



Alberta Association
for Safety Partnerships
Certificate of
Recognition (COR)

Western Canadian Consulting Inc.

Western Canadian Consulting Inc.

2015 - Maintenance Audit

Certificate of Recognition
Partnerships Audit Report

Last Day on Site: April 20, 2015

Certifying Partner: Alberta Association for Safety Partnerships

Prepared by:
Steven Lloyd
AASP Internal Auditor





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Company Details

Legal Name: Western Canadian Consulting Inc.

City: Calgary

Trade Name:

Province: Alberta

Address: #2210, 777 - 8th Ave SW

Postal Code: T2P 3R5

Contact Details

First Name: Milt

Phone #: (403) 264-4222

Last Name: Roney

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Email: miltr@westerncanadian.ca

Scope of Audit

Audit Protocol: AASP

Certificate of Recognition#: 20140402-5180

Audit Purpose: Maintenance

C.O.R. Expiry: April 2, 2017

Auditor Role: Internal

Total Employees: 4

Audit Scope: Full

Employees Interviewed: 4

Qualification / Student Audit: No

Operations Audited: All Operations

Organizations Audited: Single Company

Total Facilities: 2

Facilities Audited: 2

WCB Account Information:

<u>Account Number</u>	<u>Industry Code</u>	<u>Work Description</u>
4770108	06300	Engineering Consultation

First Day on Site: March 23, 2015

Last Day on Site: April 20, 2015

Submission Date: May 22, 2015

Include Certificate of Recognition (COR)? Yes

Include Contractor Management? No



Auditor Information

First Name: Steven

Company: ISMS

Last Name: Lloyd

Phone Number: (403) 692-9907

Address: 200 - 278, 19th Street NE

Fax Number:

City/Town: Calgary

Email: steven@integratedsafety.ca

Province: Alberta

Certification Number: I-HSA-902

Postal Code: T2E 8P7

Team Audit?: No

Audit Team Details:

Comments:



Justification Information

Site Summary

Site -Operations	Site Type	Province/State	Last Audited	Visited	Senior Manager	Manager	Supervisor	Worker (Full-Time)	Worker (Part-Time)	Worker (Casual)	Contract Worker	Contractor
Calgary - Head Office -Office based operations	Head office	Alberta	2014	Yes	1	1	0	1	0	0	0	0
Field site east of Brooks -Field site	Fixed	Alberta	Never	Yes	0	0	0	0	0	0	1	0
Total					1	1	0	1	0	0	1	0

Total Employees (Excluding Contractors)	4	Total Interviewed (Excluding Contractors)	4
		Minimum Required Interviews	4
Total Sites	2	Sites Visited	2
		Minimum Required Sites To Visit	2



Interview Summary

Legend: (In Person Interview : Questionnaire Submitted)

Site	Senior Manager	Manager	Supervisor	Worker (Full-Time)	Worker (Part-Time)	Worker (Casual)	Contract Worker	Contractor
Calgary - Head Office	1 : 0	1 : 0	0 : 0	1 : 0	0 : 0	0 : 0	0 : 0	0 : 0
Field site east of Brooks	0 : 0	0 : 0	0 : 0	0 : 0	0 : 0	0 : 0	1 : 0	0 : 0
Total:	1	1	0	1	0	0	1	0
Total(%):	100	100	0	100	0	0	100	0
Questionnaires	0	0	0	0	0	0	0	0

- Does the company run multiple shifts? No
- Are all shifts represented in the interview sampling? Yes
- Is interview sampling representative of all departments? Yes

Representative Sampling Justification

Western Canadian Consulting is a project management company with a Head office in downtown Calgary. They supply on-site Consultants/site supervision to oil and gas well sites. Documentation review, employee interviews and observations were conducted at the Calgary office. A short time later the field portion of the audit was conducted at a site east of Brooks, AB. The gap between the work at the Calgary office and the field site was due to Western Canadian Consulting not having personnel active in the field. There is an administration office located in Swift Current Saskatchewan which is not included in the scope of the audit. For this audit all employees (2 managers and 1 office worker) at the Calgary office were interviewed, and one consultant was interviewed as a Contract Worker as per instructions from AASP.



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Employer / Company Profile

Safety is paramount to all corporations serving the Oil and Gas Industry. Western Canadian Consulting Inc. adopts the same position in all their operations. The supply of excellent quality engineering and quality site supervision to drill, complete and work over oil and gas wells is the goal of Western Canadian Consulting Inc. The company is committed to maintaining the Health, Safety and Environment policies mandated.

Side note:

Western Canadian Consulting Inc. is a smaller operation that provides engineering and well site supervision to oil and gas companies. Mr. Milt Roney, the Vice President, will hire the services of consultants to fill the obligation of the field work. These consultants invoice Western Canadian, in turn, the corporation invoices the prime contractor for the service provided.



Executive Summary

As part of Western Canadian Consulting (WCC) continued effort towards improving the company's health and safety program, a health and Safety COR maintenance audit was conducted from March 23 to April 20, 2015. The audit entailed 2 different site visits at which a documentation review, 4 interviews from all levels of employees including one on site field consultant, and site observations were completed. After performing the audit it is apparent WCC and its employees are committed to the wellbeing of all employees and everyone associated with the company. WCC scored 89% on the audit which indicates on one hand that there is room for improvement but on the other hand there is a strong commitment by all to health and safety within the company.

