

WCB Safety Certified

Everyone in a workplace is responsible for workplace safety and should take an active role in preventing injuries. This includes owners, managers, workers, unions, contractors and suppliers.

Implementing a health and safety management system is a recognized way to effectively manage risk and reduce injury and illness. Everyone in the workplace can participate in recommending, developing and implementing appropriate systems and processes but, ultimately, managers and owners must make the commitment to continuously work towards a healthy and safe workplace.

The Workers' Compensation Board of Nova Scotia (WCB) encourages employers to demonstrate leadership and commitment to workplace health and safety by becoming **WCB Safety Certified**.

A **WCB Safety Certified** accreditation is issued to companies who have passed an audit of their health and safety management system. The audits are conducted by audit providers approved by the WCB to conduct **WCB Safety Certified** audits.

WCB-approved audit providers are:

- East Coast Mobile Medical Inc.
- HSE Integrated Limited
- Nova Scotia Construction Safety Association
- Nova Scotia Trucking Safety Association
- Occupational Health & Educational Services (2002) Inc.
- Safety Services Nova Scotia
- St. John Ambulance Nova Scotia/PEI Council

Health and safety service providers and associations provide more than just audits. They are an excellent source for various other tools to help employers improve their safety performance.

WCB-Approved Audit Providers

Approved Audit Provider	Contact Name	Mailing Address	Telephone
East Coast Mobile Medical Inc.	Dion Dooley	101 Ilsley Avenue Dartmouth, NS B3B 1S8	(902) 442-8727
HSE Integrated Limited	Jocelyne Clarke	95 Ilsley Avenue Dartmouth, NS B3B 1L5	(902) 468-6490
Nova Scotia Construction Safety Association	Duncan Gunn	35 MacDonald Avenue Dartmouth, NS B3B 1A9	(902) 468-6696 Extension 12
Nova Scotia Trucking Safety Association	Linda Corkum	380 Bedford Highway Halifax, NS B3M 2L4	(902) 493-3051
Occupational Health & Educational Services (2002) Ltd.	Jim Benoit	10 Akerley Blvd., Unit 42 Dartmouth, NS B3B 1J4	(902) 481- 0879
Safety Services Nova Scotia	Joe Treen	201 Brownlow Avenue – Unit 1 Dartmouth, NS B3B 1W2	(902) 454-9621 Extension 231
St. John Ambulance Nova Scotia/PEI Council	Tony Deveaux	72 Highfield Park Drive Dartmouth, NS B3A 4X2	(800) 565-5056 Extension 2500

WCB Safety Certified

Element Criteria

and

**Questions to Ask when Reviewing your
Health and Safety Management System**

The Workers' Compensation Board of Nova Scotia (WCB) is committed to the reduction of workplace injury and illness in Nova Scotia. The WCB encourages all workplace parties, including employers, owners, workers, unions, contractors and suppliers to take an active part in the prevention of workplace injuries and illnesses. The WCB recognizes employers who have developed and implemented workplace health and safety systems by co-signing a **WCB Safety Certified** accreditation. A WCB-approved audit provider issues this accreditation, in recognition that the employer has successfully passed an approved health and safety management system audit.

In order for an employer to achieve **WCB Safety Certified** accreditation, defined elements of a health and safety management system need to be in place. To ensure an employer has these components within their program, a WCB-approved audit provider conducts an audit that meets the *WCB Safety Certified Audit Standard*. An employer who passes the audit will be issued a **WCB Safety Certified** accreditation, co-signed by the WCB. The six WCB-approved audit providers are:

- East Coast Mobile Medical Inc.
- HSE Integrated Limited
- Nova Scotia Construction Safety Association
- Nova Scotia Trucking Safety Association
- Occupational Health and Educational Services (2002) Ltd.
- Safety Services Nova Scotia

This document lists the 22 elements that a WCB-approved audit provider is required to audit in order to issue the **WCB Safety Certified** accreditation. In addition, sample questions that could be considered when reviewing your health and safety management system have been provided.

When an organization decides that being **WCB Safety Certified** would be beneficial, it is recommended that the organization contact a WCB-approved audit provider to assist in preparing for the audit as early in the process as possible.

ELEMENT 1: Occupational Health and Safety Policy

Element 1 of the **WCB Safety Certified** audit requires the following criteria:

Commitment: Verify that the employer's occupational health and safety policy contain one or more statements setting out the employer's commitment to occupational health and safety.

Cooperation: Verify that the employer's occupational health and safety policy contains one or more statements setting out the employer's commitment to cooperate with employees in the pursuit of occupational health and safety. Policy statements to the effect that employees will cooperate in health and safety - while good statements - are not equivalent and shall not be granted points towards this element.

Responsibility: Verify that the employer's occupational health and safety policy contains one or more statements setting out in general terms appropriate for an overall policy the responsibilities of the employer, supervisors and other employees to occupational health and safety.

Sample questions to ask about Element 1 Effectiveness		
1.	Does the Policy indicate the Employer's commitment to health and safety in the workplace?	
2.	Does the Policy contain one or more statements setting out the employer's commitment to cooperate with employees in the pursuit of occupational health and safety?	
3.	Does the Policy have statements that indicate employer, supervisors and employee's occupational health and safety responsibilities?	
4.	Are employees aware of the Occupational Health and Safety Policy?	
5.	Is the OH&S Policy posted?	
6.	Is the OH&S Policy reviewed yearly by organizational management and the JOHSC?	
7.	Is the OH&S Policy dated and signed by senior management of the organization?	

ELEMENT 2: Compliance Assurance

Element 2 of the **WCB Safety Certified** audit requires the following criteria:

An evaluation as to whether the employer assures compliance with occupational health and safety laws and conformance with internal policies and rules. Simple possession of the relevant laws and existence of company policies is not sufficient.

Sample questions to ask about Element 2 Effectiveness		
1.	Is the Occupational Health and Safety Act and/or the Canada Labour Code and pertinent regulations posted at all worksites?	
2.	Are employees aware of the OH&S Act and Regulations?	

3.	Are employees aware of internal OH&S policies and rules?	
4.	Are employees aware of the Internal Responsibility System?	
5.	Are employees aware of their OH&S rights and how to exercise their rights as per occupational health and safety legislation?	

ELEMENT 3: Detailed Responsibilities

Element 3 of the *WCB Safety Certified* audit requires the following criteria:

An evaluation as to whether the employer defines the detailed responsibilities of all workplace parties for occupational health and safety and whether these parties are aware of these responsibilities.

Sample questions to ask about Element 3 Effectiveness		
1.	Are employees aware of their OH&S responsibilities in keeping with the Internal Responsibility System? Is this done regularly (at least once a year)?	
2.	Are Managers and Supervisors aware of their OH&S responsibilities as per the OH&S legislation and the organizational OH&S Policy?	
3.	Do Managers and Supervisors have OH&S training?	
4.	Are OH&S legislation and responsibilities reviewed with new employees during orientation?	
5.	Are OH&S legislation and responsibilities reviewed during safety training, safety meetings and yearly occupational health and safety reviews?	
6.	Are sub-contractors aware of the Occupational Health and Safety legislation and the organization's health and safety policies and rules when working at the employer's workplace?	

ELEMENT 4: Management Communications and Commitment

Element 4 of the *WCB Safety Certified* audit requires the following criteria:

- employer upper management (i.e. second line supervisors or higher) communicates adequately with the employees about occupational health and safety, and;
- communications demonstrate the personal support of the management for the occupational health and safety program.

Sample questions to ask about Element 4 Effectiveness		
1.	Is there a communications plan on how and when management communicates occupational health and safety information to their employees?	
2.	Is an organization health and safety plan done each year and signed off by senior management?	
3.	Do managers/supervisors do regular organization tours and inspections?	

4.	Is senior management involved in regular occupational health and safety reviews that include incident statistics analysis, injury frequency, injury costs and injury reduction plans?	
5.	Does senior management communication demonstrate their support of management of the organization's occupational health and safety system?	

ELEMENT 5: Training - Management

Element 5 of the **WCB Safety Certified** audit requires an adequate occupational health and safety management system to train management and supervisory personnel in occupational health and safety.

Element 5 requires the following criteria:

- management and supervisors are adequately aware of:
 - the company's OH&S program
 - management and supervisor responsibilities under OHS law and any company policies or rules
 - OH&S law in general
 - the importance of safe work procedures
 - any hazards that, in the opinion of the auditor, are of such importance to merit awareness by management and supervisors.
- there is adequate input into the design of the OH&S training program from the Joint Occupational Health and Safety Committee or other appropriate employee representatives.
- there are adequate records of training to allow each of the above points to be determined through documentation.

	Sample questions to ask about Element 5 Effectiveness	
1.	Are managers and supervisors aware of the organization's occupational health and safety program?	
2.	Are managers and supervisors aware of their responsibilities under OHS law and the organization's OH&S policies and rules?	
3.	Do managers and supervisors know their responsibilities as per the Internal Responsibility System?	
4.	Are managers and supervisors aware of the importance of safe work procedures?	
5.	Are managers and supervisors involved in the development of safe work practices?	
6.	Are managers and supervisors aware of workplace hazards?	
7.	Are managers and supervisors trained in hazard identification and methods to rectify identified hazards?	
8.	Does management understand the need for adequate input into the design of the organization OH&S program from the Joint Occupational Health and Safety Committee or Safety Representative?	

9.	Are there adequate records to show management training in the criteria listed above?	
10.	Do managers and supervisors receive refresher training in occupational health and safety information?	

ELEMENT 6: Training - On-the-Job

Element 6 of the **WCB Safety Certified** audit requires an adequate occupational health and safety management system to train non-management and non-supervisory personnel in occupational health and safety.

Element 6 requires the following criteria:

- non-management and non-supervisory personnel are adequately aware of:
 - the company’s OH&S program
 - their responsibilities under law
 - their responsibilities under any company policies or rules
 - OH&S law in general
 - OH&S law specific to a worker’s work area
 - the importance of safe work procedures and their development process
 - any hazards that, in the opinion of the auditor, are of such importance to merit awareness by non-management and non-supervisory personnel
- there is adequate input into the design of the OH&S training program from the Joint Occupational Health and Safety Committee or other appropriate employee representatives
- there are adequate records of training to allow each of the above points to be determined through documentation.

Sample questions to ask about Element 6 Effectiveness		
1.	Are employees, other than managers and supervisors, aware of the organization’s occupational health and safety program?	
2.	Are employees, other than managers and supervisors, aware of their responsibilities under occupational health and safety law?	
3.	Are employees, other than managers and supervisors, aware of their responsibilities as per the Internal Responsibility System?	
4.	Are employees, other than managers and supervisors, aware of their responsibilities as per company policies and rules?	
5.	Are employees, other than managers and supervisors, aware of their responsibilities under the law as per their work area? (examples: OH&S Act, Fall Arrest, WHMIS, & etc.)	
6.	Are employees, other than managers and supervisors, aware of the organization’s safe work practices and how they are developed?	
7.	Are employees, other than managers and supervisors, aware of the importance of hazard identification and control in their workplace?	

8.	Are employees, other than managers and supervisors, aware of the input of their Joint Occupational Health and Safety Committee or Safety Representative in the design of the organization's OH&S training program?	
9.	Are there adequate records kept of the employee training on these topics during the OH&S training orientation?	

ELEMENT 7: Training – Orientation

Element 7 of the **WCB Safety Certified** audit requires an adequate occupational health and safety management system to train new personnel or an employee new to a particular job in occupational health and safety.

The audit shall determine whether “new-to-the-job” employees are adequately aware of:

- the employer's OH&S program that include policies and safe work procedures as it applies to the new job
- how to perform the new duties
- responsibilities under law

In addition, the audit shall determine whether:

- there is adequate input into the design of the OH&S orientation training program from the Joint Occupational Health and Safety Committee or other appropriate employee representatives
- there are adequate records of orientation training to allow each of the above points to be determined through documentation

Orientation training is given before a worker is exposed to any hazard on a new job

Sample questions to ask about Element 7 Effectiveness		
1.	Are new employees aware of the employer's OH&S program including OH&S policy?	
2.	Are new employees aware of their rights as per the OH&S Act (right to refuse, right to be informed and the right to participate)?	
3.	Are new employees trained adequately to perform their duties?	
4.	Are new employees trained in safe work procedures for their employment?	
5.	Are new employees aware of their responsibilities under the Internal Responsibility System?	
6.	Are new employees aware of proper use of personal protective equipment at their workplace and through the organization?	
7.	Are new employees trained and aware of incident/accident reporting and investigations?	
8.	Are new employees aware that they require training in safe work practices and hazards when they transfer from one job to another job in the organization?	
9.	Are new employees aware that the JOHSC or Safety Representative may participate in the design of the organization's Orientation Training Program?	

