



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-57

REFERENCE: HEALTH AND SAFETY

Date:

November 27, 2023

Next Review Date:

November 2025

TITLE: SAFETY AUDITS

1. 0 POLICY STATEMENT

- 1.1 In order to enhance its health & safety program, the City of Dryden has implemented an additional health & safety mechanism known as a Safety Audit.
- 1.2 Safety Audits are performed at both regular workplaces that are subject to monthly workplace inspections and at other job sites/work sites. They are performed by Supervisors, Managers and the Health & Safety Coordinator. Audits may also be performed by Joint Health and Safety Committee members.
- 1.3 The goal of a Safety Audit is to visualize employees performing work to ensure that it is being done safely, and in accordance with policies, procedures and guidelines intended for their protection.
- 1.4 A Safety Audit is a means of documenting the Supervisor requirements of the *Occupational Health & Safety Act*.

2. 0 DEFINITIONS

- 2.1 As used in this policy, the following terms shall have the meaning as indicated:

Employees – All employees of the City of Dryden i.e. full-time, part-time, seasonal, casual employees, volunteer firefighters, summer students and co-op students.

Health & Safety Coordinator – the City of Dryden's Health & Safety Coordinator.

Job Site/Work Site – a specific location where work is performed by City employees that may or may not be a regular workplace subject to monthly workplace inspections (i.e. Recreation staff working at a baseball field, the Chief Building Official performing inspections or Public Works staff performing road work).

Supervisor – the direct supervisor for the nature and scope of work being performed by the employees, which may be a Manager, or an employee assigned by the Manager.

Workplace – a building or department within a building where work is assigned or regularly occurs and where a monthly workplace inspection (as defined under the *Occupational Health & Safety Act*) occurs.

Job Hazard Analysis (JHA) - a method for systematically identifying and evaluating hazards associated with a job or task.

3.0 SCOPE AND COMMUNICATION

- 3.1 Safety Audits shall be randomly conducted with the goal of each Supervisor observing, over the course of the year, various workers, workplaces, and job sites/work sites (if applicable).
- 3.2 Health and Safety Coordinator Safety Audits shall be randomly conducted with the goal of the Health & Safety Coordinator observing, over the course of the year, each department and a random sampling of workplaces and job sites/work sites. Audit results will be discussed with the appropriate department manager.
- 3.3 The Safety Audit will be in the format of a Job Hazard Analysis (JHA). A JHA will review the steps, risks, and controls for a particular job or task. The auditor will also be able to evaluate:
 - (a) The personal protective equipment (PPE) being worn by the worker;
 - (b) Any applicable training requirements, such as Working at Heights, First Aid, Propane certification; and,
 - (c) Necessary documentation, such as traffic control plans, daily inspections, or Notice of Project.
- 3.4 Once the Safety Audit is complete, the auditor (or delegate) will compare the audit to the department's Standard Operating Procedure (SOP), corporate policy, and/or other applicable documents (such as training records). The above-mentioned documents will be updated to reflect the JHA as required.
 - (a) If an SOP, etc., does not exist for the task, and the task is considered medium to high risk, one will be created by the department manager or designate.
- 3.5 See Appendix A for JHA Instructions.

4.0 FREQUENCY

- 4.1 The manager and/or supervisor is responsible for completing the Safety Audit.
- 4.2 The department manager must review all completed Safety Audits to relevant policies, procedures and/or training documents reflect the requirements of the task.
- 4.3 The frequency of the Safety Audit will depend on the risk rating for the task.
 - (a) Tasks that are low risk will be audited at least once every three years.
 - (b) Tasks that are medium risk will be audited at least every two years.
 - (c) Tasks that are high risk will be audited at least once every year.
 - (d) During the implementation of this policy, departments with high volume of tasks will be granted leniency while they accumulate the initial JHA for all tasks within their departments. The goal would be to acquire an initial JHA for each task within the first three years of implementation. Once the initial JHAs are created, the review frequency based on risk rating will begin.
- 4.4 A task will have a Safety Audit every time there is an incident related to that task; or when there is a change in the task, PPE, equipment, or regulation.
- 4.5 The Health and Safety Coordinator (H&SC) is expected to review a minimum of 24 Safety Audits annually.
 - (a) This requires the H&SC to review a completed Safety Audit, analyze the risk rating for the task, observe an employee completing the task to ensure accuracy, and compare the Safety Audit with any relevant policies, procedures, and/or training documents.
 - (b) The H&SC will be available to accompany the manager and/or supervisor while they conduct their Safety Audits.

