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COR™ Audit

Safety Committee Questions

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Instructor

Workshop #000246

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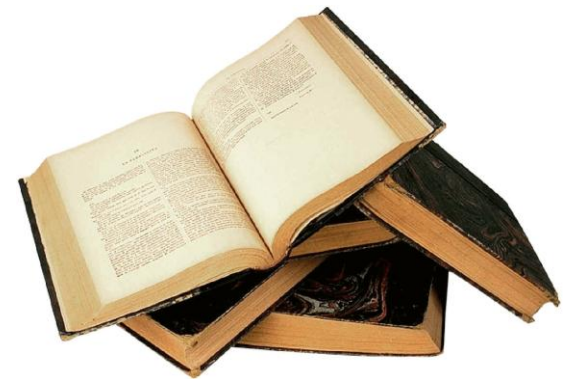
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References

- Construction Safety Association Manitoba (CSAM) website COR™ “Safety Audit Procedures”





Safety Audit Procedures

Audits provide an assessment of the current state of our safety program and will identify specific areas where improvements to the system can be made.

The following set of questions are part of that assessment.



Questions and Answers

The Questions that follow are available to the auditor. Therefore, you should be prepared to answer them. This workshop will help you do just that.

The Question is followed by what is believed to be a satisfactory Answer.



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Competency Check

Contact the Training and Safety Coordinator (474-7460) to write the Competency Check after completing this online workshop.

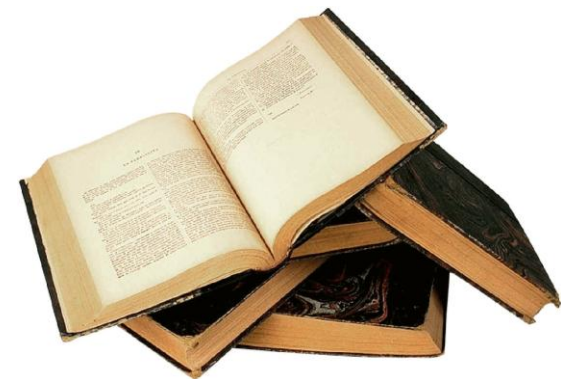


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Q & A





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Q: Has anyone explained the legal duties and responsibilities of Safety Committee to you?



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Q: Has anyone explained the legal duties and responsibilities of Safety & Health Committee to you?

A: Yes. There is a one-day workshop on explaining the workings of the Safety & Health Committee.



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Q: Tell me briefly what your legal duties and responsibilities are.



Q: Tell me briefly what your legal duties and responsibilities are.

A: 1. Participate in the identification and control of hazards

2. Recommend the means of delivery of the S&H program

3. Maintain records; including meeting quarterly (min.)

4. Recommend the resolution of S&H matters



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Q: Where are copies of WSH Legislation / Regulation
in Physical Plant?



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Q: Where are copies of WSH Legislation / Regulation in Physical Plant?

A: Every employee received a copy at the New Hire Orientation.



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Q: Where can I find a copy of Physical Plant safety policy?



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Q: Where do I find a copy of Physical Plant safety policy?

A: It is on the wall at the front entrance of Physical Plant. It is also in the Safety Manual and on the Safety Boards.



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Q: In your own words, tell me what the safety policy says?



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Q: In your own words, tell me what the safety policy says?

A: It talks about Physical Plant's commitment to safety. Gives worker's rights and responsibilities, supervisor's duties. Contractor and supplier duties. Says we are responsible for our own safety and those around us.



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Q: What are some of your S&H responsibilities in Physical Plant?



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Q: What are some of ***your*** S&H responsibilities in Physical Plant?

A: The auditor is looking for your personal S&H responsibilities as a committee member. What safety issues and concerns do you bring to the S&H committee at each meeting?



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Q: How often do you or the S&H Committee have formal safety meetings with management?



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Q: How often do you or the S&H Committee have formal safety meetings with management?

A: Monthly.



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Q: Are S&H Committee minutes from these meetings recorded and posted?



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Q: Are S&H Committee minutes from these meetings recorded and posted?

A: Yes. They are posted on our Safety Boards.



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Q: Are you or any member of the S&H Committee ever called upon to participate in the investigation or solution of safety problems in the workplace? If yes, give an example.



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Q: Are you or any member of the S&H Committee ever called upon to participate in the investigation or solution of safety problems in the workplace? If yes, give an example.