10.	Are there adequate records of orientation training on the different requirements in this element?	
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ELEMENT 8: Worker Participation/JOHSC/Health and Safety Representative

Element 8 of the *WCB Safety Certified* audit requires the following criteria:

Where the workplace has a Joint Occupational Health and Safety Committee or a Health and Safety Representative, this audit should determine whether:

- a Joint Occupational Health and Safety Committee or Health and Safety Representative exists in all workplaces where they are required by law to exist
- the process for selecting Joint Occupational Health and Safety Committee members or Health and Safety Representatives meets the requirements of the law
- Appropriate training is provided to the OH&S Committee Member/Safety Representative, to enable them to adequately perform their OH&S duties.
- the frequency of committee meetings is adequate
- committee minutes are adequate
- management response to issues raised in committee minutes or through other means is adequate and meets the requirements of the law.

Sample questions to ask about Element 8 Effectiveness		
1.	Does a Joint Occupational Health & Safety Committee or OH&S Safety Representative exist in the workplace as required by Occupational Health and Safety law?	
2.	Is the selection process for selecting the Occupational Health and Safety Committee or Occupational Health and Safety Committee in compliance with Occupational Health and Safety Law?	
3.	Are JOHSC member's names or OH&S Safety Representative names posted?	
4.	Has the JOHSC or OH&S Representative received appropriate occupational health and safety training for their OH&S duties?	
5.	Are JOHSC meetings or safety meetings with OH&S Safety Representative held on a regular basis with proper procedures?	
6.	Are representatives from the JOHSC or OH&S Safety Representative involved in monthly inspections?	
7.	Are JOHSC representatives or the OH&S Safety Representative involved in incident investigations?	
8.	Does the JOHSC or OH&S Safety Representative review the monthly incident statistics, and incident investigations and follow-ups to ensure that appropriate action is being taken?	
9.	Does management provide adequate response to issues raised by the JOHSC or OH&S Representative that meets the OH&S legislative requirements?	

ELEMENT 9: Incident Reports and Investigations

Element 9 of the **WCB Safety Certified** audit deals with all aspects of the incident reporting and investigation process. Incident investigations give you the immediate and root causes of an incident and remedial action required. Proper incident reports and investigations can be the benchmark to learn how to avoid the incident and injury from happening in the future. In this system element, important points that should be considered and built into the incident investigation process are:

- the depth and detail of the investigation
- the process through which it is determined which incidents will be formally investigated and a written investigation report produced
- the training of persons doing investigations
- follow-up action resulting from an incident investigation
- the involvement of the Joint Occupational Health and Safety Committee or other appropriate employee representatives
- procedures for recognizing incidents that are substantially similar to previous incidents (i.e. "repeaters")

Sample questions to ask about Element 9 Effectiveness		
1.	Is there a written incident/accident investigation procedure that includes how to report an incident/accident?	
2.	Is there a standard incident/accident form that includes immediate cause(s), root cause(s) and remedial action(s)?	
3.	In the incident/accident procedure, is there a timeframe for incident/accident investigations?	
4.	Is the completed incident/accident investigation reviewed and signed off by senior management?	
5.	Have incident/accident investigators received adequate training to carry out their duties?	
6.	Is there a system in place to insure that remedial recommendations stemming from the investigation are carried out?	
7.	Does the Joint Occupational Health & Safety Committee or Safety Representative receive reports on a regular basis of incidents, investigations, recommendations and remedial action needed or completed?	
8.	Does the JOHSC participate in the incident/accident investigation process?	
9.	Are incident/accidents reports sections completed properly? Are incident/accident reports legible, signed off and dated by the investigator?	
10.	Are investigation results being communicated to all employees?	
11.	Are employees aware of the need to report incidents/accidents to their supervisors as soon as possible?	
12.	Is there a process in place to store and retrieve incident/accident investigations? Are these reports stored in order and easy to retrieve?	
13.	Is there a process to identify recurring or similar incidents? Can repeat incidents/accidents be easily identified?	

