

**APPENDIX C**

<b>REVIEW OF CONTRACTOR SAFETY PROGRAM</b>	
<b>Date</b>	<b>Project:</b>
	<b>Location:</b>
<b>Contractor:</b>	<b>Job Title:</b>
<b>Reviewed by:</b>	

To comply with the *WCB OHS Regulation* the following elements of a basic Contractor’s Safety Program **must be present** and functioning:

No.	Element	Description	Present
1.0	Policy Statement	- The policy clearly states the employer’s aims and responsibilities of the employer, managers, supervisors and workers.	<input type="checkbox"/>
2.0	Inspection of Premises	- Provision for regular inspection of the premises, equipment, work methods and work practices, including specific instruction that states the intent of inspections, who is to inspect, what is to be inspected and inspection frequency	<input type="checkbox"/>
3.0	Written Instructions	- Appropriate written instructions to <b>supplement</b> the <i>WCB Occupational Health and Safety Regulation</i> . Copies of the instructions must be made available to all employees for reference.	<input type="checkbox"/>
4.0	Management Meetings	- Provision for holding periodic meetings for the purpose of reviewing health and safety activities and accident trends, and for determining necessary action.	<input type="checkbox"/>
5.0	Investigation of Accidents	- Provision for the prompt investigation of accidents including what to report to the WCB, which accidents to investigate, the intent of the investigation, and the content, distribution and follow-up of reports	<input type="checkbox"/>
6.0	Records and Statistics	- Instruction is given to maintain records and statistics that include reports of inspections and accident investigations, and making this information available to the Joint Health and Safety Committee and workers.	<input type="checkbox"/>
7.0	Joint Health & Safety Committee	- Provision is made for establishing and maintaining a committee including membership, function and detailed duties.	<input type="checkbox"/>
8.0	Instruction to Workers	- Provision is made for instruction and supervision of workers in the safe performance of their work.	<input type="checkbox"/>
9.0	Occupational First Aid Services and Equipment	- Written instructions directing the services and equipment to be provided, the maintenance of a treatment record book, the procedure to follow to summon a first aid attendant and the reporting of injuries.	<input type="checkbox"/>
10.0	Workplace Hazardous Materials Information System	- Written instructions that assign responsibility for the program, provide direction on maintaining material safety data sheets and labels, and detail the education and training.	<input type="checkbox"/>

Comments:

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