



AUDIT OBSERVATION CHECKLIST

MHCA.MB.CA/WORKSAFELY



OBSERVATION CHECKLIST

Company: _____ Worksite Location: _____

Date: _____ # of employees on site: _____ # of contractors on site: _____

Reference #	Observation Requirement	Positive	Negative
Safety and Health Policy			
1.5	Is the safety and health policy posted?		
Hazard Assessment, Analysis and Control			
2.1	Are site-specific hazard assessments conducted?		
2.9	Are the controls developed using a Hierarchy of Controls?		
2.11	Are controls implemented in a timely manner?		
Safe Work Practices			
3.1	Do safe work practices reflect the company's activities?		
3.3	Are written safe work practices readily available?		
3.4	Are they followed by employees?		
Safe Work Procedures			
4.1	Do safe work procedures reflect the company's activities, including high risk and critical tasks?		
4.3	Are written safe work procedures readily available for the work being performed?		
4.4	Are employees following safe work procedures?		
Company Safety Rules			
5.3	Are company rules prominently posted?		
Personal Protective Equipment			
6.4	Do personnel have access to specialized PPE for specific activities?		
6.5	Is the correct PPE used by personnel when required?		
6.6	Is PPE well maintained and in good condition and does it meet regulatory requirements?		
Preventative Maintenance Program			
7.2	Are completed pre-operational checklists kept with the equipment in use?		
7.3	Have the documented corrective action(s) been completed?		
7.6	Does the company follow its system to remove defective tools, equipment and vehicles from service?		

Reference #	Observation Requirement	Positive	Negative
Inspections			
9.8	Are inspection reports posted?		
Emergency Preparedness			
11.1	Are the site emergency plans posted and appropriate to the work activities?		
11.2	Is emergency equipment readily available, marked and visible?		
11.3	Is the emergency equipment in use regularly inspected and maintained?		
11.4	Are the required number of qualified first aid personnel on site?		
11.5	Is there an appropriate communication system available?		
11.6	Is there a means to transport an injured person to a medical facility?		
11.7	Are fire extinguishers readily available?		
Statistics, Records and Documentation			
12.1	Are current versions of applicable documents available at the point of use?		
Legislation			
13.1	Are copies of relevant legislation posted or readily available?		
Procurement and Contractor Management			
14.4	Is safety information shared between the prime contractor and contractors?		
Manitoba Supplement			
15.1	Is the name of the worker safety representative for the company posted?		
15.5	Are safety meeting minutes posted?		
15.6	Is there bulletin board in a prominent place, which is readily accessible to workers?		
15.7	Is there a site sign that displays required information?		
15.9	Is appropriate hearing protection made readily available?		
15.14	Are controlled products properly labelled?		
15.15	Are SDS' current and readily available?		
15.19	Is the harassment policy prominently posted?		
15.21	Is the violence policy prominently posted?		
15.23	Are housekeeping techniques appropriate?		