ELEMENT 10: Inspections

Element 10 of the **WCB Safety Certified** audit addresses workplace inspections. This element shall determine whether all workplaces are regularly inspected for health and safety hazards. In particular, the audit shall evaluate the adequacy of:

- the frequency of inspections, with annual inspections being the minimum
- pre-use inspection of equipment
- the comprehensiveness of inspections (i.e. are all workplaces inspected or just some subset)
- the training of persons doing inspections
- follow-up action from workplace inspection
- the involvement of the Joint Occupational Health and Safety Committee or other appropriate employee representatives
- procedures for recognizing issues that are substantially similar to issues identified on previous inspections (i.e. "repeaters").

Sample questions to ask about Element 10 Effectiveness		
1.	Is there an appropriate inspection schedule (daily, weekly, monthly, quarterly or yearly)?	
2.	Are pre-use of equipment inspections carried out?	
3.	Are inspection checklists used?	
4.	Are inspections carried out as required by OH&S law & organization policies and rules?	
5.	Are managers, employees and JOHSC/Safety Representatives involved in inspections?	
6.	Are inspections carried out on a regular basis of all workplaces?	
7.	Are employees doing inspections adequately trained to do inspections?	
8.	Are workplace deficiencies, identified in the inspections, being remedied?	
9.	Is there a process in place to identify issues that have identified in previous inspections?	
10.	Is there adequate record keeping of inspection reports?	
11.	Do senior organization managers review inspection reports?	

ELEMENT 11: Hazard Assessments

Element 11 of the **WCB Safety Certified** audit requires the following criteria:

Hazard assessments require a process where workplace hazards are identified and assessed proactively. This element does not include regular inspections and similar activities. In particular, the audit shall identify and assess all workplace hazards including ergonomic, violence and indoor air quality. The audit shall determine whether:

- there is an adequate process to identify hazards or injuries
- there is adequate training appropriate to the hazards of the workplace
- there are adequate company policies, procedures or rules to minimize identified hazards and injuries.

Sample questions to ask about Element 11 Effectiveness		
1.	Is there a system in place to identify all workplace hazards including physical, ergonomic, indoor air quality (biological, chemical and particulate substances) and workplace violence?	
2.	As part of the hazard assessment system, are controls in place to limit hazard exposure?	
3.	As part of the hazard assessment system, is there a process to rectify identified hazards?	
4.	Are new and seasoned employees trained in hazard identification and hazard control?	
5.	Is the Joint Occupational Health and Safety Committee or Safety Representative(s) trained in hazard identification and evaluation?	
6.	Are there written organizational policies, procedures or rules in place to identify hazards and injuries?	
7.	Is the workplace hazard assessment system updated with changes to organizational procedures?	
8.	Is the workplace hazard identification reviewed on a regular basis?	

ELEMENT 12: Work Refusal Process

Element 12 of the *WCB Safety Certified* audit requires the following criteria:

- employees are knowledgeable of their right to refuse dangerous work
- the employer deals with employees exercising their right to refuse in accordance with the law.

Sample questions to ask about Element 12 Effectiveness		
1.	Are Employees aware of their right to refuse unhealthy or unsafe work?	
2.	Are employees aware of the process to report a workplace refusal including legislation?	
3.	Is there a written procedure and forms to document the process?	
4.	Is training given to employees on the right to refuse unsafe and unhealthy work?	
5.	Are employees aware if one worker exercises his/her rights to refuses an unsafe job, they have to be advised of the refusal if they are asked to do the same work?	
6.	Is the employer aware that they can't discriminate against a worker who exercises his/her rights to refuse unsafe or unhealthy work?	

ELEMENT 13: Safe Work Practices and Procedures

Element 13 of the *WCB Safety Certified* audit requires the following criteria:

- there exists an adequate process to determine when written safe work practices and procedures are needed.
- there is adequate input from the Joint Occupational Health and Safety Committee or other appropriate employee representatives in the development of safe work practices and procedures.
- based upon a review of a sample of safe work practices and procedures, the safe work practices and procedures are adequate for their specific purposes.

Sample questions to ask about Element 13 Effectiveness		
1.	Does the employer have a policy and procedure that outlines the process on developing, implementing and reviewing safe work practices and procedures?	
2.	Is there adequate input from the Joint Occupational Health and Safety Committee or Safety Representative in the development of safe work practices and procedures?	
3.	Are Safe Work Practices and procedures adequate and appropriate for the work performed in the workplace?	
4.	Are Safe Work Practices reviewed annually or when work practices change? Is there documentation to support this review and/or changes?	

