**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.
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| * Complete
 | * Meets the steps outlined on the form.
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| * 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
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| * Mandatory Safety Poster
 | * Posted on site
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| * 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)
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| * 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** |  |  |
|  |  |  |
| * Job Start – up Checklist
 | * Complete prior to project starting
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| * Daily Diaries
 | * Project Field Supervision to complete daily diaries including safety observations.
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COMMENTS:

Supervisor/Foreman:

HSE Representative: