

BASES Safety Management Assessment (SMA) Contractor Health and Safety Profile

- The Safety Management Assessment Program (SMA) follows a three-year cycle. The initial full assessment is a review of all profile items including a field visit.
- For the second and third years of the cycle, annual reviews, including an annual field visit interview with a worker, are required to maintain a valid status.
- An annual review consists of a subset of selected profile items (marked with an asterisk*) that are time-sensitive, plus a review of any existing non-compliances, a review of profile items that were considered non-applicable at the time of the previous audit, and an annual field visit interview. These components all contribute to the overall annual score obtained on the profile.
- After three years a full assessment, including a complete review of all profile items and a field visit interview, is required to maintain a valid status. Then the annual review cycle is repeated.
- The field visit interview is valued at 94 points, which is approximately 23% of the total audit score. The field visit interview comprises Section 12 of the Health and Safety Profile and is factored directly into the overall audit score.

For further information or to schedule an SMA audit please contact:

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SECTION 1: Leadership and Commitment		Score Possible	Score Achieved
1.0	Does management demonstrate their commitment to Health & Safety by:		
1.0.1 R	Does the employer have a written policy statement that includes management’s commitment to providing a safe and healthy workplace? [OHSa s.25(2) (j)] <i>-should include management’s commitment to prevent accidents, injuries, and illnesses in the workplace & responsibilities of the workplace parties</i>	2	
*1.0.2 R	Is the policy statement signed by senior management, and reviewed annually? [OHSa s.25(2) (j)] <i>-signed by senior management, company president/CEO and dated within one calendar year</i>	1-2	
*1.0.3 R	Provide photo to show that the policy statement is posted. [OHSa s.25(2) (k)] <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	
1.0.4	Does your H&S policy include a statement on environmental protection? <i>-included in policy or a stand-alone policy</i>	1	
*1.0.5 R	Provide a photo of your posted Workplace Harassment Policy? (Bill 168) [OHSa s.32(1)] <i>-reviewed within one year -posted at conspicuous place in the workplace</i>	1-2	
*1.0.6 R	Provide a photo of your posted Workplace Violence Policy? (Bill 168) [OHSa s.32(1)] <i>-reviewed within one year -posted at conspicuous place in the workplace</i>	1-2	
*1.0.7	Is the Health and Safety policy statement communicated to employees? <i>-part of employee orientation program -minutes of a safety meeting -policy signed or initialed by employees -training checklist/company handbook</i>	2	

*1.0.8	<p>Have Health & Safety targets been established within the last 12 months? <i>-training targets</i> <i>-BBS/Near Miss/HCR targets</i> <i>-monthly BSO plus topics/BSO annual refresher test</i> <i>-other</i></p>	1-3	
*1.0.9	<p>Are the H&S targets reviewed on a regular basis and revised as needed? <i>-reviewed by safety rep, JHSC, OBS coordinator</i></p>	2	
*1.0.10	<p>Are the targets communicated to all employees? <i>-posted on bulletin board</i> <i>-safety meeting minutes</i> <i>-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</i> <i>-safety meeting minutes</i> <i>-newsletter</i></p>	2	
1.0.12	<p>Have employees been acknowledged for meeting the targets? <i>-letter of recognition/company memo</i> <i>-individual performance appraisal</i> <i>-safety awards/incentive programs tied into safety</i> <i>-minutes of safety meeting</i> <i>- confirmed through field visit interview</i></p>	2	
1.0.13	<p>Are there written disciplinary procedures to deal with health and safety infractions/violations? <i>-progressive discipline procedures (verbal, written, suspension, termination)</i></p>	2	
1.0.14	<p>Are the disciplinary procedures followed? <i>- provide documentation of written warnings, suspension, or termination from employee file or supervisory logbook (name or other identifying information should be deleted or blacked out)</i></p>	1	
1.0.15	<p>Do senior management/supervisory personnel receive health and safety and leadership training? <i>-Observation Based Safety Training</i> <i>-BASES/IHSA Supervisory training</i> <i>-leadership training/company training</i> <i>-certification training, Root Cause Analysis</i> <i>-provide training certs and/or experience on resume</i></p>	1-5	

