

N L C S A



NEWFOUNDLAND
& LABRADOR
CONSTRUCTION
SAFETY
ASSOCIATION

COR™ Audit – Frequently Requested Documentation & Interviews Required

This is a comprehensive but non-exhaustive list. There may be other required programs/documentation/records requested based upon on the scope of the company's operations (i.e. ARC Flash Program, radiation management, hazardous waste management).

Hazard Assessment & Controls

- Pre Job Hazard Assessments/JSA's
- Annual Comprehensive Hazard Assessment & Documentation supporting review with employees.
- Workplace Inspections. (to be conducted at least monthly)
- Incident Investigation Reports. (If applicable)
- SDS for all WHMIS controlled products in the workplace.
- Inspection and Maintenance records for all tools/equipment/vehicles.
(Tool/equipment inspections to be documented at least semi-annually and documented company vehicle inspections to be conducted at least monthly)
- Maintenance and testing for hazard control systems such as ventilation systems etc.

Training

- Orientations for all new, rehired & existing employees
- Training records for all employees. (may include training such as: fall protection, confined space, traffic control, power line hazards awareness, WHMIS 2015, first aid, OHS Committee/WHSR/WHSD)
- Monthly Toolbox talks (i.e. safety meetings) with all employees. Topics should include items such as: Safe Work Practices/Job Procedures, SDS, company policies, hazard assessments, inspection results
- Documentation to support annual employee review of Safe Job Procedures and Safe Work Practices. (This might also be demonstrated through tool box meetings)

OHS Committee

- OHS Committee Meeting Minutes (to be conducted every 3 months). If applicable
- Signed Terms of Reference.

Hazard Specific Programs

- Confined space program, training certificates, permits, atmospheric testing records and rescue plans. If applicable
- Fall protection program, site fall protection plan, rescue plan, training certificates and equipment inspections (conducted by users – documented at least monthly and by a “competent person inspection ” – as per manufacturer’s instructions). If applicable
- Power Line Hazards procedure, training certificates, permits and rescue plan. If applicable
- Traffic Control training certificates and traffic control plan. If applicable
- Trenching and Excavation training certificates and rescue plan. If applicable
- Transportation of Dangerous Goods procedure, completed shipping documentation and training certificates. If applicable
- Asbestos procedure, training certificates and management plan. If applicable.
- Respiratory Protection Program and documentation supporting compliance to the program (including written RPP, hazard assessment, respirator selection and fit testing records). If applicable
- Hearing Conservation Program and documentation supporting compliance to the program (including noise surveys, signage, worker training and audiometric testing). If applicable

Administration

- OHS Program/Management System.
- All policies to be signed & dated by management at least annually (Company OHS Policy & ESRTW to be posted in the workplace).
- Monthly safety summary/statistics.
- Company rules and Disciplinary policy documentation.
- Access to the NL OHS Act and Regulations on each worksite.
- ServiceNL Directives and Orders from OHS Division.

Emergency Preparedness

- Emergency plan for workplace, copies of first aid training certificates and proof of emergency response drills. (COR™ companies are required to have at least 1 person with Standard First Aid (2-day) per job site per group of 15 workers)
- Fire Extinguisher Service Documentation

Disability Management

- Early and Safe Return to Work Documentation including Policy, Injury Reporting System, Form 6's, 7's, MD's (Formally 8/10's), RTW Plans, RTW Communication.
- Early and Safe Return to Work Program. Documentation to demonstrate that an annual evaluation of the program effectiveness has been conducted through joint and meaningful consultation. Documentation to support that the results of the evaluation has been communicated to all workers (*Large PRIME only)

Organization Size	Number of Interviews to be Performed Based on Size of Organization
1	Self-Employed Person
2	1 Management - 1 WHS Representative (if not the employer) * if Management is the WHS Designate, the employee should also be interviewed.
3-9	1 Management - 1 WHS Representative (if not the employer) - 1 Employee
10-15	1 Management - 1 Supervisor (lead hand) - 1 OHS Committee member (employee) - 3 Employees
16-30	1 Management - 1 Supervisor (lead hand) - 1 OHS Committee member (employee) - 5 Employees
31-49	1 Management - 1 Supervisor (lead hand) - 2 OHS Committee members (employee) - 6 Employees
50-100	1 Management - 1 Supervisor (lead hand) - 2 OHS Committee Co-Chairs - 8 Employees
100+	2 Management - 1 Supervisor (+1 Supervisor for every 100 employees) - 4 OHS Committee Members (2 Co-chairs +2 Members) - 8 Employees (+ 1 employee for every group - or part of - 25 employees)