

Internal Audit Documentation Checklist

<b>INTERNAL AUDIT DOCUMENTATION CHECKLIST</b> <b>SUBMISSION REQUIREMENTS FOR COMPLETION</b> <b><i>e-COR subscribers please contact your Regional Safety Advisor</i></b>	
	<b>Section 1 – Safety &amp; Health Policy</b>
	Company policy
	<b>Section 2 – Hazard Assessments</b>
	At minimum 12 Job Hazard Assessments (JHA) to cover 1 JHA a week for a 3 month period.
	The list of dangerous work (critical tasks)
	<b>Section 3 – Safe Work Practices</b>
	At minimum 5 safe work practices (do's and don'ts)
	Safe Work Practice Annual Review Document
	<b>Section 4 – Safe Job Procedures</b>
	At minimum 5 safe job procedures (step-by-step)
	Safe Work Procedure Annual Review Document
	<b>Section 5 – Company Rules</b>
	Company policy and/or disciplinary action process
	<b>Section 6 – Personal Protective Equipment (PPE)</b>
	Company PPE policy
	<b>Section 7 – Preventative Maintenance</b>
	10 pre-trip checklists for any equipment, vehicles and tools
	<b>Section 8 – Training &amp; Communication</b>
	A filled in standardized orientation form
	At minimum 6 toolbox talks covering a 3 month period meeting Work Place Safety & Health Act & Regulation
	A list of employee training

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	<b>Section 9 - Inspections</b>
	Company policy for inspections
	Provide a minimum of 3 months of inspections that include the shop, office, and work site
	<b>Section 10 - Investigations</b>
	Company investigation policy and reporting procedure
	Provide at least 3 investigation reports (if applicable) or
	Provide the standardized form
	<b>Section 11 – Emergency Response</b>
	Fire extinguisher inspection report
	Copies of current First Aid Certificates
	<b>Section 12 – Records &amp; Statistics</b>
	Provide previous year’s action plan for review to verify target dates were met
	<b>Section 14 – MB Supplement</b>
	Provide company’s Lockout procedure
	Provide company’s Working Alone Plan
	Provide company’s Violence and Harassment Policy
	<b>*****Please ensure all requested documentation is provided when submitting the INTERNAL AUDIT*****</b>
	<b>*****e-COR subscribers please contact you Regional Safety Advisor for submission*****</b>
	Please ensure a binder with tabs is used when submitting documentation to keep corresponding documentation in order to sections – (sections 1 to 14)