

SECOR Comparison

2016		2022/2023	
Element 1: Management Leadership and Organizational Commitment			
1.1	Is there a written Health and Safety Policy for the organization, signed and dated by the owner? (D)	Is there a written Health and Safety Policy for the organization, signed and dated by the owner? (D)	
1.2	Are employees aware of the policy's content? (I)	Are employees advised of the Health and Safety Policy content? (Self-Assessor: D, Auditor: I)	
1.3	Have specific health and safety responsibilities been written for: (D) a.Managers? b.Supervisors?* c.Workers?*	Are specific health and safety roles and responsibilities written for: (D) a.Managers? b.Supervisors? c.Workers?	
1.4	Are the employees aware of their specific health and safety responsibilities under legislation and employer policy: (I) a.Managers? b.Supervisors?* c.Workers?*	Are employees advised of their legislated health and safety roles, rights and responsibilities? (Self-Assessor: D, Auditor: I) a.Managers? b.Supervisors? c.Workers?	
1.5	Is the most current health and safety legislation related to your operation available at the work site? (I, O)	Is current health and safety legislation, relevant to the employer, readily available? (Self-Assessor: D, Auditor: I)	
Element 2: Hazard Identification and Assessment			
2.1	Does the employer have a list of all jobs and tasks carried out at the work site? (D)	Are all jobs/positions identified for the purpose of formal hazard assessments? (D)	
2.2	Are health and safety hazards identified for the tasks in the inventory? (D)	Is there a list of tasks associated with each job/position? (D)	
2.3	Have the health and safety hazards been evaluated according to risk, and have the risks been prioritized? (D)	Are health and safety hazards identified for the tasks associated with each job/position? (D)	
2.4	Are health and safety hazards identified for the tasks associated with each job/position? (D)	Are the identified health and safety hazards evaluated according to risk? (D)	
2.5	Is a field-level hazard assessment process in use at field sites? (D, I)	Are the formal hazard assessments reviewed? (D)	
2.6	NA	Do employees participate in the development, and/or review/revision of the formal hazard assessments? (D)	
2.7	NA	Do site-specific hazard assessments identify a) hazards? b) controls? (D)	
Element 3: Hazard Control			
3.1	Have hazard controls been identified? (D) a.Engineering? b.Administrative? c.Personal Protective Equipment (PPE)?	Are controls identified for the hazards listed in the formal hazard assessments? (D)	
3.2	Have identified hazard controls been implemented? (O) a.Engineering? b.Administrative? c.Personal Protective Equipment (PPE)?	Does the employer ensure hazard controls are used by employees? (Self-Assessor: D, Auditor: I)	
3.3	Is there a preventative maintenance program for equipment, vehicles and machinery? (D)	Is there a preventative maintenance program for equipment, vehicles, facilities, and machinery? (D)	
3.4	Does the owner ensure health and safety policies are followed and hazard control methods are used? (D, I)	Is the preventative maintenance process in use? (D)	
3.5	Where Personal Protective Equipment (PPE) is used as a method of control, are employees trained in the use, care, and maintenance of the protective equipment? (D)	Is there a written Violence Prevention Plan as per legislated requirements? (D)	
3.6	Has a plan been developed in discussions with your contracting organization to ensure the safety of you and your workers? The plan should include: (D or I) a.Identification of site-specific hazards and controls b.Ongoing site specific hazard assessment c.Reporting of changes to work site conditions d.Review of emergency response plans e.Process for dealing with worker noncompliance f.On-site supervision of contract workers	Is there a written Harassment Prevention Plan as per legislated requirements? (D)	
3.7	Is the plan communicated to all employees? (I)	Is there a policy/process for review of the Violence and Harassment Plans as per legislated requirements? (D)	
*NEW Element 4: Health & Safety Representatives (HS Representatives)			
Formerly Ongoing Inspection moved to element 7 now, Element 4 is new			
4.1		Has a HS representative been designated as per legislated requirements? (D)	
4.2		Are assigned duties identified for the HS representative as per legislated requirements? (D)	
4.3		Is the HS representative trained for their role as per legislated requirements? (D)	
4.4		Is the HS representative completing their duties as per legislated requirements? (D)	
4.5		Is there a system in place for the HS representative to address employee health and safety concerns/complaints and provide recommendations to the employer? (D)	
4.6		Are health and safety concerns/complaints resolved in a timely manner, as per legislated requirements? (D)	
4.7		Is health and safety representative contact information readily available to employees, as per legislated requirements? (Self-Assessor: D, Auditor: I)	
Element 5: Qualifications, Orientation and Training			
5.1	Does the orientation: (D) a.Address critical health and safety issues? b.Cover employer health and safety policies, procedures, and responsibilities?	Do orientations cover individual OHS rights and critical health and safety information? (D)	
5.2	Is the new employee orientation completed on or before the first day of work? (D)	Are employee orientations completed prior to starting regular duties? (D)	
5.3	Do employees receive the job-specific training required to perform their jobs/assignments in a healthy and safe manner? (D, I)	Is job-specific training completed? (D)	
5.4	Are on-going training/refresher sessions provided as required? (D)	Does job-specific training include a practical demonstration by the trainee? (D)	
5.5	NA	Are competency assessments completed when operational changes require them? (D)	
5.6	NA	Is refresher training completed at set intervals or when operational changes require it? (D)	
** NEW Element 6: Other Parties at or in the Vicinity of the Worksite			
Formerly Emergency response moved to element 8			

6.1		Is a process in place to address the protection of others not under the employer's direction? (D)
6.2		Is there a process to ensure hazards and controls are communicated to external work site parties? (D)
6.3		Is a system in place for selecting other employers? (D)
6.4		Is a system in place to regularly monitor other employers? (D)
Element 7: Ongoing Inspections		
7.1	(4.1) Is there a formal written policy that includes how often formal inspections should be conducted by: (D)	Does the employer have an inspection process in place?
7.2	(4.2) Is a site- specific checklist used for inspections? (D)	Is a checklist/form used to conduct formal inspections? (D)
7.3	(4.3) Are formal, written health and safety inspections carried out as required by the employer's inspection policy by: (D, I) a.Managers? b.Supervisors?* c.Workers?*	Are formal inspections completed as required? (D)
7.4	(4.4) Are deficiencies identified in inspections corrected quickly? (D, I)	Are corrective actions implemented for identified deficiencies? (D)
7.5	(4.5) Is there a system in place that employees can use to report unsafe or unhealthy conditions and actions? (D, I)	Is there a system in place that employees can use to report existing or new hazards? (D)
Element 8: Emergency Response		
8.1	(6.1) a.Is there a written emergency response plan that addresses all possible emergencies, and reflects the hazards at the work site(s)? (D) b.Does the plan include: (D) - Communication procedures? - Emergency phone numbers? - List of responsible emergency response personnel? - Evacuation procedures?	Are there written emergency response plans developed for potential emergencies applicable to the operation? (D)
8.2	(6.2) Are employees given emergency response training appropriate to their individual responsibility? (D)	Does the employer have a communication system in place for emergencies? (D)
8.3	(6.3) Are planned emergency response drills conducted annually or more often, as required? (D, I)	Does first aid equipment, supplies, number of first aiders, and facilities meet legislated requirements applicable to the employer's operation? (D)
8.4	(6.4) Are emergency response records kept? (D)	Are employees trained on their responsibilities under the ERP? (D)
8.5	NA	Are planned emergency response drills/testing conducted at least annually? (D)
8.6	NA	Are planned emergency response drills/testing conducted at least annually? (D)
Element 9: Incident Investigation		
Formerly element 7		
9.1	Is there a written procedure that requires the reporting of workplace incidents, illness and near misses? (D)	Is there a process and/or procedure that requires the reporting of workplace incidents (including near miss), occupational illness and work refusals? (D)
9.2	Are employees aware of their responsibilities to report work-related incidents, illness and near-misses? (D, I)	Does the investigation process/procedure include: -Identification of factors that caused or contributed to the incident -Identify and implement corrective actions (D)
9.3	a.Is there a written procedure for investigating workplace incidents, illness and near misses? (D) b.Does the procedure include a requirement to correct deficiencies identified in investigations? (D)	Do employees participate in the investigation process? (D)
9.4	Is there an investigation form? (D)	NA
Element 10: Program Administration		
10.1	Is there a system to ensure: (D, I) a.Health and safety issues are communicated to employees? b.Feedback on health and safety issues from employees? c.Follow-up on health and safety issues?	Is two-way communication occurring between the employer and workers? (D)
10.2	Does the employer review their health and safety performance using statistics? (D)	Was an action plan developed to address the deficiencies identified in the previous audit? (D)
10.3	Is the health and safety system evaluated at least annually through the use of an audit process? (D)	Was the action plan implemented? (D)
10.4	Was an action plan developed to address the deficiencies identified in the previous audit? (D)	NA
10.5	Were the action items from last year's action plan completed? (D)	NA