ELEMENT 14: Emergency Preparedness

Element 14 of the *WCB Safety Certified* audit requires the following criteria:

- first aid;
- fire response;
- evacuation;
- environmental pollutants response;
- evacuation procedures beyond those required for fire;
- response to large incidents.

Sample questions to ask about Element 14 Effectiveness		
1.	Are there staff trained in First Aid in keeping with the Nova Scotia Occupational Safety and First Aid Regulation?	
2.	Are first aid kits available and maintained as per the Nova Scotia Occupational Safety and First Aid Regulation?	
3.	Is there adequate staff available for first aid in the workplace as per the NS Occupational Safety and First Aid Regulation?	
4.	Are there adequate fire extinguishers in the workplace and are they inspected regularly?	

5.	In case of fire or emergency in the workplace, is there an emergency plan in place that includes emergency exits, fire/emergency wardens and assembly areas? Has this plan be practiced on a regular basis?	
6.	Is there an emergency plan in place to evacuate employees from exposure to environmental pollutants, contain exposure where appropriate and reporting to authorities?	
7.	Is emergency preparedness training given to all employees that deal with all workplace emergencies?	
8.	Are emergency procedures posted at relevant places in the organization such as: lunch rooms, exits, safety notice boards, etc...?	
9.	Is emergency preparedness updated with organizational change?	

ELEMENT 15: Employer Rules

Element 15 of the *WCB Safety Certified* audit requires the following criteria:

- there are adequate employer policies and rules for all hazards warranting such action
- there is adequate employee input into all company policies and rules aimed at OH&S issues.

This element does not include issues that are covered in other criteria, such as Permits/Special Procedures, Safe Work Practices, Personal Protective Equipment and others.

Sample questions to ask about Element 15 Effectiveness		
1.	Are there adequate employer policies and rules for all workplace hazards where warranted?	
2.	Is there adequate JOHSC/Safety Representative/Employee input participation in company occupational health and safety policies and rules?	
3.	Are there rules in place to deal with workplace discipline?	

ELEMENT 16: Contractor Health and Safety

Element 16 of the *WCB Safety Certified* audit requires the following criteria:

- are informed of relevant health and safety issues and policies before they start to work at a site
- have the proper training to perform the task they have been assigned
- have the proper equipment to perform the task they have been assigned
- follow all applicable laws and company rules.

Sample questions to ask about Element 16 Effectiveness		
1.	Is the Contractor informed of relevant health and safety issues and policies before they start work at a site?	
2.	Is the Contractor advised of the proper PPE to wear and when?	
3.	Has the Contractor the proper training to do the job required by the organization?	
4.	Does the contractor have the proper and safe equipment to perform the require task?	
5.	Has the Contractor signed a declaration to agree to organization's occupational health and safety rules and policies and to adhere to occupational health and safety law and regulations?	
6.	Does the contractor have WCB coverage or private insurance coverage?	
7.	Has a WCB Clearance letter been provided?	

ELEMENT 17: Data Analysis/Objectives/Standards

Element 17 of the *WCB Safety Certified* audit requires the following criteria:

- appropriate statistics for tracking OH&S are generated
- appropriate objectives or standards have been established against which the occupational health and safety program may be evaluated
- appropriate action is taken when the data fails to meet established objectives or standards.

Sample questions to ask about Element 17 Effectiveness		
1.	Is there a tracking system in place to track daily, weekly, monthly and yearly occupational health and safety program statistics?	
2.	Are there appropriate objectives or standards established to evaluate the organization's occupational health and safety program?	
3.	Is there a yearly occupational health and safety plan with objectives? If so, is it communicated to all employees?	
4.	Are there standards in place for employees to deal with: <ul style="list-style-type: none"> • incident/accident investigation • inspections • personal protective equipment • training • emergency preparedness • other OH&S system elements? 	
5.	Is appropriate action taken when established objectives or standards are not met?	

ELEMENT 18: Operational Health and Safety Meetings

Element 18 of the *WCB Safety Certified* audit requires the following criteria:

- regular health and safety meetings at which employees may be briefed on hazards and reminded of the importance of occupational health and safety are held at an adequate frequency
- attendance at such meetings is adequate
- topics at such meetings are adequately relevant.

