**Instructions to Evaluators:**

The form should be completed as proof of a review of a specific health and safety plan. The form should be provided to the project/contract manager. The health and safety plan review must be completed before the commencement of work at the work site.

All required information submitted by the Contracting Employer should be reviewed against the Alberta Occupational Health and Safety legislation and the Owner / Employer’s Health and Safety Policy and Contractor Health and Safety Management practice.

|  |  |
| --- | --- |
| **Project Title** | **Project No.** |
| **Contracting Employer:** |
| **Overall Health & Safety Plan Review** | **Pass** | **Fail** |
| All information is confirmed to be completed and acceptable. The Contracting Employer recommends proceeding with work. |  |  |
| **Name of Evaluator:** |
| **Evaluator Title:** |
| **Date: (YYYY-MM-DD)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Specific Health & Safety Plan Review** | **Pass** | **Fail** | **Comments (List Deficiencies)** |
| 1 | Identified Joint Work Site Health & Safety Committee Chair and Co-Chair or Health and Safety Representative |  |  |  |
| 2 | Safety Orientation1. Frequency
2. Participation
3. Relevant topics
4. Records management
 |  |  |  |
| 3 | Safety Meetings1. Frequency
2. Participation
3. Relevant topics
4. Records management
 |  |  |  |
| 4 | Site Inspections1. Frequency
2. Participation
3. Corrective Action Process
4. Records management
 |  |  |  |
| 5 | Competence/ Certifications/ Training1. Site Supervisor competency/certification
2. Worker competency/certification
 |  |  |  |

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| --- | --- | --- | --- | --- |
| 6 | Hazard Identification, Assessment, and Control1. Frequency of assessment
2. Assessment procedures
3. Activities/Tasks defined
4. Controls (eliminate/substitute)
5. Controls (engineering)
6. Controls (administrative)
7. Controls (PPE)
8. WHMIS/GHS
9. Maintenance/Preventative Maintenance
10. Workplace violence and harassment
11. Fatigue management
12. Identify and include copies of applicable Codes of Practices, Job Procedures and copies of relevant training certificates
 |  |  |  |
| 7 | Incident Reporting and Management1. Reporting/Notification
2. Site Communication
3. Investigation
4. Corrective Actions
5. Records management
 |  |  |   |
| 8 | Emergency Preparedness and Response 1. Identified potential emergencies
2. Response personnel
3. Communication
4. Equipment
5. Procedures/Training
6. Evacuation and rescue leads
7. First aid services
8. Fire protection
9. Assembly points/Medical map
10. Emergency contacts
 |  |  |  |
| 9 | Other (specify) |  |  |  |