Examples of specific types of documentation that may be used for validation are listed below. Organizations may refer to documents by different names – it is the content, not the title that is important.

| **Questions** | **Documentation to Review** | **Yes/No** |
| --- | --- | --- |
| 1.01 | Health and Safety Policy. |  |
| 1.05 | Written statement of responsibilities, job descriptions, employee contracts, and manuals, staff handbooks, etc. |  |
| 1.12 | Meeting minutes other than H&S committee meetings. |  |
| 2.01 | Inventory of job positions, task or job inventories, org chart, hazard assessments. |  |
| 2.02 | Completed hazard assessment forms. These may be titled formal hazard assessments, job safety analysis, etc. *Note that site-specific hazard assessments cannot be used to score these questions.* |  |
| 2.03 | Completed hazard assessment forms. These may be titled formal hazard assessments, job safety analysis, etc. *Note that site-specific hazard assessments cannot be used to score these questions.* |  |
| 2.04 | Completed hazard assessment forms. These may be titled formal hazard assessments, job safety analysis, etc. *Note that site-specific hazard assessments cannot be used to score these questions.* |  |
| 2.08 | Training records of individuals conducting hazard assessments. Course material for hazard assessment training. |  |
| 2.09 | Policy or process to review formal hazard assessments. May also include documents outlining process/procedural changes and updated hazard assessment forms, decisions reached in meeting minutes, memos directing a hazard control be implemented, supervisor’s log book. |  |
| 2.11 | Documents outlining the policy and/or process and procedure for conducting site specific hazard assessments. |  |
| 2.12 | Completed site-specific hazard assessments. |  |
| 2.13 | Completed site-specific hazard assessments. |  |
| 3.01 | Completed hazard assessment forms. These may be titled formal hazard assessments, job safety analysis, etc. *Note that site-specific hazard assessments cannot be used to score these questions.* |  |
| 3.03 | Completed hazard assessment forms, job procedures, safe work practices, rules, job schedule or rotation of workers, training records. |  |
| 3.08 | Documents outlining the policy and/or procedure for the preventative maintenance process for equipment, vehicles, facilities and tools. |  |
| 3.09 | Preventative maintenance records of equipment, tools, and PPE. Work order records, defective equipment tags, written procedures/policy regarding the removal of defective equipment. |  |
| 3.11 | Violence Prevention Plan that includes policies and procedures. |  |
| 3.12 | Harassment Prevention Plan that includes policies and procedure. |  |
| 3.13 | Violence and Harassment Prevention Plan(s) that includes policies and procedure. |  |
| 4.01 | Terms of Reference |  |
| 4.02 | HSC and/or HSR policies, procedures, terms of reference, meeting minutes, etc. |  |
| 4.04 | HSC and/or HSR policies, procedures, terms of reference, meeting minutes, etc. |  |
| 4.05 | Training records of HSC members and/or HS representatives |  |
| 4.09 | Policy and/or process re dealing with concerns/complaints |  |
| 4.12 | Documentation that supports corrective action were completed in a timely manner, e.g. feedback forms, emails, HSC meeting minutes, communications, etc. |  |
| 4.13 | HSC and/or HSR policies, procedures, terms of reference, meeting minutes, etc. |  |
| 4.14 | Meeting minutes and formal inspections. |  |
| 5.01 | Application forms (blank), hiring records, training records, copies of trade certificates/diplomas/degrees, proof of apprenticeship program, driver’s license, etc. |  |
| 5.02 | Orientation records, orientation checklist, orientation package/contents. |  |
| 5.04 | Training material and training records. See job descriptions, etc. from 1.05. |  |
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| 5.07 | Competency process |  |
| 5.09 | Training material and training records. See job descriptions, etc. from 1.05. |  |
| 6.01 | Policy and/or process to address the protection of others not under the employer’s direction |  |
| 6.02 | Policy and/or process for monitoring, evaluating and selecting other employers and/or self-employed persons. |  |
| 6.03 | Policy and/or process for monitoring, evaluating and selecting other employers and/or self-employed persons. |  |
| 6.04 | Orientation records, orientation checklist, orientation package/contents for visitors, other employers. |  |
| 6.08 | Process for non-compliance of other employers and/or self-employed persons at the work site. |  |
| 7.01 | Health and Safety Policy and Procedures Manual, Inspection Policy and/or Process, inspection records, inspection schedule. |  |
| 7.02 | Inspection checklist (blank and completed), inspection reports. |  |
| 7.03 | Training records of individuals designated to conduct inspections. |  |
| 7.04 | Completed inspection reports, checklists, or forms. |  |
| 8.01 | Emergency Response Plans and/or Procedure |  |
| 8.02 | Emergency Response Plans and/or Procedure |  |
| 8.05 | Emergency Response drill records, minutes of meetings, emergency response table-top review exercises. |  |
| 8.06 | Drill - Emergency response records, minutes of meetings documenting review of drills, documents outlining corrective action or change in procedure as a result of the drills. |  |
| 8.07 | Actual Emergency - Response records, minutes of meetings documenting review of actual emergencies, documents outlining corrective action or change in procedure as a result of the actual emergency. |  |
| 8.08 | First aid regulations, first aid certificates, first aid training records, shift schedules of certified first aiders. |  |
| 9.01 | Incident reporting procedure and/or process, reporting form (blank/completed). |  |
| 9.03 | Completed incident report forms |  |
| 9.04 | Completed near miss and incident forms. |  |
| 9.05 | Incident investigation procedures. |  |
| 9.06 | Training records of individuals conducting investigations, investigation training course material. |  |
| 9.09 | Investigation report forms (completed), investigation reports, memos outlining implementation of corrective action, minutes of meetings outlining results of investigation. |  |
| 9.10 | Investigation report forms (completed), investigation reports, memos outlining implementation of corrective action, minutes of meetings outlining results of investigation. |  |
| 9.11 | Investigation report forms (completed), investigation reports, memos outlining implementation of corrective action, minutes of meetings outlining results of investigation. |  |
| 9.12 | Investigation report forms (completed), investigation reports, memos outlining implementation of corrective action, minutes of meetings outlining results of investigation. |  |
| 10.03 | Company specific monthly, quarterly or annual health and safety reports, analysis of injury reports, graphical reports of health and safety statistics to show trends. |  |
| 10.05 | Previous health and safety system evaluations (audit, action plan in lieu of maintenance audit). |  |
| 10.07 | Internal health and safety action plans. |  |
| 10.08 | Internal health and safety action plans. |  |