Sample questions to ask about Element 18 Effectiveness		
1.	Are regular health and safety meetings held in keeping with organization policy?	
2.	Are employees briefed on hazards and reminded of the importance at occupational health and safety?	
3.	Is attendance adequate at occupational health and safety meetings?	
4.	Are topics at occupational health and safety meetings relevant?	
5.	Do operational health and safety meetings followed agendas?	
6.	Are operational health and safety meeting issues recorded, acted up and resolved?	
7.	Do supervisors/managers take part in operational health and safety meetings?	

ELEMENT 19: Maintenance Policy & Program

Element 19 of the *WCB Safety Certified* audit requires the following criteria:

- major equipment is maintained in a healthful and safe condition
- the competence levels or criteria for maintenance personnel are adequate
- manufacturers' recommendations are adhered to
- replacement parts meet manufacturers' specifications
- there is adequate documentation of major equipment maintenance.

The element is not meant to cover minor tools or office equipment.

Sample questions to ask about Element 19 Effectiveness		
1.	Is all equipment maintained in a healthful and safe condition?	
2.	Do competent personnel maintain the organization's equipment?	
3.	Are recommendations followed as per manufacturer's specifications?	
4.	Do replacement parts meet manufacturer's specifications?	
5.	Is there adequate and current documentation of major equipment maintenance?	

ELEMENT 20: Management Performance Standards

Element 20 of the **WCB Safety Certified** audit deals with performance standards and expectations for management and supervisory staff as they relate to occupational health and safety:

- are written
- are reviewed at least annually with each individual manager
- deal in adequate detail with the manager's individual responsibilities.

Sample questions to ask about Element 20 Effectiveness		
1.	Are occupational health and safety standards and expectations for management and supervisors written?	
2.	Is occupational health and safety performance part of the annual management performance standard reviews?	
3.	Are occupational health and safety standards set for each supervisory and managerial role? This question should look at training of employees, inspections, incident/accident investigation, personal protective equipment, ergonomics, occupational hygiene, etc...	

ELEMENT 21: Permits and Special Procedures

Element 21 of the **WCB Safety Certified** audit requires the following criteria:

The audit shall determine whether:

- the process to identify the need for a permitting or special procedure is adequate
- there exists all permits or special procedures that, in the auditor's opinion, are needed
- all permits or special procedures are adequate. Where the number of such permits or procedures is large, the adequacy of an appropriate subset may be determined.

Examples of such permits and procedures are lock-out and confined space procedures.

Sample questions to ask about Element 21 Effectiveness		
1.	Does the organization have a system in place to identify the need for permits from regulatory authorities?	
2.	Does the organization have procedures for special permits?	
3.	Does the organization have a system in place to identify the need for special procedures such as confined space, fall protection, lock-out/tag out, hot work, chemical products, biological substances, etc.?	
4.	Are Safe Work permits posted?	
5.	Are employees aware of permits and special procedures?	

ELEMENT 22: Personal Protective Equipment

Element 22 of the *WCB Safety Certified* audit requires the following criteria:

The audit shall determine whether:

- all required personal protective equipment is available
- all available personal protective equipment is appropriate to the hazard
- all workers who use personal protective equipment are trained in the need for and use, care and maintenance of any personal protective equipment they use
- the appropriate personal protective equipment is worn when required
- the Joint Occupational Health and Safety Committee or other appropriate employee representatives are involved in the selection of personal protective equipment to an appropriate extent.

	Sample questions to ask about Element 22 Effectiveness	
1.	Is personal protective equipment available to all staff?	
2.	Is personal protective equipment adequate and appropriate for the workplace hazards?	
3.	Does the personal protective equipment meet recognized standards?	
4.	Are employees trained in the need for personal protective equipment, the use of the PPE equipment, the care of the PPE equipment and the maintenance of the PPE equipment?	
5.	Is personal protective equipment inspected on a regular basis to identify deficiencies?	
6.	Is personal protective worn when required? If not worn, are employees aware of disciplinary procedure for not using PPE?	
7.	Does the Joint Occupational Health and Safety Committee or Safety Representative participate in the selection of personal protective equipment for the appropriate work?	