1.0.16	<p>Does management demonstrate commitment to health and safety regularly by:</p> <ul style="list-style-type: none"> -conducting informal site walkthroughs -attending safety meetings monthly/quarterly -attending toolbox meetings monthly/quarterly -reviewing and analyzing injury/occupational illness -other 	2-10	
1.0.17	<p>Does corporate take part in your local safety program?</p> <ul style="list-style-type: none"> -yearly shop/site inspections -employee contacts during inspections -checklist/documentation -share learnings from site observations/visits 	2	
*1.0.18	<p>Do workers participate in daily toolbox talks/ pre-job safety meetings?</p> <ul style="list-style-type: none"> -provide examples with sign on sheets -supervisory log/safety topic list for documentation 	2	
*1.0.19	<p>What improvements, in workplace health and safety, has the company implemented in the past year?</p> <ul style="list-style-type: none"> -revised policies/procedures -equipment/PPE upgrades -increased compliance with procedures -action plan based on last audit 	3	
*1.0.20	<p>Does the company encourage off-the-job health and safety for all workers?</p> <ul style="list-style-type: none"> -agenda item at safety meeting -equipment loaning policy/program -newsletters (including BASES newsletter) -hazard alerts/other -confirmed through field visit interview 	3	
	TOTAL	51	
	LESS N/As		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items R= Regulated Items

SECTION 2: Roles & Responsibilities and Control		Score Possible	Score Achieved
2.0	OHS Legislated duties & responsibilities:		
2.0.1	Are health and safety roles, responsibilities, and duties identified, assigned, and communicated in writing to Managers? <i>- legislated duties and responsibilities from the OHS Act documented and formally communicated.</i>	2	
2.0.2	Are health and safety roles, responsibilities, and duties identified, assigned, and communicated in writing to Supervisors? <i>- legislated duties and responsibilities from the OHS Act documented and formally communicated.</i>	2	
2.0.3	Are health and safety roles, responsibilities, and duties identified, assigned, and communicated in writing to Workers? <i>- legislated duties and responsibilities from the OHS Act documented and formally communicated.</i>	2	
2.0.4	Are health and safety roles, responsibilities, and duties identified, assigned, and communicated in writing to Contractors and Subcontractors? <i>- legislated duties and responsibilities from the OHS Act documented and formally communicated.</i>	2	
2.0.5	How is individual performance evaluated to see how well the legislated duties and responsibilities are carried out? <i>-safety performance evaluation system -safety performance checklist</i>	2	
*2.0.6	Have performance reviews of legislated health and safety duties and responsibilities been held and documented within the last 12 months? <i>-safety performance reviews/checklists dated within past 12 months</i>	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? <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 and implementation engage directly with the workforce and provide support that improves safety culture, knowledge, and improved performance? <i>-interview; confirmation from workers</i></p>	2	
TOTAL		18	
LESS N/A's			
NET SCORE			
		POSSIBLE	ACHIEVED

*Annual Review Items

SECTION 3: Documents, Procedures, Reports & Communication		Score Possible	Score Achieved
3.0	Are the following documents available and posted in the workplace? Provide photos for elements 3.0.1 to 3.0.8		
*3.0.1 R	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>	1	
*3.0.2 R	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>	1	
*3.0.3 R	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>	1	
*3.0.4	Emergency telephone list <i>-emergency numbers -after hours company contacts -MOL/MOE -posted by primary telephones -posted by main entrances</i>	1	
*3.0.5 R	MOL orders and inspection report <i>-posted in a prominent place for 14 days after issuance</i>	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 -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 -safety meeting agenda item w/ signed attendance</i>	1	
3.1	Does the employer have written procedures and/or rules for:		