5.0 ROLES AND RESPONSIBILITIES

- 5.1 Manager / Supervisor:
 - (a) Ensure employees are qualified to perform the work to which they are assigned and that they are trained to safely perform the work to which they are assigned.

- (b) Ensure the employees have received and are aware of all of the safety aspects of the work to which they are assigned, including such things as safety training for the tools and equipment they will use and safety procedures for conducting the work.
- (c) Ensure employees work in compliance with required protective devices, measures and procedures [OHSa Section 27(1)(a)].
- (d) Ensure employees use or wear any equipment, protective device or clothing required by the employer [OHSa Section 27(1)(b)].
- (e) Advise employees of any potential or actual health or safety danger known by the supervisor [OHSa Section 27(2)(a)].
- (f) Provide employees, when required, with written instructions on any measures and procedures to be taken for the workers' protection [OHSa Section 27(2)(b)].
- (g) Take every precaution reasonable in the circumstances for an employees' protection [OHSa Section (2)(c)].
- (h) Supervise the work on construction projects at all times, either personally or by having an assistant who is a competent person do so when the supervisor is unavailable [Construction Reg. Sections 14(2) and 15(2)]. In circumstances where no Supervisor has been formally assigned, the most qualified senior employee on site will be required to supervise.

5.2 Health & Safety Coordinator:

- (a) Coordinate the safety audit program and manage its records.
- (b) Inspect to ensure that workplaces and job sites/work sites are safe and meeting their legislated requirements (i.e. Eyewash stations, first aid kits, health & safety bulletin boards, safety equipment, etc.).
- (c) Inspect to ensure that adequate supervision is in place for the protection of the worker and that workers are following all policies, procedures, and guidelines.
- (d) Inspect to ensure that safe work practices are being followed.

5.3 Employees:

- (a) Work safely and in accordance with all policies, procedures, and guidelines.
- (b) Wear appropriate PPE [OHS section 28(1)(b)].
- (c) Use/operate equipment in a safe manner [OHS section 28(2)(b)].
- (d) Immediately report any defects in equipment to his/her supervisor or employer [OHS section 28(1)(c)].
- (e) Work in compliance with OHS and its regulations [OHS section 28(1)(a)].
- (f) Immediately report any known workplace hazards or OHS violations to his/her supervisor or employer [OHS section 28(1)(d)].
- (g) Know his/her OHS rights, including the right to refuse unsafe work [OHS section 43(3)(a) to (c)].
- (h) For the purpose of a safety audit, employees are expected to continue performing work under regular conditions, regardless of the additional level of oversight in place at the time.

6.0 COMPLIANCE AND VIOLATIONS

- 6.1 The results of each Safety Audit will be documented. The Supervisor will review the audit results with the employees involved with the goal of improving the overall workplace safety. In the event that immediate hazards are noticed, or dangerous work observed, the work shall be stopped immediately, and the necessary corrective actions put into place.
- 6.2 The person performing the Safety Audit shall ensure that they are wearing the appropriate PPE for the nature of the work being observed. The person performing the audit shall refer to HR-HS-24, Personal Protective Equipment, to see what PPE is required. Alternatively, the person performing the audit can confirm the required PPE with the senior manager of that department.
- 6.3 In the event actions observed during a Safety Audit may warrant disciplinary action, the Supervisor will contact their Manager to determine the appropriate next steps.

7.0 EVALUATION

- 7.1 This policy will be reviewed every two years or more frequently if it is identified that revisions are required to ensure continuous improvement.
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8.0 FORMS / RECORDS

- 8.1 Safety Audits shall be documented on a Job Hazard Assessment Sheet (Appendix B).
- 8.3 Safety Audit forms shall be forwarded to the Health & Safety Coordinator once completed and retained in accordance with the City records retention policy.

History			
Approval Date:	February 22, 2021	Approved by:	By-Law 2021-20
Review Date:	Dec. 11, 2023	Approved by:	By-Law 2023-67
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	

Appendix A

JHA Instructions

- 1) Identify the task that is being assessed.
- 2) Observe the work and identify each step in the task. Type in each step under "Step in Task."
- 3) Communicate/discuss with the workers to identify all hazards/potential incidents within each step that is being performed. Use the dropdown list to select the hazard/potential incident category in the JHA form.
- 4) Identify the frequency of the task, the likelihood of an incident occurring, and the consequences for the hazard/potential incident without consideration of current controls. Where being completed by multiple stakeholders, consider discussing to reach a consensus rating for each hazard/potential incident
- 5) Identify the controls currently in place for each identified hazard/potential incident. Consider the hierarchy of controls (in order from most effective to least effective): elimination, substitution, engineering controls, administration controls, and personal protective equipment
- 6) Repeat the frequency, likelihood, and consequences for the residual risk. The residual risk is the risk that remains after efforts to identify and eliminate some or all types of hazards have been made. The frequency remains the same value as in step 4).
- 7) Any task that is deemed medium risk (score of 31-60) should be reviewed to have additional controls implemented.
- 8) Tasks that are deemed high risk (score of 61-79) must be reviewed to have additional controls implemented. Managers should consider stopping the work until the risk rating is reduced.
- 9) Tasks that are deemed unacceptable (score of 80+) must be stopped immediately. The task cannot continue until reviewed by management and appropriate controls are in place.

Job Hazard Assessment Sheet

Below is an example of what the JHA looks like. The master sheet, an Excel file, shall be maintained by the Health and Safety Coordinator

Job being assessed:		Date:		JHA Participants:			Department :				
Step in Task	Hazard/Potential Incident	Frequency 0) Never 1) Yearly 2) Quarterly 3) Monthly 4) Weekly 5) Daily	Likelihood 0) Absolutely Impossible 1) Practically Impossible 2) Unlikely 3) Possible 4) Likely 5) Almost Certain	Consequences 0) No Loss 1) Minor 2) Moderate 3) Serious 4) Major 5) Catastrophic	Risk Rating	Controls	Frequency 0) Never 1) Yearly 2) Quarterly 3) Monthly 4) Weekly 5) Daily	Likelihood 0) Absolutely Impossible 1) Practically Impossible 2) Unlikely 3) Possible 4) Likely 5) Almost Certain	Consequences 0) No Loss 1) Minor 2) Moderate 3) Serious 4) Major 5) Catastrophic	Risk Rating	Post-Control Risk Rating (F x L x C = R)
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Appendix C

JHA Consequence Definitions

Minor Health and Safety - First Aid Environment Temporary - effects to the environment, easily reversible Property - Near miss, or no disruptions to services Reputation - No public relations impact
Moderate Health & Safety - Medical aid with no Lost Time Environment - Short term effects to the environment Property Loss - Some disruptions to services (days) Reputation Minor incident - Concerns arise with stakeholders
Serious Health & Safety - Medical aid with lost time Environment - Serious medium term environmental effect Property Loss - Significant disruptions to services (weeks) Reputation Moderate incident - Minor loss of confidence with public/customers
Major Health & Safety - Disabling injury resulting in lost time. Reportable dangerous occurrence or chronic illness Environment - Major Long-term damage to environment, reportable to regulatory authorities Property Loss - Major disruption to services (months) Reputation Serious Incident - Negative regional media coverage
Catastrophic Health & Safety - Fatality, grievous bodily injury or permanent disability Environment - Very Serious and potentially irreversible effect on the environment Property Loss - Total disruption to services (years), or permanent property loss Reputation - Very serious incident, very negative national media coverage