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Responsibilities, Policy and Legislation

- Occupational Health and Safety (OHS) Policy
- OHSMS Responsibilities Checklist
- Contractor Accountability to Safety Program
- Visitor Health and Safety Standard
- Completed Visitor Health & Safety Orientation Checklists
- OHS Legislation
- Worksite Tours
- Departmental OHS Objectives/Action Plans
- Documented OHS communication from leadership

Hazard ID, Assessment and Control

- University's Hazard Assessment and Control Procedure
- Organizational Chart with all job positions
- Inventory of job positions (job descriptions/business titles)
- Job profiles for all job positions
- Completed Hazard Assessment and Control Forms for all jobs
- Completed Field Level Hazard Assessment and Control Forms (if applicable)
- Safe work procedures
- Equipment maintenance plans and records
- Documents showing hazards communicated to employees
- Process for reporting hazards; documentation of reports
- Archibus Work Requests

Formal Workplace Inspections

- University's Workplace Inspection Procedure
- Completed inspection checklists
- Documentation showing hazards communicated
- Documentation showing hazards corrected in timely manner

Orientation and Training

- Names, dates of new hires (all levels)
- Completed site-specific OHS orientation checklists
- Records of completed OHS Orientation (online) ; hazard assessment training (online) and incident reporting and investigation training (online);
- Training records for other mandatory training

Emergency Management

- Emergency Response Plans (or location of them)
- Business Continuity Plans (or location of them)
- Building specific emergency instructions
- Emergency communications
- Location/map of assembly points
- Location of Automated External Defibrillators (AED)
- Names of certified first aiders and expiry dates of certification
- Names of Emergency Wardens
- Location of first aid kits
- Evacuation drill records

Incident Reporting and Investigation

- What to Report - OARS Classification
- OARS Process flowchart
- Instruction on reporting using OARS
- OARS instructions for supervisors
- Management review instructions (OARS)
- OARS Worksheet
- Documented communications following investigations
- Documents showing corrective actions taken

Health & Safety Committee & Records

- Minutes of meeting where safety was discussed
- Safety Improvement Team minutes (if applicable)
- Safety communications (Safety Moments, etc.)

Documents that you may keep separate from the OHSMS Binder, but must be available for auditors to view.

	Records to have available	Location of Records
Responsibilities, Policy and Legislation	<input type="checkbox"/> Contractor Safety Programs <input type="checkbox"/> OHS Legislation (reference to EHS website) <input type="checkbox"/> Departmental OHS Objectives/Action Plans <input type="checkbox"/> Documented OHS communication from leadership	
Hazard ID, Assessment and Control	<input type="checkbox"/> Inventory of job positions (job descriptions/business titles) (if large numbers) <input type="checkbox"/> Job profiles for all job positions (if large numbers) <input type="checkbox"/> Completed Hazard Assessment and Control Forms for all jobs (may be kept separately if very numerous) <input type="checkbox"/> Completed Field Level Hazard Assessment and Control Forms (if applicable), (may be kept separately if very numerous) <input type="checkbox"/> Safe work procedures (may be kept separately if very numerous) <input type="checkbox"/> Equipment maintenance plans and records (may be kept separately if very numerous) <input type="checkbox"/> Archibus Work Requests (may be kept separately if very numerous)	
Formal Workplace Inspections	<input type="checkbox"/> University's Workplace Inspection Procedure <input type="checkbox"/> Completed inspection checklists (may be kept separately if very numerous)	
Orientation and Training	<input type="checkbox"/> Completed site-specific OHS orientation checklists (may be kept separately if very numerous) <input type="checkbox"/> Records of completed OHS Orientation (online) ; hazard assessment training (online) and incident reporting and investigation training (online); <input type="checkbox"/> Training records for other mandatory training	
Emergency Management	<input type="checkbox"/> Emergency Response Plans (or location of them) <input type="checkbox"/> Business Continuity Plans (or location of them)	
Incident Reporting and Investigation	<input type="checkbox"/> Documented incident reports and investigation reports	
Health & Safety Committee & Records	<input type="checkbox"/> Minutes of meeting where safety was discussed(may be kept separately if very numerous) <input type="checkbox"/> Safety Improvement Team minutes (if applicable) <input type="checkbox"/> Safety communications (Safety Moments, etc.)	