-posters and safety literature current and well maintained</i>	2	
3.0.8	Do you audit employee's knowledge of posted/circulated safety information? <i>-e.g., initialing of posted or circulated document</i> <i>-safety meeting agenda item w/signed attendance</i>	1	

SECTION 5: <u>Training</u>		Score Possible	Score Achieved
5.0	Does the employer document employee training:		
5.0.1 R	Have company personnel received WHMIS 2015 training? [OHSA s.42(1) – (4); Reg. 860] <i>-training and instruction provided in accordance with WHMIS 2015; please provide certificates</i>	2	
5.0.2 R	Does the company review WHMIS training needs annually? [OHSA s.42(3)(4)] <i>-training and instruction provided to workers must be reviewed at least annually by the company</i> <i>- and reviewed with employees; provide documentation to show this has been completed</i>	2	
5.0.3	Do new workers receive an orientation? <i>- Provide documentation; training matrix or completed orientation checklist from past year (4 points from Orientation program from Full audit carried over to review year)</i>	1	
5.0.7	Documentation of New/Young Mentorship program being followed? <i>-list of New/Young workers currently employed by contractor</i> <i>-list of approved/trained Mentors for the program</i> <i>-written evaluation/mentorship plan for the New/Young worker</i> <i>-graduation from program documented/signed-off (mentor & supervisor endorsement)</i> <i>(1 point for each item verified)</i>	1-4	

<p>5.0.10 R</p>	<p>The Accessibility for Ontarians with Disabilities Act 2005 Training? <i>-includes all disabilities: physical, visible, non-visible such as learning and mental health disabilities. Employees trained/certified?</i></p>	<p>1</p>	
----------------------------	--	----------	--

<p>SECTION 6: <u>Health And Safety Representative Joint Health and Safety Committee</u></p>		<p>Score Possible</p>	<p>Score Achieved</p>
<p>6.0</p>	<p>Joint Health & Safety Committee:</p>		
<p>6.0.1 R</p>	<p>Where a worksite health and safety committee is required, is it structured and functioning in accordance with legal requirements with regard to composition and recordkeeping? [OHSA s.9(6) – (9), 22] <i>-maintain and keep minutes</i></p>	<p>2</p>	
<p>6.02 R</p>	<p>Are JHSC posting requirements met? [OHSA s.9(32)] <i>Name and location</i></p>	<p>1</p>	
<p>6.0.3 R</p>	<p>Does the JHSC meet the legal requirements for meeting frequency (at least every three months)?[OHSA s.9(33)] <i>– provide 3 meeting minutes examples from the past year</i></p>	<p>2</p>	
<p>6.0.4 R</p>	<p>Does the JSHC meet the legal requirements for monthly workplace inspections? <i>-provide examples of 3 consecutive monthly inspections [OHSA s.9(23) -(29)]</i></p>	<p>2</p>	
<p>6.0.9</p>	<p>Does the JHSC distribute/communicate health and safety information at least quarterly? <i>-posted minutes, hazard alerts -review of any outstanding items</i></p>	<p>2</p>	
<p>6.1</p>	<p>Health & Safety Representative:</p>		
<p>6.1.1 R</p>	<p>Where no health and safety committee is required but a health and safety representative is required, are legal requirements being met in regard to selection/appointment/training? [OHSA s.8(1) – (5)]</p>	<p>1</p>	
<p>6.1.2 R</p>	<p>Does the H&S representative meet the legal requirements for workplace inspections? [OHSA s.8(6) – (8)] <i>- provide examples of 3 consecutive monthly workplace inspections</i></p>	<p>2</p>	
<p>6.2</p>	<p>JHSC and/or H&S Representative:</p>		

6.2.3	<p>Have the JHSC members or the H&S representative been acknowledged, thanked for their participation? <i>-recognition or acknowledgement by the company management</i></p>	2	
-------	---	---	--

SECTION 7: <u>Hazard Recognition, Assessment and Control</u>		Score Possible	Score Achieved
7.0	<p>Does the employer have hazard recognition/assessment programs:</p>		
7.0.7	<p>Are you monitoring “leading” indicators to measure safety performance? <i>-TASC/JSA -OBS observations/Site Audits -Near Miss/Hazardous Condition reports -provide completed examples of these programs (2 pts. per indicator to a max. 10 pts.)</i></p>	2-10	
7.0.8	<p>Are you monitoring “lagging” indicators to measure safety performance? <i>-TRIR/LTIR for last 3 yrs -# of First Aids/Near misses in past year -provided lagging indicators charts/stats (1 pt. per indicator to a max. 4 pts.)</i></p>	1-4	
7.0.10	<p>Is your Pre-Job Hazard Assessment audited/reviewed for quality? <i>-audited in the field by Foreman/Safety Advisor; signature on document for verification -turned in to Foreman/Safety Advisor/Safety Admin for post-task audit/review</i></p>	2	
7.0.11	<p>Are Tasks, Hazards, and Hazard Elimination/Control text sections being completed adequately by the workers? <i>-provide 4 completed examples for review -points given for:</i></p> <ul style="list-style-type: none"> • 3-5 tasks listed • 3-5 task associated hazards • controls listed for identified hazards • supervisor review for quality and sign off 	1-4	
7.0.12 R	<p>Do supervisors conduct weekly workplace inspections? [O. Reg. 213/91, S.14(3), (4)] <i>-machinery, equipment, fire extinguishers, sanitation, electrical installations, etc.</i></p>	2	

SECTION 8: <u>Tools, Equipment, and Vehicle Maintenance</u>		Score Possible	Score Achieved
--	--	-----------------------	-----------------------

8.0	Is there a program for inspection, calibration and maintenance of tools, equipment, and vehicles which includes:		
8.0.5	Are the frequency and documentation being met [Reg. 213/91, s.94] <i>-documentation to show compliance for pre-use inspections for tools/equipment/vehicles</i>	2	

SECTION 9:	<u>Accident/Incident Investigation and Follow-up</u>	Score Possible	Score Achieved
9.0	Does the constructor/employer maintain an accident investigation program that includes:		
9.0.10	Do you review/discuss all incidents/findings/recommendations with your workers? <i>-safety meeting with sign off</i>	3	

SECTION 10:	<u>First Aid, Medical Aid, and Return to Work</u>	Score Possible	Score Achieved
10.0	Does the employer comply with the WSIB first aid requirements in Reg 1101?		
10.0.1	The availability of first aid stations/kits that contain the required components based on the # of employees? (s.8,9,10,11) <i>-stretcher/2 blankets/basin for more than 15 and fewer than 200 workers [s.10]</i>	3	
R			
10.0.2	Are first aid kits inspected at least quarterly? (s.6) <i>-insp. card, insp. date, signature of the inspector; card/sticker must be on/with the kit</i>	2	
R			
10.0.3	Is there a qualified first aider that is at all times in charge of the first aid station; working in the vicinity of the kit during any one shift at the workplace? (s.8(2)(a)(b) & s.9(2)(a), (b)) And does the employer ensure that a re-certification program is maintained? <i>-training certificates/matrix/records</i>	3	
R			
10.0.4	Are first aid certificates posted? <i>-required by WSIB First Aid Regulation 1101</i>	2	
R			
10.0.5	W.S.I.B. First Aid Regulation 1101 <i>-provide photo showing it is posted near first aid kit/station</i>	1	
R			
10.0.7	Is all first aid treatment/advice recorded? (s.5) <i>-first aid treatment log/record with the kit</i>	2	
R			

SECTION 11: Proactive Safety Systems		Possible	Achieved
11.0	Does the employer have programs to identify & correct unsafe conditions/behaviors:		
11.0.4	Are trained observers meeting their weekly or monthly goals for frequency of observations? <i>- provide documentation to show that goals/targets for observation frequency, outlined in 11.0.1, are being met e.g. charts/observation summary reports (monthly/quarterly, etc.)</i>	1	
11.0.7	Has your Behavior Based Observation program identified any positive changes or improvement opportunities? <i>-provide 3 examples of completed observations with improvement opportunities highlighted (1 point for each action – maximum 3 points)</i>	1-3	
11.0.9	Has Near Miss Reporting/Hazardous Condition Reporting resulted in positive changes to procedures, processes or equipment/PPE? <i>- provide 3 examples of completed near miss reports; highlighting the positive changes identified (1 point per example to a maximum of 3 points)</i>	1-3	
11.0.10	Are the recommended BSO Plus safety topics/company safety topics completed monthly? <i>- provide documentation/examples of completed tests – 3 topics/3 employees</i>	3	
11.0.11	Are the recommended BSO Plus annual refresher tests completed, annually? <i>- provide documentation/examples of completed tests for 3 employees</i>	3	
Possible Total Points		122	

SECTION 12: Field Visit		Possible	Achieved
*12	Scores for this section are entered from the questions on the field visit form	94	
	TOTAL	216	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED