

COR PRE-AUDIT QUESTIONNAIRE

Company Name: _____ Email: _____

Representative's Name: _____ Phone Number: _____

Element 1 – Policy Statement 1. Does your organization have a health and safety policy statement? Yes / No

Element 2 – Hazard Assessment, Analysis and Control 1. Are hazard assessments conducted, documented, and approved by senior management *for all operations*? Yes / No

2. Do you have a list of identified critical tasks? Yes / No

Element 3 – Safe Work Practices 1. Have Safe Work Practices been documented? Yes / No

Element 4 – Safe Job Procedures 1. Have Safe Job Procedures been documented? Yes / No

Element 5 - Company Rules 1. Are company rules clearly stated in writing and provided to each employee? Yes / No

2. Do you have a progressive discipline procedure? Yes / No

Element 6 – Personal Protective Equipment 1. Is there a written policy governing mandatory use of PPE? Yes / No

Element 7 – Preventative Maintenance 1. Do you have a preventative maintenance program for facilities, tools, equipment and vehicles? Yes / No

2. Do you have a list of inventory items to be maintained? Yes / No

3. Is maintenance being performed as planned? Yes / No

Element 8 – Training and Communications 1. Do you have a documented orientation program? Yes / No

2. Is job specific training provided and are records retained? Yes / No

3. Is all required training up-to-date? Yes / No

4. Are records of safety meetings retained? (i.e. tool box talks, Joint health and safety committee) Yes / No

Element 9 – Workplace Inspections 1. Do you have a documented workplace inspection procedure? Yes / No

2. Are specific forms and or checklists used for recording inspections? Yes / No

Element 10 – Investigating and Reporting 1. Do you have a documented policy and procedure for the investigating and reporting of incidents, accidents, near-misses etc.? Yes / No

Element 11 – Emergency Preparedness	1. Do documented emergency preparedness and emergency response plans include the most appropriate responses to identified hazards and address the potential for emergency situations?	Yes	/ No
	2. Do the plans define the roles and responsibilities of relevant personnel?	Yes	/ No
	3. Have appropriate emergency response resources and equipment been made available?	Yes	/ No
Element 12 – Statistics and Records	1. Is there a document procedure to organize monitor and measure Occupational Health & Safety performance?	Yes	/ No
	2. Is occupational health and safety performance being measured at a specified frequency?	Yes	/ No
	3. Are monthly and annual summaries of health and safety statistics available?	Yes	/ No
Element 13 – Legislation	1. Is health and safety legislation (all acts regulations and apply. considered during the job planning process?	Yes	/ No
	2. Have supervisors and workers been trained on their rights and responsibilities and how to exercise them?	Yes	/ No
Element 14 – Occupational Health	1. Has the organization conducted risk assessments for occupational health hazards?	Yes	/ No
	2. Is there a documented procedure that addresses working safely with chemicals, physical agents, biological agents, lead, asbestos, silica etc.?	Yes	/ No
Element 15 – First Aid	1. Is there a documented procedure for the provisions and maintenance of first aid that includes qualified first aid or posting first aid training certificates and a process for maintaining and recertifying first aid attendance?	Yes	/ No
Element 16 – Health and Safety Representative and Joint Health and Safety Committee	1. Do you have a joint health and safety committee?	Yes	/ No
	2. Does your organization have documented procedures for the selection of roles and responsibilities in the establishment criteria for joint health and safety committees?	Yes	/ No
Element 17 – Workplace Violence and Harassment	1. Does your organization have a workplace violence and harassment policy statement that is current, is reviewed annually, and is visibly posted in the workplace or made available to the workers?	Yes	/ No
Element 18 – Return to Work and Re-Employment	1. Does your organization have a written return to work and reemployment policy and procedure?	Yes	/ No
Element 19 - Management Review	1. Does the senior management have a policy for conducting an annual review of the organizations Occupational Health & Safety program?	Yes	/ No