

**Project Safety Documentation Checklist/Audit**

**Project #: Project Name:**

**Review Date: Reviewed By:**

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| **DOCUMENTATION** | **INSTRUCTIONS** | **RATING** |
| **JSA/PSI Program** |  |  |
|  |  |  |
| * Task Specific | * Completed prior to task and identifies hazards and control for the work being performed. |  |
| * Reviewed After Breaks | * Supervisor/Foreman to review and initial JSA/PSI after breaks. |  |
| * Complete | * Meets the steps outlined on the form. |  |
| * Audit Process in Place | * Supervisors/Foremen can audit their own JSA/PSI. |  |
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| **COMMUNICATIONS** |  |  |
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| * Weekly HSE Meetings in place (Tailgates) | * Each foreman on each project should facilitate the meetings. |  |
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| **MINISTRY OF LABOUR DOCUMENTATION** |  |  |
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| * Up to date OHSA and Regs book. | * Posted on project safety board |  |
| * Mandatory Safety Poster | * Posted on site |  |
| * WSIB Poster | * Posted on site |  |
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| **FORMAL INSPECTIONS** |  |  |
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| * Weekly Inspections for their work area(s) | * All Supervisors/Foremen to complete a weekly inspections. |  |
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**Ratings:**

**A – Attempt to address this core requirement have not been successful, major improvement required.**

**B – Initial attempts to address this item was demonstrated but issue has not been kept up to date.**

**C – Overall this item is generally on track. Minor improvement required.**

**\_ - Item meets or exceeds requirements.**

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| **DOCUMENTATION** | **INSTRUCTIONS** | **RATING** |
| **PREVENTATIVE MAINTENANCE** |  |  |
|  |  |  |
| * Equipment | * Operators certifications * Daily pre-use inspections (circle checks) |  |
| * Tools | * Electrical extension cords checked and tagged * Project utilizing red tag system for damaged/defective tools * Damaged/defective tools must be removed from site. |  |
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| **INCIDENT INVESTIGATION** |  |  |
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| * Reports completed | * All incidents reports must be signed by project management and supervision and be entered within 24 – 48 hours. * Incident Reporting Action Diagram - complete and up to date. |  |
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| **FALL PROTECTION PLAN** |  |  |
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| * Available | * Senior Management to submit Fall Protection Plan and documentation prior to commencing work activity. |  |
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| **ADDITIONAL DOCUMENTATION** |  |  |
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| * Job Start – up Checklist | * Complete prior to project starting |  |
| * Daily Diaries | * Project Field Supervision to complete daily diaries including safety observations. |  |

COMMENTS:

Supervisor/Foreman:

HSE Representative: