



SCHOOL DISTRICT NO. 54 (Bulkley Valley)

OH&S PROGRAM EVALUATION REPORT

Audit Team Leader: C. Isidoro,					
FIRM NO.	FIRM LOC.	FIRM NAME	FIRM ADDRESS	CITY	Postal Code
EMPLOYER REP:			WORKER REP:		Audit Score
					Audit Grade

OVERALL AUDIT SCORE

	Key Indicators	Audit Score	Your Score	Percent	* Grade
A	Principal's Commitment to OH&S	145			
B	Functions of the OH&S Committee	90			
C	Accident/ Incident Investigations	70			
D	Hazard Identification	80			
E	First Aid Services & Supplies	85			
F	Disability Management Program	60			
G	Workplace Tour	125			
	Total	655			

***Grade: 80% to 100% = A, 70% to 89% = B, 50% to 69% = C, Less than 49% = D**

Executive Summary

An OH&S Program Audit was performed at **Name of School** and an audit evaluation checklist was used to document OH&S Standards and Regulatory issues. **Name of School** has provided recommendations to effectively manage audit findings, improve overall safety management, and how to enhance communication, uniformity, and the effectiveness of safety within the workplace.

Name of School's management team needs to be recognized for their pro-active professional approach to health and safety. I have found that, while there are considerations for budgetary constraints and time management, the **Management Team** continued to promote safety at this site. All **Name of School** employees deserve recognition for their honest responses to this audit. Congratulations and commendations to you all.

Overall, it is evident that **Name of School** continues to work towards providing a healthy and safe environment for its entire staff. While the overall score for this audit is low (), please remember that the scoring was not the purpose of conducting the audit. The purpose was to create a baseline on which to gauge the area where you will want to concentrate your efforts, working from the highest to lowest priority. To start; I would suggest the following recommendations:

1. Review the Roles and Responsibilities section of your Occupational Health and Safety Program with all your staff. Document that review.
2. Review Division 3 of the WCB of BC Act with all your staff. Document that review.
3. Develop written safe work procedures using appropriate Hazard Analysis/ Risk Assessment protocol.
4. Maintain all employee training records, committee minutes, and investigation reports.



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I would like to thank **Name of School** for allowing **Name of Person or Auditor's Company conducting the audit**, the opportunity to participate in the development of their safety management system by conducting the OH&S Program Audit. I look forward to a continued partnership in safety.

KEY INDICATORS OF OSH PROGRAM EFFECTIVENESS

A. Principal's commitment to OH&S	Score
1. District's Safety Policy? __ Signed? __ Dated? ___ Posted__ (20 marks)	1.
2. New staff orientation being done? (5 marks each to max. of 25)	2.
3. Supervisors held accountable for OSH? (10 mark)	3.
4. Principal is acting on recommendations of OSH Committee? (5 marks)	4.
5. OSH program available on site? (5 marks)	5.
6. OH&S Program contains minimum of 7 elements? (5 mark per element to max. of 50)	6.
7. Safe Work Procedures available? (5 marks)	7.
8. Proof those management meetings contain a component for OH&S concerns? (5 marks)	8.
9. Principal follows up on Committee's recommended corrective action or incident investigations? (5 marks to a max of 20 marks)	9.
	/145

A. Comments:

B. Functions of the OH&S Committee	Score
1. Committee structured according to Reg.? (5 marks)	1.
2. Committee meeting dates posted? (2 mark)	2.
3. Committee meets regularly? (Max of 12 marks)	3.
4. Meetings follow established agenda? (2 marks)	4.
5. F.A. statistics reviewed at meeting? (5 marks)	5.
6. Claims costs reviewed at meeting? (5 marks)	6.
7. Minutes recorded in readable format? (2 mark)	7.
8. Responsibilities for action assigned? (2 marks)	8.
9. Previous 3 months of minutes posted on OH&S Board? (5 marks)	9.
10. Minutes being kept for a minimum of 3 years? (Max. of 15 marks)	10.
11. Committee assists in monthly inspections? (Max. of 10 marks)	11.
12. Committee follows up on inspection deficiencies? (5 marks)	12.
13. Committee certified in OH&S Committee Training? (5 marks per person up to a max. of 20)	13.
	/90

B. Comments:

OH&S PROGRAM EVALUATION REPORT cont...



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C. Accident/ Incident Investigations	Score
1. Worker participation in accident investigations? (5 marks)	1.
2. Investigations conducted by knowledgeable /trained personnel? (Score 5 marks per person to a max. of 10 marks)	2.
3. Investigations are conducted for all Med. Aid? __ Time loss? __ Near misses? __ MSI's? __ (5 marks each to a max. of 20)	3.
4. Investigations initiated <i>promptly</i> ? (5 marks)	4.
5. Corrective measure(s) taken immediately? (5 marks)	5.
6. Basic__ & Contributory__ causes addressed? (5 marks each)	6.
7. Copies of investigation are sent to Safety Committee? (5 marks)	7.
8. Safety Committee reviews completed investigations? (5 marks)	8.
9. Corrective action(s) taken? (5 marks)	9.
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C. Comments:

D. Hazard Identification	Score
1. Analysis of previous month's accidents? (3 marks)	1.
2. Regular (Bi-Annual) inspections by Principal / staff reps? (6 marks each to a max. of 12 marks)	2.
3. Principal & staff participation? (5 marks)	3.
4. Key hazard areas identified (e.g., lockout? __ Noise hazard?__ Machine guards? __ Confined Space? __ (10 marks)	4.
5. JSA's developed? __ (3 marks to a max. of 15)	5.
6. Safe Work Procedures evaluated annually? (5 marks)	6.
7. Staff training needs assessed. (5 marks)	7.
8. All staff have completed WHMIS Training? (10 marks)	8.
9. Effective hazard reporting system (formal or informal) in place? Documentation? (5 marks) Suggestion Box? (5 marks)	9.
10. Safe Work Procedural needs based on recent claims? (5 marks)	10.
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D. Comments:

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E. First Aid Services & Supplies	Score
1. First Aid Assessment completed? 2004__ & 2005__ (10 marks each)	1.
2. Required level of all F.A. services in place? (5 marks)	2.
3. Required level of F.A Attendant in place? (5 marks)	
4. F.A. Records are completed appropriately? (Max. of 15 marks)	3.
5. Follow-up treatments are being completed by F.A.A.? (2 marks each to a max. of 10)	4.
6. Written procedures for summoning F.A.? (10 marks)	5.
7. Principal is made aware immediately of all visits to F.A.A.? (5 marks)	6.
8. Principal signs off F.A. Book? (5 marks)	7.
9. Principal initiates immediate formal investigation into all F.A. incidents requiring Med. Aid? (5 marks)	8.
10. Employer reconciles F.A. record book with monthly Worksafe BC claims cost statement? (5 marks)	9.
	10.
	/85

E. Comments:

F. Disability Management Program	Score
1. School District No 54 uses <i>Employer Connect</i> for Worksafe BC reporting system? (5 marks)	1.
2. Contact established with Case Manager? (5 marks)	2.
3. School District No 54 has attended Claims Management Seminar? (5 marks per session to max. of 15 marks)	3.
4. Modified return to work policy developed? (10 marks)	4.
5. Employer closely monitors WCB monthly claims cost statement and F.A. treatment record book? (5 marks)	5.
6. Individual assigned to D.M. Program? (5 marks)	6.
7. Worker & management involvement in D.M. Program? (10 marks)	7.
	/60

F. Comments:

G. Workplace Tour	Score
1. Evidence of an OH&S Bulletin Board? (5 marks)	1.
2. Joint committee minutes posted? (5 marks to max of 15)	2.
3. Investigation Reports posted? (5 marks to max. of 15)	3.
4. Safety posters: hearing? Confined space? Lockout? Safety glasses? Safety shoes? (3 marks to max. of 15)	4.
5. Safe Work Procedures available to staff? (5 marks to max. of 15)	5.
6. Lockout/ Tagout Procedures posted? (10 marks)	6.
7. MSDS readily available? (10 marks)	7.
8. MSDS less than 3 years old (5 marks) and accurately reflect the chemicals currently available at the worksite? (5 marks)	8.
9. Emergency Procedures for a chemical spill? (5 marks)	9.
10. Are the Principal's inspections effective as evidenced by the lack of observed unsafe conditions or procedures? (25 marks)	10.
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OH&S PROGRAM EVALUATION REPORT cont...



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Non-Compliance Issues