The audit observation tour is an important component of the audit validation process. It is done for two reasons: To verify information obtained from documentation and interviews, and to verify adherence to established organization standards.

|  | **Question and Guidelines** | **Yes/No** |
| --- | --- | --- |
| **1.02** | **Is the health and safety policy readily available to employees?**  The current policy may be posted on bulletin boards, in lunchrooms and/or any areas accessible to employees. It may also be in employee handbooks, safety manuals, and/or downloaded or stored electronically. Notes must describe where the policy is located, and how it is made accessible to all employees at that location. Provide details/examples. |  |
| **1.11** | **Is current health and safety legislation readily available at all work sites?**  The current occupational health and safety legislation (e.g., federal and/or provincial) appropriate to the operation of the work site(s) must be readily available. Provide details/examples. |  |
| **3.02** | **Have the identified engineering controls been implemented?**  Refer to question 3.01 to obtain a sample of engineering controls and verify through observation that they have been implemented.  Auditors must include some controls for **highest hazard items** in the sample to verify they have been given priority. Provide details/examples. |  |
| **3.04** | **Have the identified personal protective equipment (PPE) controls been implemented?**  Refer to question 3.01 to obtain a sample of controls, and verify through observation that they have been implemented.  Auditors must include some controls for **highest hazard items** in the sample to verify they have been given priority. Provide details/examples. |  |
| **3.06** | **B) Are employees using the established hazard controls?**  Observe employees performing their jobs, ***and verify they are using the established hazard controls identified in the interviews.*** Provide details/examples. |  |
| **4.15** | **Are the names and contact information of the HSC members and/or the HS Representative(s) readily available?**  The names and the contact information for the HSC members and/or the HS representative(s) must be readily available at each represented work site. Provide details/examples. |  |
| **7.07** | **Have deficiencies identified through formal inspections been corrected?**  Observe whether sampled deficiencies identified in the inspection reports have been corrected. Where no deficiencies are identified or not observable, this question may be marked not applicable (N/A). Provide justification. Provide details/examples. |  |
| **8.09** | **Do first aid equipment, supplies, and facilities meet legislated requirements?**  Equipment, supplies and facilities must meet the identified legislative requirements (Alberta) or Federal legislation for federally regulated employers. The auditor must verify that legislated first aid obligations have been met at all visited sites and facilities. Provide details/examples. |  |
| **9.10** | **B) Are corrective actions identified in investigation reports implemented to prevent reoccurrence?**  For corrective actions that are observable, award points that confirms implementation compared to the corrective actions identified.  If corrective actions are not observable, the observation portion of this question may be marked not applicable (N/A). Provide justification.  Provide details/examples. |  |