

SUGGESTED DOCUMENTATION SECOR



The list below contains examples of documentation that can be attached to the SECOR submission to verify the questions listed. External consultants should use the list as a guideline to dictate what should be reviewed to score the listed questions. **(DO NOT ATTACH ORIGINAL DOCUMENTATION, as submissions will not be returned to the employer)**

QUESTIONS	DOCUMENTATION
1.1	Health and Safety Policy
1.3	Written statement of responsibilities, job descriptions, employee contracts, and program manuals
2.1	Inventory of job positions, and job/task inventories
2.2, 2.5	Completed formal hazard assessment forms, job safety analysis
2.3	Procedure for rating hazards, hazard rating forms
2.4	Documents outlining process/procedural changes and updated hazard assessment forms, memos directing a hazard control be implemented
2.5	Completed field-level hazard assessment forms, policy, procedures
3.1	Completed hazard assessment and control forms
3.3	Preventative maintenance records for equipment, tools, and PPE. Work order records, maintenance logs, defective equipment tags, written procedures/policy regarding the removal of defective equipment
3.4	Discipline policy, supervisor training records, supervisor and worker responsibilities
3.5	PPE policy and training records
3.6	Copy of the work site health and safety plan developed in consultation with your contracting organization
4.1, 4.4	Inspection policy and process, inspection records, inspection schedule, sample inspection reports
4.2, 4.4	Sample inspection forms, checklists
4.3	Sample inspections checklist(s)
4.5	Hazard reporting policy, sample hazard report forms, blank hazard report forms



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QUESTIONS	DOCUMENTATION
5.1, 5.2	Orientation policy /process, sample completed orientation checklists, orientation records
5.3, 5.4, 5.5	Training policy/process, sample training records, sample training certificates
6.1	Emergency response plan, evacuation procedures, emergency numbers, radio codes, emergency communication procedures, list of emergency response personnel/fire wardens.
6.2	Emergency response training records
6.3, 6.4	Records of Emergency Response drills, minutes of h&s meetings, records of emergency response table-top review exercises
7.1	Incident reporting procedure
7.2	Training records
7.3, 7.4, 7.5, 7.6	Investigation procedure, report forms, investigation forms, sample investigation records
8.1	Sample newsletters, sample safety meeting minutes, sample toolbox meeting minutes
8.2	Sample documents showing statistics are reviewed and trends identified
8.4	Action plan reflecting deficiencies identified from this year's audit process
8.5	Completed action plan from previous audit



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Updated February 8, 2019