A: The auditor is looking for your personal participation. If you have not participated, do you know anyone on the S&H Committee who has?



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Q: How do you demonstrate support for Physical Plant safety rules?



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Q: How do you demonstrate support for Physical Plant safety rules?

A: By following them; for example, wearing eye or ear protection when necessary.



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Q: How are hazards reassessed as the job progresses?



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Q: How are hazards reassessed as the job progresses?

A: Workers do a written hazard assessment prior to the job at the worksite. Everyone is informed about a hazard by the supervisor at the staff / toolbox / tailgate meetings held in our Work Unit.



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Q: Are you or any of the S&H Committee involved in doing hazard assessments?



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Q: Are you or any of the S&H Committee involved in doing hazard assessments?

A: The auditor is looking for your personal experience in doing hazard assessments. Remember, **everyone** in Physical Plant is responsible to do a Hazard Assessment **before** the task, **at** the work site.



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Q: How are workers involved with or informed of hazard controls?



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Q: How are workers involved with or informed of hazard controls?

A: Workers do a written hazard assessment prior to the job at the worksite. Everyone is informed about a hazard by the supervisor at the staff / toolbox / tailgate meetings held in our Work Unit.



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Q: Is hearing protection training conducted?



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Q: Is hearing protection training conducted?

A: Yes. It is done through the Occupational Health Coordinator, EHSO.



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Q: Is PPE training provided to workers? Who does the training?



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Q: Is PPE training provided to workers? Who does the training?

A: Yes. Training is carried out by sales reps or the supervisor.



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Q: Prior to purchasing or implementing PPE are you or any member of the S&H Committee consulted?



Q: Prior to purchasing or implementing PPE are you or any member of the S&H Committee consulted?

A: The auditor is looking for your personal experience in participating in the selection of PPE. If you have not participated, do you know anyone on the S&H Committee who has? A good example is emergency lighting following the Duff Roblin Fire.



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Q: Have you or the S&H Committee ever been consulted concerning the development or review of Safe Work Practices or Safe Job Procedures?



Q: Have you or the S&H Committee ever been consulted concerning the development or review of Safe Work Practices or Safe Job Procedures?

A: The auditor is looking for your personal experience in developing Safe Work Practices or Safe Job Procedures. If you have not, do you know anyone on the S&H Committee who has?



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Q: In your opinion, do workers follow Safe Work Practices and Safe Job Procedures?



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Q: In your opinion, do workers follow Safe Work Practices and Safe Job Procedures?

A: Yes.



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Q: Is the Physical Plant lockout / tag out procedure being followed?



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Q: Is the Physical Plant lockout / tag out procedure being followed?

A: Yes. If you are in a classification where lockout / tag out does not apply, indicate that to the auditor.



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Q: Are you or any member of the S&H Committee actively involved in the inspection process. Inspections are done on buildings, shops and grounds?



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Q: Are you or any member of the S&H Committee actively involved in the inspection process. Inspections are done on buildings, shops and grounds?

A: The auditor is looking for your personal experience in the inspection process. If you do not participate in an inspection, do you know anyone on the S&H Committee who has?



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Q: Are deficiencies noted during an inspection usually corrected within a reasonable time period?



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Q: Are deficiencies noted during an inspection usually corrected within a reasonable time period?

A: Yes.



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Q: How are inspection reports communicated to employees?



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Q: How are inspection reports communicated to employees?

A: They are posted on the Safety Board. They are also mentioned at staff / toolbox / tailgate meetings.



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Q: What is the process for reporting an incident?



Q: What is the process for reporting an incident?

A: 1. Supervisor is informed.

2. I complete the Green Card.

3. The incident is investigated.

4. Recommendations are made.

5. There is follow-up by the Training and Safety Coord.

6. Quarterly Incident Review Committee takes place.



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Q: How often are near misses being reported?



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Q: How often are near misses being reported?

A: Near Misses are reported when they happen.



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Q: After an incident occurs and an investigation takes place, what generally happens with the recommendations that are made?



Q: After an incident occurs and an investigation takes place, what generally happens with the recommendations that are made?

A: The recommendations are carried out within a certain timetable. Employees are informed at staff / toolbox / tailgate meetings.



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Q: What is the Physical Plant policy (directive) on working alone? Is it followed?



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Q: What is the Physical Plant policy (directive) on working alone? Is it followed?

A: Each Work Unit has its own directive. For our Work Unit it is being followed.



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Competency Check