<p>3.1.1 R</p>	<p>Reporting hazardous conditions? <i>-use OHS 28(1) (c,d) as guidelines (worker duties)</i> <i>-can be Near Miss or Hazardous Condition Reporting Program/Procedure</i> <i>-orientation/training on Near Miss/Hazardous Condition reporting</i></p>	<p>2</p>	
<p>3.1.2</p>	<p>Fire/Emergency plan? <i>-evacuation routes</i> <i>-designated assembly point</i> <i>-headcount procedure</i> <i>-defined responsibilities</i> <i>-training requirements</i></p>	<p>2</p>	
<p>3.1.3 R</p>	<p>Location and use of emergency equipment <i>building or plot plan to identify the location of:</i> <i>- fire extinguishers [Reg. 213/91, s.52-55]</i> <i>- safety showers, first aid kits</i> <i>- emergency exits</i> <i>- electrical panel</i></p>	<p>2</p>	
<p>3.1.4 R</p>	<p>Tagging/Lockout? [Reg. 213/91, s.190-191] <i>-company policy/procedures, and/or</i> <i>-policy to follow client's procedures</i></p>	<p>1</p>	
<p>3.1.5 R</p>	<p>Confined space entry? [Reg. 632/05] <i>Program and Plan</i></p>	<p>1</p>	
<p>3.1.6 R</p>	<p>Hot Work? [Reg. 213/91, s. 123/s.189] <i>-electrical hot work (section 189)</i> <i>-welding grinding or other work that involves open flames or sources of ignition</i> <i>-vehicles in hydrocarbon areas</i> <i>-company policy and/or policy to follow client procedures</i></p>	<p>1</p>	
<p>3.1.7</p>	<p>Industrial Hygiene? <i>-policy where workplace hazards are identified, assessed, and controlled or eliminated by a competent person.</i> <i>Ex. Dust, noise, vibration. (in house or 3rd party)</i></p>	<p>1</p>	
<p>3.1.8 R</p>	<p>Medical Surveillance Program [OHS s.26(1)(h)(i)] <i>-program for assessment and monitoring of workers exposed to workplace toxins (e.g., Asbestos, Lead, Benzene) (in house or 3rd party)</i></p>	<p>1</p>	

3.1.9 R	Designated substances? [Reg. 490/09, 278/05] <i>-policy where hazards related to designated substances are identified, assessed & controlled by a competent person (in house or 3rd party)</i>	1	
3.1.10	Heat stress? <i>-company heat stress policy -exposure chart -signs and symptoms/the effects of overexposure -treatment/response procedures for overexposure</i>	1	
3.1.11	Cold Stress? <i>-company hypothermia policy -exposure chart -signs and symptoms/the effects of overexposure -treatment/response procedures for overexposure</i>	1	
3.1.12	Does the company have a written housekeeping standard or policy? <i>-written standards/procedures</i>	2	
3.1.13	Work-related Mental Stress Policy/Program? <i>-reference documents; WSIB Operational Policy/Bill 127 -company policy/program to identify/manage stressors that originate in the workplace -promoting work-life balance, reducing ineffective/unnecessary tasks</i>	1	
3.1.14	Fit for Duty Policy/A & D Policy? <i>-establish an employer's position regarding impairment, ensure qualified and objective fit for duty evaluations and appropriate training for signs of impairment. -a service provider and procedure for testing</i>	1	
3.1.15 R	Disconnect from the Workplace Policy? <i>-part of Employment Standards Act, 2000 (ESA)/Working for Workers Act 2022, Bill 88 -required for employers that employ 25 or more employees in the province of Ontario (whether at 1 or several locations added together)</i>	1	
3.1.16	Lone Worker Policy or Procedure? <i>-risk assessment/controls in place for lone worker hazards (better practice)</i>	1	
	TOTAL	30	
		LESS N/A's	
		NET SCORE	
		POSSIBLE	ACHIEVED

*Annual Review Items R=Regulated Items

SECTION 4: Project/Worksite Management		Score Possible	Score Achieved
4.0	Does the employer’s project planning include: NOTE: This section applies to industrial, construction, commercial, or civil projects.		
4.0.1	Site access and routing?	2	
4.0.2	Size, type, design and capacity of cranes, hoists and manual material handling equipment	2	
4.0.3	Locations for cranes, hoists, job trailers, setup areas, storage areas, sanitary facilities, unloading zones, and parking areas?	2	
4.0.4	Pre-start up inspection checklist? [Reg. 851 s. 7]	2	
R	<i>-final equipment inspection before new or repaired equipment is turned over to the client for start-up</i>		
4.0.5	Do project planning documents include safe job plans (job task analysis)?	2	
	<i>-developed with H&S personnel</i>		
4.1	Does the employer’s worksite planning include:		
4.1.1	Traffic control? [Reg. 213/91, s.69]		
R	<i>-procedures for traffic control to protect workers on or near a public way</i>	2	
4.1.2	Location and type of public way protection? [Reg. 213/91, s.64/s. 67]		
R	<i>-barricades, cones, taped off areas, traffic signaler/ fencing/ walking path</i>	2	
	TOTAL	14	
	LESS N/A’s		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items
R=Regulated Items

SECTION 5: Training		Score Possible	Score Achieved
5.0	Does the employer document employee training:		
*5.0.1 R	Have company personnel received WHMIS 2015 training? [OHS 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? [OHS s.42(3)(4)] <i>-training and instruction provided to workers must be reviewed at least annually by the company - and reviewed with employees; provide documentation to show this has been completed</i>	2	
*5.0.3	Do new workers receive an orientation? <i>-job description -company policies/procedures -employee rules and responsibilities -Health and Safety Program and Policy -Health and Safety Committee/rep -Emergency Procedures -checklist/matrix and sign off -short service workers included? - Provide documentation; training matrix or completed orientation checklist</i>	1-5	
5.0.4	Have appropriate people received training in accident investigation and reporting? <i>-Certification part 1 (JHSC) -RCA/LPSA -IHS Supervisory training</i>	2	
5.0.5	Have appropriate people received training in identification of workplace hazards? <i>-hazard identification course/training -certification training part 1 (JHSC) -asbestos awareness (BSO plus/ company) -H2S Awareness (BSO plus/ company) -gas testing -Other: e.g., mold, blood borne pathogens, noise measurement</i>	1-4	

5.0.6	<p>Does the employer have a New/Young Worker Mentorship Program in place to manage new/young workers exposed to industry hazards for the first time? <i>- points awarded for initial assessment document, Mentor program components, visible identifier, graduation procedure/documents. (1 point for each item verified)</i></p>	1-4	
*5.0.7	<p>Documentation of New/Young Mentorship program being followed? <i>-list of New/Young workers currently employed by contractor -list of approved/trained Mentors for the program -written evaluation/mentorship plan for the New/Young worker -graduation from program documented/signed-off (mentor & supervisor endorsement) (1 point for each item verified)</i></p>	1-4	
5.0.8	<p>Are all employees aware of Personal Protective Equipment Standards and trained in their use? <i>-list of required PPE -respirator fit test/fresh air training</i></p>	2	
5.0.9	<p>Other employee training? <i>-TDG -confined space entry/safety watch training -fire extinguisher training or simulation -fork lift training -man lift training -apprenticeship training -other “recognized” courses (2 points each, to a maximum of 10 points) -provide training records/matrix</i></p>	2-10	
*5.0.10 R	<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>	1	
TOTAL		36	
LESS N/A's			
NET SCORE			
		POSSIBLE	ACHIEVED

*Annual Review Items R=Regulated Items

SECTION 6: Health & Safety Representative or Joint Health & Safety Committee		Score Possible	Score Achieved
6.0	Joint Health & Safety Committee:		
*6.0.1 R	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>	2	
*6.0.2 R	Are JHSC posting requirements met? [OHSA s.9(32)] <i>Name and location</i>	1	
*6.0.3 R	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>	2	
*6.0.4 R	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>	2	
6.0.5 R	Are legal requirements being met with regards to JHSC recommendations to employer? [OHSA s.9(18) (a-f)]	1	
6.0.6 R	Has the employer acted on the recommendations of the JHSC? <i>-documented in meeting minutes</i>	2	
6.0.7 R	Does the JHSC meet the legislated requirements to carry out their roles? <i>-Part 1/2 training for Certified Management rep</i> <i>-Part 1/2 training for Certified Worker rep</i>	2-4	
6.0.8	Has the JHSC been trained in any other H&S course? <i>- 3rd party training</i> <i>- company training</i>	1-2	
*6.0.9	Does the JHSC distribute/communicate health and safety information at least quarterly? <i>-posted minutes, hazard alerts</i> <i>-review of any outstanding items</i>	2	
6.1	Health & Safety Representative:		

*6.1.1 R	Where no health and safety committee is required but a health and safety representative is required, are legal requirements being met with regard to selection/appointment/training? <i>[OHSA s.8(1) – (5)]</i>	1	
*6.1.2 R	Does the H&S representative meet the legal requirements for workplace inspections? <i>[OHSA s.8(6) – (8)]</i> <i>- provide examples of 3 consecutive monthly workplace inspections</i>	2	
6.1.3 R	Are legal requirements being met with regards to the H&S representative’s recommendations to employer? <i>[OHSA s.8(12), (13)]</i>	1	
6.1.4 R	Has the employer acted on the recommendations of the H&S representative?	2	
6.2	JHSC and/or H&S Representative:		
6.2.1	Have written mandates & expectations been set for the JHSC or H&S representative? <i>(TOR or procedure)</i>	2	
6.2.2	Is the effectiveness of the JHSC or H&S representative evaluated? <i>-closure of action items, workers informed on issues and status of follow-up items</i> <i>-do workers provide input to the JHSC or H&S representative?</i>	2	
*6.2.3	Have the JHSC members/H&S representative been acknowledged, thanked for their participation? <i>-recognition or acknowledgement by the company management</i>	2	
	TOTAL	30	
	LESS N/A’s		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items, R=Regulated Items

SECTION 7: Hazard Recognition, Assessment and Control		Score Possible	Score Achieved
7.0	Does the employer have hazard recognition/assessment programs:		
7.0.1	Are there programs & procedures for recognizing, assessing and controlling hazards? <i>-inspection checklists</i> <i>-TASC/JSA/FLHA/JHA</i> <i>-safety audits, other</i>	1-3	
7.0.2	Are these programs and procedures communicated to employees? <i>-safety orientations; show example</i> <i>-safety meetings/toolbox talks; show example</i>	1	
7.0.3	Does the employer have a documented procedure or method to identify its high-risk tasks? (risk matrix/classification system)	2	
7.0.4	Have hazards and mitigating measures been identified, documented, and communicated for each of the employer’s high-risk tasks? <i>- procedures and/or rules for all high-risk tasks</i>	2	
7.0.5	Do you have a policy/program that provides employees with the responsibility and obligation to STOP work when a perceived unsafe condition or behavior may result in an unwanted event? <i>- Intervention program/policy</i> <i>- “Stop Work Authority” program/policy</i> <i>-this is not the “right to refuse” policy, but works in conjunction with it</i>	3	
7.0.6	Do you have a Dropped Objects Prevention Program that includes: <i>- Stop the Drop Checklists</i> <i>- Dropped Objects Prevention Plan</i> <i>-Training on Prevention of Dropped Objects</i> <i>-Tools/equipment for preventing dropped objects; tool/PPE lanyards, netting, fire blanket, etc.</i> <i>(1 pt per indicator to a max. 4 pts.)</i>	1-4	

*7.0.7	Are you monitoring “leading” indicators to measure safety performance? -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.)	2-10	
*7.0.8	Are you monitoring “lagging” indicators to measure safety performance? -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.)	1-4	
7.0.9	Do you have a policy/procedure in place for the use of TASC, JSA or other Pre-Job Hazard Assessment?	2	
*7.0.10	Is your Pre-Job Hazard Assessment audited/reviewed for quality? -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	2	
*7.0.11	Are Tasks, Hazards, and Hazard Elimination/Control text sections being completed adequately by the workers? -provide 4 completed examples for review -points given for: <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	Do supervisors conduct weekly workplace inspections? [O. Reg. 213/91, S.14(3), (4)] -machinery, equipment, fire extinguishers, sanitation, electrical installations, etc.	2	
	TOTAL	39	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items
 R=Regulated Items

SECTION 8: Tools, Equipment, and Vehicle Maintenance		Score Possible	Score Achieved
8.0	Is there a program for the inspection, calibration and maintenance of tools, equipment, and vehicles which includes:		
8.0.1	Preventative Maintenance (PM) Program/Procedure?	2	
8.0.2 R	A list of items to be inspected, maintained, or calibrated, including frequency of inspections? [Reg. 213/91, s.94] <i>-inspection list or matrix (e.g., vehicles, tools, chain falls, gas monitors, gauges, instruments, etc.)</i>	2	
8.0.3	Maintenance/Corrective Action taken? --- <i>-documentation to show maintenance was performed; purchase orders, maintenance records</i>	2	
8.0.4	Tagging of defective equipment? <i>-a system or procedure for tagging defective equipment</i>	2	
*8.0.5 R	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	
8.0.6 R	Is a competent person/worker performing the inspection and maintenance? [Reg. 213/91, s.94] <i>-done in house or third party</i>	2	
	TOTAL	12	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items
R=Regulated Items

SECTION 9: Accident/Incident Investigation and Follow-up		Score Possible	Score Achieved
9.0	Does the constructor/employer maintain an accident/investigation program that includes:		
9.0.1	Participation of the supervisors?	2	
9.0.2	Interviewing workers involved?	2	
9.0.3	Interviewing witnesses?	2	
9.0.4	On-site assessment of the scene?	2	
9.0.5	Identifying primary and secondary causes?	2	
9.0.6	Use of standard investigation form?	2	
9.0.7	Use of Root Cause Analysis or similar system for investigating recordable injuries/other incidents?	3	
9.0.8	Recommended prevention/remedial action?	2	
9.0.9	Action plans to ensure recommendations are acted upon?	3	
*9.0.10	Do you review/discuss all incidents/findings/recommendations with your workers? <i>-safety meeting with sign off</i>	3	
9.0.11 R	Does the constructor/employer investigate and meet the reporting criteria for critical injuries? [OHSA s.51(1)] <i>-critical injury should be defined along with the reporting requirements</i>	1	
9.0.12 R	Does the constructor/employer investigate and meet the reporting criteria for lost-time injuries? [OHSA s.52(1)] <i>-lost-time injury should be defined along with the reporting requirements</i>	1	

9.0.13 R	<p>Does the constructor/employer investigate and meet the reporting criteria for medical aid injuries [OHSA s.52(1); O. Reg. 213/91, section 10(1), (2)] <i>-medical aid injury should be defined along with the reporting requirements</i></p>	1	
9.0.14 R	<p>Does the constructor/employer investigate first aid injuries? [O. Reg. 1101, s.5] <i>-first aid injury should be defined</i></p>	1	
9.0.15 R	<p>Does the constructor/employer meet the reporting criteria for acute/chronic occupational illness? [OHSA s.52(2)]</p>	1	
9.0.16	<p>Does the constructor/employer investigate incidents with potential for serious loss or injury? <i>-classification matrix/system for loss potential and injury severity</i> <i>-identification of who will be involved in the investigation (e.g., senior management, supervisor) based on the classification system results</i></p>	4	
9.0.17 R	<p>Does the constructor/employer investigate and meet the reporting criteria for fire/explosion? [OHSA s.53; O. Reg. 213/91 s.10]</p>	1	
9.0.18 R	<p>Does the constructor/employer investigate and meet the reporting criteria for chemical spills? [Environmental Protection Act; O. Reg. 675/98]</p>	2	
9.0.19	<p>Does the company policy state that workers are required to report all injuries to the supervisors?</p>	2	
	TOTAL	37	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items
R=Regulated Items

SECTION 10: First Aid, Medical Aid, and Return to Work		Score Possible	Score Achieved
10.0	Does the employer comply with the WSIB first aid requirements in Reg 1101?		
*10.0.1 R	The availability of first aid stations/kits that contain the required components based on the # of employees? (s.8,9,10,11) -stretcher/2 blankets/basin for more than 15 and fewer than 200 workers [s.10]	3	
*10.0.2 R	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	
*10.0.3 R	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	
*10.0.4 R	Are first aid certificates posted? <i>-required by WSIB First Aid Regulation 1101</i>	2	
*10.0.5 R	W.S.I.B. First Aid Regulation 1101 <i>-provide photo to show that it is near first aid kit/station</i>	1	
10.0.6 R	First aid room compliance? (s.11) <i>-only required if there are 200 or more employees working on any one shift</i>	2	
*10.0.7 R	Is all first aid treatment/advice recorded? (s.5) -first aid treatment log/record with the kit	2	
10.0.8 R	Is there a procedure/policy to transport an injured worker to the doctor's office, hospital, or home as necessary?	2	
10.0.9	Does the employer maintain a return to work program/procedure?	3	
	TOTAL	20	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items R=Regulated Items

SECTION 11: Proactive Safety Systems		Score Possible	Score Achieved
11.0	Does the employer have programs to identify & correct unsafe conditions/behaviors:		
11.0.1	Are written expectations established for your Behavior Based Observation Program which include; <i>-where observations will be conducted</i> <i>- who will perform the observations</i> <i>- frequency of observations</i> <i>- Ride along/site audit with observation documentation</i> <i>(1 point per expectation -maximum 3 points)</i>	1-3	
11.0.2	Are there an appropriate number of regular staff trained as observers? <i>-show how employees are trained; training program, shadowing experienced observer, etc.</i>	1	
11.0.3	Is there a designated committee/person mandated to review observation data, observation sheets, near miss/hazardous condition reports and action plans on a regular basis? <i>-job description</i> <i>-organizational chart</i>	1	
*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	
11.0.5	Is positive reinforcement included with comments on the behavioral observation sheet?	1	
11.0.6	Are observation program results and goals communicated to employees through the use of; <i>-bulletin boards, toolbox talks, safety meetings, etc. (provide photo or meeting sign-on sheets)</i>	2	
*11.0.7	Have you taken action to address improvement opportunities arising from	1-3	

	your Behavior Based Observation program? <i>-provide 3 examples of completed observations with improvement opportunities highlighted (1 point for each action – maximum 3 points)</i>		
11.0.8	Do you have a Near Miss/Hazardous Condition Reporting policy/procedure in place to identify potential injuries or incidents?	2	
*11.0.9	Has Near Miss Reporting/Hazardous Condition Reporting resulted in positive changes to job 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	
11.0.12	Does the contractor have an evaluation system to assess/screen subcontractors?	1	
	TOTAL	24	
	LESS N/A's		
	NET SCORE		
		POSSIBLE	ACHIEVED

*Annual Review Items

SECTION 12: Field Visit		Score Possible	Score Achieved
12	Scores for this section are entered from the questions on the field visit form <i> field visit date must occur within 12 months of audit/re-audit date to remain valid*</i>	94	
	TOTAL	94	
	LESS N/A's		

	NET SCORE		
		POSSIBLE	ACHIEVED

HEALTH AND SAFETY PROFILE EVALUATION SUMMARY – 2023 Version

		Score Possible	Score Achieved	%	Prev. %
Section 1	Leadership and Commitment	51			
Section 2	Roles & Responsibilities and Control	18			
Section 3	Documents, Procedures, Reports and Communication	30			
Section 4	Project/Site Planning	14			
Section 5	Training	36			
Section 6	Health & Safety Representative/Joint Health and Safety Committee	30			
Section 7	Hazard Recognition, Assessment and Control	39			
Section 8	Tools, Equipment and Vehicle Maintenance	12			
Section 9	Accident/Incident Investigation and Follow-up	37			
Section 10	First Aid, Medical Aid, and Return to Work	20			
Section 11	Pro-active Safety Systems	24			
Section 12	Field Visit (~22%)	94			
	TOTAL LESS N/A'S NET SCORE	405 (- XX) 405-XX			
		Possible	Achieved	%	Prev.