The executive summary is broken down into eight elements which summarize the key strengths (KS) and key suggestions for improvement (KSFI). Points are awarded based on positive indicators for each question and verified by the auditor through the review of documentation, interviews, and facility and site observations.

Element 1: Management Leadership & Organizational Commitment - 81%

KS= WCC has provided clear and concise written responsibilities for all employees. Clear and concise written responsibilities provide everyone a tool for evaluation, and provide employees with a set of guidelines to guide their performance.

KSFI= Some workers were unaware of any specific health and safety responsibilities covered by legislation and company policy. It is suggested management reinforce responsibilities to workers on a regular basis. Communication regarding specific responsibilities could take place during monthly safety meetings or through regular email memos. Workers who understand their specific health and safety responsibilities will ensure compliance with applicable legislation and company policy.

Element 2: Hazard Identification & Assessment - 96%

KS= WCC does a great job of including their workers in the identification and assessment of health and safety hazards. Having workers involved in the implementation of the health and safety program allows all employees to take ownership of the program.

KSFI= Limited documentation was available to indicate if key employees have been trained in the process of hazard identification and assessment. Key employees need to be trained in the process of hazard identification and assessment, and should be documented in personnel training files. By ensuring key employees are trained in the process of hazard identification and assessment, WCC will ensure all hazards will be controlled to protect all employees.

Element 3: Hazard Control - 93%

KS= WCC has implemented the necessary controls for the defines hazards. WCC employees and consultants have accepted and utilized these controls which helps ensure the health and safety off all employees and consultants.

KSFI= Some employee do not feel workers are involved in the control of health and safety hazards. Ensuring all employees are a part of the control of the health and safety hazards will have a positive effect on a companies safety culture by providing workers with a sense of owner shop of the health and safety program. It is suggested WCC provide all employees with an opportunity to be involved in the control of health and safety hazards.

Element 4: Ongoing Inspections - 80%

KS= WCC has done a great job involving workers in the inspection process. Having workers involved in the inspection process empowers them within the Health and Safety program which has a positive effect on the safety culture within an organization.

KSFI= Not all employees were aware of a system to report unsafe or unhealthy conditions or practices. All employees should be informed of all methods for the reporting of unhealthy or unsafe conditions and practices. Informing employees of all methods of communication will ensure management are aware of all identified issues



and be able to correct unsafe or unhealthy conditions in a timely manner.

Element 5: Qualification, Orientation & Training - 99%

KS= WCC's orientation process is comprehensive and covers all the necessary health and safety information required. The orientation is always provided to employees and consultants within the first week of starting job tasks. This proactive approach by WCC provides employees and consultants with a solid health and safety foundation to build a successful program employees will follow.

KSFI= The Employees Safety Orientation checklist does not include a review of the general rules and enforcement program. The company general rules and enforcement process should be reviewed with all new employees to ensure they are aware of company expectations and the process for enforcement of these expectations. It is suggested WCC add a review of the company general rules to the Employee Safety Orientation checklist.

Element 6: Emergency Response - 90%

KS= Employee's and consultants at WCC have a great understanding of the steps that need to be taken during any emergency situation. This knowledge will allow the employees and consultants to deal with emergencies in a fast and efficient method.

KSFI= Communication procedures such as who is in control of an emergency situations at the office, how communication will be conducted and who is responsible of communication with the media. It is suggested that WCC review their emergency response communication procedures to identify these components. These revisions will provide employees with detailed guidelines to follow during emergency situations.

Element 7: Accident & Incident Investigation - 91%

KS= Having a detailed set of guidelines for investigators provides guidance during potentially stressful situation. Additionally, detailed guidelines ensure all necessary information is gathered, thus allowing for a proper examination of the incident.

KSFI= Some interviewed employees stated they were not aware of who is responsible for incident investigations. All employees should be made aware of who is responsible and accountable for the incident investigation process. Managers need to be held responsible and accountable for the investigation process to ensure they are conducted according to the process, corrective actions are assigned and carried out, and the results are communicated to all employees to reduce the chance of a similar incident.

Element 8: Program Administration - 70%

KS= An annual evaluation of the health and safety program not only ensures the program is running efficiently but also demonstrates to employees and consultants the companies commitment to the health and safety program.

KSFI= Documentation pertaining to the companies health and safety system was not available for a 3 year period, most health and safety documentation is kept by the client. Documentation reviewed by the auditor was requested from the client for the audit. Maintaining the health and safety documentation on site will provide the company a chance to identify specific trends and needs of the program, thus improving the health and safety program.

I encourage you to continue to make every effort to improve your health and safety program. With the development and implementation of an action plan, your program and safety culture will thrive. I hope the suggestions provided in the executive summary and throughout the report assist WCC with the development of that action plan. Thanks again for allowing me to perform your 2015 COR maintenance audit.

Best Regards,

Steven Lloyd - I-HSA-902
Integrated Safety Management Services



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403-692-9907



Element 1 Management Leadership & Organizational Commitment [115]

1.1 Written Policy [5]

Question 1.1

Is there a written Health and Safety policy for the organization? (5 points)

Guidelines / References

Verified by reviewing written policy. Must be a policy document. To award the five (5) points, the policy must include:

- Declaration of management commitment to health and safety,
- Overall goals and objectives,
- General responsibilities of managers, supervisors, workers and contractors regarding health and safety,
- Requirement to comply with applicable government regulations; and
- The requirement to comply with organization's own health and safety standards.

	D	I	O
% Achieved	100%	-	-
Points Awarded	5	-	-

Score: 5/5

Findings / Notes

Western Canadian Consulting (WCC) Health and Safety manual, Section 1 - Corporate Responsibilities and Program Policies, contains a health and safety policy. Included within the policy are the following statements:

- WCC is committed to the protection of life and property in all that it seeks to achieve as an active oil and gas industry service provider.
- our goal is to ensure the health and safety of our employees and all others involved in, or impacted by our operations, while at the same time protect the environment in which we work and conduct our activities.
- management and supervisors will be responsible for seeking every reasonable means to provide a safe work environment; for employing personnel with the skills, orientations, training and equipment required to complete their jobs in a safe manner.
- workers and contract workers are responsible for performing every job in a manner that safeguards yourself and your fellow workers; to identify correct, and report unsafe working conditions and/or those personnel who are inadequately trained or equipped to perform their job safely to your WCC manager immediately.
- finally, all personnel employed by WCC or performing work on behalf of WCC shall comply with the Health and Safety Manual and all applicable regulations and legislation.

1.2 Policy Signed [2]

Question 1.2

Is the policy signed by the current senior operating officer? (2 points)

Guidelines / References

Verified by reviewing documentation. The signature must be that of the current senior-operating officer. Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	100%	-	-
Points Awarded	2	-	-

Score: 2/2

Findings / Notes

The Health and Safety policy is signed by the President, Les Dodd.



Element 1 Management Leadership & Organizational Commitment [115]

1.3 Policy Availability [3]

Question 1.3

Is the health and safety policy readily available to employees? (0-3 points)

Guidelines / References

Verified by observations or employee interviews, as applicable. Determine the method used by the employer to make the policy readily available.

The current policy may be posted on bulletin boards, in lunchrooms, reception areas and may be in employee handbooks, safety manuals or may be available by computer. Points are awarded based on the percentage of positive observations or on the percentage of positive responses from interviews.

% Achieved

Points Awarded

D	I	O
-	100%	100%
-	3/3	3/3

Score: 3/3

Findings / Notes

Interviewed employees stated the health and safety policy can be found:

- on the company server,
- posted on the wall in the Calgary office board room, and
- within the safety manual.

Observations confirmed the health and safety policy can be found at the above locations. As well, the health and safety policy was observed in the Consultants trailer during the field site visit.

1.4 Policy Awareness [5]

Question 1.4

Are employees aware of the policy's content? (0-5 points)

Guidelines / References

Verified by employee interviews. Employees should be able to explain, in general terms, the policy content.

Points are awarded based on the percentage of positive responses from interviews.

% Achieved

Points Awarded

D	I	O
-	75%	-
-	4	-

Score: 4/5

Findings / Notes

Most interviews (75%) indicated employees were aware of the contents of the health and safety policy. Employees stated the policy contains the following components:

- all employees must follow all safety rules,
- employees must adhere to prime contractors rules,
- management must protect all workers, staff and consultants, and
- employees must work in a healthy and safe manner.

Suggestions For Improvement

WCC was not awarded full points for this question due to some employees not being aware of any part of the WCC health and safety policy. Periodic reviews of the health and safety policy should be conducted on a regular basis. This can be performed during monthly safety meetings and should be a part of their employee orientation process. All employees should be aware of the contents of the health and safety policy as this document provides the building blocks of a strong health and safety program.



Element 1 Management Leadership & Organizational Commitment [115]

1.5 Written Responsibilities [20]

Question 1.5a

Have specific health and safety responsibilities been written for Managers? (5 points)

Guidelines / References

Verified by reviewing documentation, other than the policy (e.g. contracts, job descriptions, and program manuals).

Depending on size or nature of organization, one or more of these categories may not be applicable (N/A). Full points awarded for 70% positive indicators.

% Achieved
Points Awarded

D	I	O
100%	-	-
5	-	-

Score: 5/5

Findings / Notes

The WCC Health and Safety manual, Section 1, contains responsibilities for Managers. It states managers have the following responsibilities:

- implement all corporate health, safety and environmental policies,
- ensure compliance with policies and applicable legislation,
- provide a safe and healthy workplace,
- ensure that all Prime Contracting companies have Environmental, Health and Safety programs and procedures which meet or exceed current EH&S regulations,
- provide instructions and ongoing educational programs required to protect the health and safety of employees and consultants,
- communicate on an ongoing basis any safety hazards or alerts that have been identified,
- ensure all incidents and accidents are properly investigated,
- ensure deficiencies identified through inspections, hazard reports and investigations are properly assessed and implemented in a timely manner,
- periodically measure the effectiveness of this management system through formal audits,
- ensure that employees and consultants are involved in the JHA procedures, and
- provide an ongoing leadership role to all employees and consultants.

Strengths

WCC has provided clear and concise written responsibilities for all employees. Clear and concise written responsibilities provide everyone a tool for evaluation, and provide employees with a set of guidelines to guide their performance.

1.5 Written Responsibilities [20]

Question 1.5b

Have specific health and safety responsibilities been written for Supervisors? (5 points)

Guidelines / References

Verified by reviewing documentation, other than the policy (e.g. contracts, job descriptions, and program manuals).

Depending on size or nature of organization, one or more of these categories may not be applicable (N/A). Full points awarded for 70% positive indicators.

% Achieved
Points Awarded

D	I	O
100%	-	-
-	-	-

Score: N/A/0

Findings / Notes

WCC does not have any supervisors in their employment at the time of this audit. Therefore, question 1.5b is marked N/A.



Element 1 Management Leadership & Organizational Commitment [115]

1.5 Written Responsibilities [20]

Question 1.5c

Have specific health and safety responsibilities been written for Workers? (5 points)

Guidelines / References

Verified by reviewing documentation, other than the policy (e.g. contracts, job descriptions, and program manuals).

Depending on size or nature of organization, one or more of these categories may not be applicable (N/A). Full points awarded for 70% positive indicators.

% Achieved
Points Awarded

D	I	O
100%	-	-
5	-	-

Score: 5/5

Findings / Notes

The WCC Health and Safety manual contains specific responsibilities for employees (workers) and office personnel, these include:

- follow applicable health, safety and environmental standards at all times,
- ensure that the office is properly secured at the end of shift or during breaks,
- ensure items such as personal valuables or laptop computers are not left in areas where these may be easily stolen,
- report any suspicious visitors or behaviors to management,
- ensure the office is promptly evacuated and the office is secured when an alarm is sounded in the building, and
- conduct themselves in a professional manner at all times.

1.5 Written Responsibilities [20]

Question 1.5d

Have specific health and safety responsibilities been written for Contractors? (5 points)

Guidelines / References

Verified by reviewing documentation, other than the policy (e.g. contracts, job descriptions, and program manuals).

Depending on size or nature of organization, one or more of these categories may not be applicable (N/A). Full points awarded for 70% positive indicators.

% Achieved
Points Awarded

D	I	O
100%	-	-
-	-	-

Score: N/A/0

Findings / Notes

Western Canadian Consulting does not use contractors. Consultants are classified as Contract Workers for this audit as per recommendations from the AASP. Therefore question 1.5d has been marked N/A.

1.6 Awareness of Health and Safety Responsibilities [20]

Question 1.6a

Are Managers aware of their specific health and safety responsibilities covered by legislation and company policy? (0-5 points)

Guidelines / References

Verified by manager interviews.

Points may be awarded even though written specific responsibilities in 1.5a are not in place.

Points are awarded based on the percentage of positive responses from interviews.

% Achieved
Points Awarded

D	I	O
-	100%	-
-	5	-

Score: 5/5

Findings / Notes

All managers were aware of their specific health and safety responsibilities covered by legislation and company policy. Managers were able to identify the following responsibilities:

- ensure workers follow prime contractor rules,
- follow company health and safety program,
- oversee the company health and safety manual and policies,
- oversee the safety of the workers,



Element 1 Management Leadership & Organizational Commitment [115]

- follow all applicable legislation.
- right to refuse unsafe work, and
- duty to report all hazards, incidents and accidents.

1.6 Awareness of Health and Safety Responsibilities [20]

Question 1.6b

Are Supervisors aware of their specific health and safety responsibilities covered by legislation and company policy? (0-5 points)

Guidelines / References

Verified by supervisor interviews.

Depending on size or nature of the organization this category may be not applicable (NA)

Points may be awarded even though written specific responsibilities in 1.5b are not in place.

Points are awarded based on the percentage of positive responses from interviews.

	D	I	O
% Achieved	-	0%	-
Points Awarded	-	-	-

Score: N/A/0

Findings / Notes

WCC does not have any supervisors in their employment at the time of this audit. Therefore, question 1.6b is marked N/A.

1.6 Awareness of Health and Safety Responsibilities [20]

Question 1.6c

Are Workers aware of their specific health and safety responsibilities covered by legislation and company policy? (0-5 points)

Guidelines / References

Verified by worker interviews.

Points may be awarded even though written specific responsibilities in 1.5c are not in place.

Points are awarded based on the percentage of positive responses from interviews.

	D	I	O
% Achieved	-	50%	-
Points Awarded	-	3	-

Score: 3/5

Findings / Notes

Interviews indicated some workers (50%) are aware of their specific health and safety responsibilities covered by legislation and company policy. Workers stated they are responsible for:

- an awareness of the health and safety program,
- an awareness of the health and safety policies,
- have the right to refuse unsafe work,
- have a duty to report any hazards, accidents, incidents and illnesses,
- the health and safety of themselves and everyone else on site, and
- the protection of company assets.

Some workers (50%) were not aware of any of their specific health and safety responsibilities covered by legislation and company policy.

Suggestions For Improvement

Some workers were unaware of any specific health and safety responsibilities covered by legislation and company policy. It is suggested management reinforce responsibilities to workers on a regular basis. Communication regarding specific responsibilities could take place during monthly safety meetings or through regular email memos. Workers who understand their specific health and safety responsibilities will ensure compliance with applicable legislation and company policy.



Element 1 Management Leadership & Organizational Commitment [115]

1.6 Awareness of Health and Safety Responsibilities [20]

Question 1.6d

Are Contractors aware of their specific health and safety responsibilities covered by legislation and company policy? (0-5 points)

Guidelines / References

Verified by contractor interviews.

Depending on the size or nature of the organization, this category may be not applicable (N/A).

Points may be awarded even though written specific responsibilities in 1.5d are not in place.

Points are awarded based on the percentage of positive responses from interviews.

If no contractors are on site, if possible verify through review of documentation. (eg. Documentation must verify the contractor has signed an acknowledgement of their assigned responsibilities). Evidence of how this was accomplished is necessary, make sure findings are fully justified.

	D	I	O
% Achieved	0%	0%	-
Points Awarded	-	-	-

Score: N/A / 0

Findings / Notes

Western Canadian Consulting does not use contractors. Consultants are classified as Contract Workers for this audit as per recommendations from the AASP. Therefore question 1.6d has been marked N/A.

1.7 Employee Performance Evaluations [15]

Question 1.7a

Are Managers evaluated on their individual health and safety performance, both positive and disciplinary actions? (0-5 points)

Guidelines / References

Verified by manager interviews.

Employees at all levels should be able to explain how their OH&S performance is evaluated. Some examples are performance appraisal, discipline process for non-performance, letters from the employer, positive reinforcement from owners, job safety observations, performance reviews.

	D	I	O
% Achieved	-	0%	-
Points Awarded	-	0	-

Score: 0 / 5

Points are awarded based on the percentage of positive responses from interviews.

Findings / Notes

All managers indicated during interviews they have not been evaluated on their individual health and safety performance at the time of the audit.

Suggestions For Improvement

Managers indicated they have not received a health and safety performance review within the past year. A health and safety performance review will give managers positive feedback and constructive criticism to encourage an increased awareness and understanding of safety expectations and responsibilities. All managers should receive a formal health and safety performance review on an annual basis to ensure the expectations and responsibilities identified within the health and safety manual are being met.



Element 1 Management Leadership & Organizational Commitment [115]

1.7 Employee Performance Evaluations [15]

Question 1.7b

Are Supervisors evaluated on their individual health and safety performance, both positive and disciplinary actions.? (0-5 points)

Guidelines / References

Verified by supervisor interviews.
Employees at all levels should be able to explain how their OH&S performance is evaluated.

Some examples are performance appraisal, discipline process for non-performance, letters from employer/manager, positive reinforcement by supervisors, job safety observations, management reviews etc.

Points are awarded based on the percentage of positive responses from interviews.

	D	I	O
% Achieved	-	0%	-
Points Awarded	-	-	-

Score: N/A/0

Findings / Notes

WCC does not have any supervisors in their employment at the time of this audit. Therefore, question 1.7b is marked N/A.

1.7 Employee Performance Evaluations [15]

Question 1.7c

Are Workers evaluated on their individual health and safety performance, both positive and disciplinary actions? (0-5 points)

Guidelines / References

Verified by worker interviews.
Employees at all levels should be able to explain how their OH&S performance is evaluated.

Some examples are performance appraisal, discipline process for non-performance, letters from employer/manager, positive reinforcement by supervisors, job safety observations, management reviews etc.

Points are awarded based on the percentage of positive responses from interviews.

	D	I	O
% Achieved	-	50%	-
Points Awarded	-	3	-

Score: 3/5

Findings / Notes

Some interviewed workers indicated they have received a performance evaluation regarding their health and safety performance. These evaluations have occurred on an annual basis. However, some employees stated they had not received an evaluation of their health and safety performance.

Suggestions For Improvement

Some interviewed workers indicated they have yet to receive a performance evaluation this year. Worker performance evaluations should occur on a regular basis. By providing employees with a health and safety performance evaluation, employees will be informed on the areas in which they excel as well as areas they could improve.

1.8 Leadership Communication [5]

Question 1.8

Does the senior operating officer communicate to employees, at least annually, the organization's commitment to health and safety? (5 points)

Guidelines / References

Verified by employee interviews to determine how this is done. Full points awarded for 70% positive response from employees interviewed.

	D	I	O
% Achieved	-	75%	-
Points Awarded	-	5	-

Score: 5/5

Findings / Notes



Element 1 Management Leadership & Organizational Commitment [115]

Employee interviews verify senior management does communicate their commitment to health and safety at least annually. Employees mentioned the following methods management uses to communicate their commitment:

- during face to face meetings,
- email communications and memo's, and
- during informal discussions on site.

Suggestions For Improvement

Some interviewed employees stated they had not heard senior management communicate their commitment to health and safety during the past year. It is suggested the senior operating officer should communicate the companies commitment to health and safety at least annually, This can be done during a yearly email communication/memo, during monthly safety meetings or during face to face communication like an annual safety performance. This type of communication will set the ground work for a positive safety culture.

1.9 Work Site Tours by Management [10]

Question 1.9a

Guidelines / References

Do Managers, from all levels, tour the work site to reinforce health and safety practices and behaviors AT LEAST every year? (5 points)

Verified by employee interviews Senior manager tours can be concurrent with other business purposes.

Not all sites need to be included in the tours. Points are awarded for 70% positive response from persons interviewed (If site is toured AT LEAST annually 5 points are awarded in question 1.9a, if site is toured AT LEAST every 6 months then points are awarded in both questions 1.9a - 5 points and 1.9b - 5 points).

	D	I	O
% Achieved	-	75%	-
Points Awarded	-	5	-

Score: 5/5

Findings / Notes

Most employees (75%) stated they have seen management from all levels tour the work sites and reinforce health and safety practices and behaviours at least annually. However, some employees (25%) stated they do not feel management tours work sites at least annually.

Suggestions For Improvement

Some employees indicated during interviews they have not seen management from any level tour work sites on an annual basis. It is suggested that management from all levels tour the work sites to reinforce health and safety practices and behaviours. Management tours of the work sites to discuss health and safety issues demonstrates to workers their commitment to a safe work environment.

1.9 Work Site Tours by Management [10]

Question 1.9b

Guidelines / References

Do Managers, from all levels, tour the work site to reinforce health and safety practices and behaviors AT LEAST every 6 months? (5 points)

Verified by employee interviews Senior manager tours can be concurrent with other business purposes.

Not all sites need to be included in the tours. Points are awarded for 70% positive response from persons interviewed (If site is toured AT LEAST annually 5 points are awarded in question 1.9a, if site is toured AT LEAST every 6 months then points are awarded in both questions 1.9a - 5 points and 1.9b - 5 points).

	D	I	O
% Achieved	-	67%	-
Points Awarded	-	0	-

Score: 0/5

Findings / Notes

Most employees (67%) indicated management tours the work sites to reinforce health and safety practices and behaviours on a quarterly basis, some employees even indicated they have seen management in their work areas on a bi-monthly basis. However, some employees (33%) stated they have not seen management on their work site within the last 6 months.

Suggestions For Improvement

Not all employees felt managers from all levels toured the work site to reinforce health and safety practices and behaviours at least every 6 months. Employees at all levels need to see managers from all levels tour the work sites to reinforce the



Element 1 Management Leadership & Organizational Commitment [115]

companies commitment to health and safety. This type activity will increase awareness of the health and safety program.

1.10 Availability of OHS Legislation [5]

Question 1.10

Is relevant current health and safety legislation readily available at work sites? (5 points)

Guidelines / References

Verified through observation at work sites. Points are awarded based on 70% positive observations.

Copy(s) of current occupational health and safety legislation (federal, provincial, municipal) appropriate to the operation of the work site(s) should be present on site. Some examples could be OHS Act, Regulation and Codes

% Achieved
Points Awarded

D	I	O
-	-	100%
-	-	5

Score: 5/5

Findings / Notes

Observations verified current Alberta Occupational Health & Safety Act, Regulation and Code is available online at the Calgary head office, and on site is a hard copy of the current legislation.

1.11 Contractor Health and Safety [5]

Question 1.11

Is there a process in place that addresses contractor health and safety while on site? (5 points)

Guidelines / References

Verified by interviewing contractors on site and reviewing documentation. If no contractors are on site, then the score is based on documentation. Full points awarded for 70% positive response from contractors interviewed or 70% positive indicators.

% Achieved
Points Awarded

D	I	O
0%	0%	-
-	-	-

Score: N/A/0

Findings / Notes

Western Canadian Consulting does not use contractors. Consultants are classified as Contract Workers for this audit as per recommendations from the AASP. Therefore question 1.11 has been marked N/A.

1.12 Visitor Health and Safety [5]

Question 1.12

Is there a process in place that addresses visitor health and safety while on site? (5 points)

Guidelines / References

Verified by review of documentation, SCORE based on employee interviews. If no documentation exists, interview employees.

An external auditor is considered a visitor on site. Interview points are awarded based on 80% of positive response from employees.

% Achieved
Points Awarded

D	I	O
100%	100%	-
-	5	-

Score: 5/5

Findings / Notes

Contained within the Health and Safety manual is a list of responsibilities for visitors, these include:

- report directly to the consultant upon arrival at site,
- provide documented proof of H2S certification,
- follow the directives of the Consultant at all times,
- wear the required personal protective equipment, and
- be escorted off site for serious non-compliance by the Consultant.

All interviewed employees stated visitors to site must:

- complete an entrance form,
- sign in with the Consultant,
- complete a visitor site orientation, and
- wear the required PPE.



Element 1 Management Leadership & Organizational Commitment [115]

As a visitor to 1 work site location I was required to sign in with the Consultant upon entering the site, I was given a visitor orientation, asked if I had the required PPE, and review and sign the daily hazard assessment.

1.13 Health and Safety Resources Provided by Employer [15]

Question 1.13a

Managers - Does the employer provide the health and safety resources needed (workers, equipment, training materials, and money) to implement and improve health and safety? (0-5 points)

Guidelines / References

Verified by manager interviews.
Interview points are awarded based on the number of positive responses.

	D	I	O
% Achieved	-	100%	-
Points Awarded	-	5	-

Score: 5/5

Findings / Notes

Management interviews indicate WCC provides all required PPE that is required to perform their work related activities in a health and safe manner. Resources mentioned by management included:

- provide training,
- required PPE (coveralls, hard hat, protective eye wear, hearing protection, impact resistance hand wear and safety footwear).

1.13 Health and Safety Resources Provided by Employer [15]

Question 1.13b

Supervisors - Does the employer provide the health and safety resources needed (workers, equipment methods, materials, and money) to implement and improve health and safety? (0-5 points)

Guidelines / References

Verified by supervisor interviews.
Interview points are awarded based on the number of positive responses.

	D	I	O
% Achieved	-	0%	-
Points Awarded	-	-	-

Score: N/A/0

Findings / Notes

WCC does not have any supervisors in their employment at the time of this audit. Therefore, question 1.13 is marked N/A.

1.13 Health and Safety Resources Provided by Employer [15]

Question 1.13c

Workers - Does the employer provide the health and safety resources needed (workers, equipment methods, materials, and money) to implement and improve health and safety? (0-5 points)

Guidelines / References

Verified by worker interviews.
Interview points are awarded based on the number of positive responses.

	D	I	O
% Achieved	-	100%	-
Points Awarded	-	5	-

Score: 5/5

Findings / Notes

All workers indicated during interviews that WCC does provide all needed resources to perform their jobs in a healthy and safe manner. Examples of resources mentioned included:

- training, and
- all required PPE.



Element 1 Management Leadership & Organizational Commitment [115]

Element: 1 Management Leadership & Organizational Commitment [115]

Scoring Summary

Total Points Awarded:	65
Total Points Available:	80
Overall % Awarded:	81 %



Element 2 Hazard Identification and Assessment [170]

2.1 Job Inventory [20]

Question 2.1a

Has an inventory been taken of all job assignments/positions carried out at the work site? (0-10 points)

Guidelines / References

Verified by reviewing documentation. A list of employee occupations/jobs should be in place (i.e. Org Charts).

Points are awarded based on the percentage of jobs/positions inventoried compared to the number of positions listed in the organizational structure.

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10/10

Findings / Notes

WCC has created a Job Task Inventory, Section 2 of the Health and Safety Manual, the inventory includes the following positions:

- President,
- Vice President/Sales
- Drilling & Completions Tech,
- Administrator/Accounting, and
- Consultant.

2.1 Job Inventory [20]

Question 2.1b

Has an inventory of subsequent tasks associated with each job assignment/position been developed? (0-10 points)

Guidelines / References

Verified by reviewing documentation.

The various tasks within the occupations/jobs should be identified.

Review job descriptions/formal hazard assessment documents, a document where you can find a listing of

subsequent tasks.

Points are awarded based on the percentage of jobs with subsequent tasks inventoried compared to the number

of positions listed in the organizational structure.

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10/10

Findings / Notes

The Job Task Inventory contains a list of subsequent tasks performed by each position. The positions and their subsequent tasks are as follows:

- President
 - driving
 - telephone use
 - computer use
 - client interaction & meetings
 - contractor Interaction & meetings
 - incident investigations
 - admin
- Vice President/Sales
 - driving
 - telephone use
 - computer use
 - client interaction & meetings
 - admin
- Drilling & Completions Tech
 - driving



Element 2 Hazard Identification and Assessment [170]

- telephone use
- computer use
- client interaction & meetings
- contractor interaction & meetings
- admin
- Administrator/Accounting
 - telephone use
 - computer use
 - public interaction
 - client interaction
 - admin
 - accounts receivable/accounts payable
- Consultant
 - production consulting
 - inventory management
 - site safety
 - emergency response
 - environmental project awareness
 - site security
 - completion of required paperwork
 - lead meetings on site
 - inspection of equipment
 - involvement in incident investigations
 - communication
 - record keeping
 - drive to and from site
 - computer/telephone use

The positions and tasks are also listed within the Formal Hazard Assessment documents.

2.2 Identification of Health and Safety Hazards [40]

Question 2.2a

Are Health hazards identified for the jobs listed in the inventory? (0 -20 points)

Guidelines / References

Verified by reviewing documentation to determine if there is a system in place to identify health hazards from the job inventory (Refer to 2.1a/b).

Health hazards should be identified to ensure that ergonomic risks, exposure to chemicals, noise, heat stress, etc. are addressed.

Cannot award a greater percentage of points than awarded in 2.1b. Points are awarded based on the percentage of jobs and tasks for which health hazards have been identified compared to the total number of jobs and tasks identified in the organizational structure.

% Achieved
Points Awarded

	D	I	O
% Achieved	100%	-	-
Points Awarded	20	-	-

Score: 20/20

Findings / Notes

WCC has formal hazard assessments that identify health hazards for all positions. Health hazards identified for each position include:

- hazardous chemicals,
- exposure to hazardous materials,
- air quality,
- repetitive motions,
- fatigue and stress, and
- improper body positioning.



Element 2 Hazard Identification and Assessment [170]

2.2 Identification of Health and Safety Hazards [40]

Question 2.2b

Are Safety hazards identified for the jobs listed in the inventory? (0-20 points)

Guidelines / References

Verified by reviewing documentation to determine if there is a system in place to identify hazards from the job inventory (Refer to 2.1a/b).

Safety hazards should be identified to ensure that slips, trips, falls, crushing, pinch points, lifting etc. are addressed.

Cannot award a greater percentage of points than awarded in 2.1b.

Points are awarded based on the percentage of jobs and tasks for which safety hazards have been identified compared to the total number of jobs and tasks identified in the organizational structure.

% Achieved
Points Awarded

	D	I	O
% Achieved	100%	-	-
Points Awarded	20	-	-

Score: 20 / 20

Findings / Notes

Safety hazards have also been identified within the formal hazard assessments for each position. These safety hazards include:

- adverse road conditions,
- inclement weather,
- electrical hazards,
- workplace violence,
- fire and explosion hazards,
- crush and pinch point areas,
- working a heights,
- compressed gases, and
- working with heavy loads.

2.3 Health and Safety Hazard Risk Evaluation [40]

Question 2.3a

Have the Health hazards been evaluated according to risk? (0-20 points)

Guidelines / References

Verified by reviewing documentation. There must be a system/process for evaluating risk. System should include an assessment of the:

- Potential consequences of exposure to the hazard (severity)
- Likelihood of an incident occurring (probability)
- Degree of exposure to the hazard (frequency)

This evaluation could be qualitative (High, Medium, Low, A, B, C,) or quantitative (3, 2, 1).

Cannot award a greater percentage of points than awarded in 2.2a.

Points are awarded based on the percentage of health hazards that have been evaluated compared to the health hazards that have been identified in 2.2a.

% Achieved
Points Awarded

	D	I	O
% Achieved	100%	-	-
Points Awarded	20	-	-

Score: 20 / 20

Findings / Notes

Health hazards have been evaluated according to risk within each formal hazard assessment. WCC uses a system where each health hazard for each task is designated a numerical rating according to the likelihood of a loss, the exposure to the



Element 2 Hazard Identification and Assessment [170]

hazard, and the consequences resulting from an exposure to an incident. These numerical ratings are from 1-5, which are then multiplied together. The numerical values are represented as follows:

- Likelihood - 1 = almost impossible to 5 = almost certain,
- Exposure - 1 = annually to 5 = constant, and
- Consequence - 1 = first aid to 5 = fatality.

2.3 Health and Safety Hazard Risk Evaluation [40]

Question 2.3b

Have the Safety hazards been evaluated according to risk? (0-20 points)

Guidelines / References

Verified by reviewing documentation.

Same criteria as for 2.3a.

This evaluation could be qualitative (High, Medium, Low, A, B, C,) or quantitative (3, 2, 1).

Cannot award a greater percentage of points than awarded in 2.2b.

Points are awarded based on the percentage of safety hazards that have been evaluated compared to the safety hazards that have been identified in 2.2b..

	D	I	O
% Achieved	100%	-	-
Points Awarded	20	-	-

Score: 20 / 20

Findings / Notes

Within the WCC formal hazard assessments, safety hazards have been evaluated according to risk. The safety hazards are each ranked using a numerical rating system. The safety hazards is given a rating according to likelihood, exposure and consequence, between 1 - 5. These numerical ratings are multiplied together to get an overall ranking for each hazard. The 3 categories for ranking the safety hazard include:

- Likelihood - 1 = almost impossible to 5 = almost certain,
- Exposure - 1 = annually to 5 = constant, and
- Consequence - 1 = first aid to 5 = fatality.

2.4 Hazard Priority [20]

Question 2.4a

Are identified Health hazards prioritized according to risk? (0-10 points)

Guidelines / References

Verified by reviewing documentation to determine if there is a system to assess the hazards and rank them from the highest to lowest.

Cannot award a greater percentage of points than awarded in 2.3a.

Points are awarded based on the percentage of safety hazards that are prioritized.

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10 / 10

Findings / Notes

Once the health hazards have been evaluated according to risk, the numbers are then added together to get a total risk factor. From this the tasks are prioritized according to risk. These total risk factors are then categorized as either:

- 1 to10; minimum risk, proceed after considering all elements of risk.
- 11-30; moderate risk; continue after taking action to manage overall level of risk, or
- above 30; high risk; "STOP! do not proceed until sufficient control measures have been implemented to reduce risk to an acceptable level".



Element 2 Hazard Identification and Assessment [170]

2.4 Hazard Priority [20]

Question 2.4b

Are identified Safety hazards prioritized according to risk? (0-10 points)

Guidelines / References

Verified by reviewing documentation to determine if there is a system to assess the hazards and rank them from the highest to lowest.

% Achieved
Points Awarded

D	I	O
100%	-	-
10	-	-

Cannot award a greater percentage of points than awarded in 2.3b.

Score: 10/10

Points are awarded based on the percentage of safety hazards that are prioritized.

Findings / Notes

Safety hazards are also prioritized according to risk using the following categories:

- 1 to 10; minimum risk; proceed after considering all elements of risk.
- 11-30; moderate risk; continue after taking action to manage overall level of risk, or
- above 30; high risk; "STOP! do not proceed until sufficient control measures have been implemented to reduce risk to an acceptable level".

2.5 Worker Involvement [10]

Question 2.5

Are workers involved in health and safety hazard identification and assessment? (10 points)

Guidelines / References

Verified by review of hazard assessment documentation and SCORED based on interviewing workers to confirm whether their involvement is meaningful.

% Achieved
Points Awarded

D	I	O
100%	100%	-
-	10	-

Not all workers need to be involved. Worker involvement could be through health and safety committees, teams, safety representatives, projects, pre-job planning, etc.

Score: 10/10

At least 70% of those interviewed must be aware of worker involvement to award points.

Findings / Notes

A review of the safety documentation, specifically the Site Specific Hazard Assessments, indicates workers are involved in the identification and assessment of health and safety hazards on a daily basis.

Interviewed employees and consultants indicated they take part in the daily site hazard assessments, whose sole purpose is the identification and assessment of health and safety hazards.

Strengths

WCC does a great job of including their workers in the identification and assessment of health and safety hazards. Having workers involved in the implementation of the health and safety program allows all employees to take ownership of the program.



Element 2 Hazard Identification and Assessment [170]

2.6 Worker Training [10]

Question 2.6

Are key employees trained in the process of hazard identification and assessment? (0-10 points)

Guidelines / References

Verified by review of documentation and interviewing management/supervisors/health and safety committee members.

Key employees that lead the hazard assessment process, team leaders, etc.

Score: 0 - 5 points for documentation.

Score: 0 - 5 points for interviews.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	25%	33%	-
Points Awarded	1	2	-

Score: 3/10

Findings / Notes

No documentation was available to indicate key employees at the head office location have been trained in the process of hazard identification and assessment. However, documentation (Consultant personnel files - ENFORM PST course) indicated some key employees have been trained in the process of hazard identification and assessment. Employees indicated during interviews only a small percentage of employees have been trained in the process of hazard identification and assessment.

Suggestions For Improvement

Limited documentation was available to indicate if key employees have been trained in the process of hazard identification and assessment. Key employees need to be trained in the process of hazard identification and assessment, and should be documented in personnel training files. By ensuring key employees are trained in the process of hazard identification and assessment, WCC will ensure all hazards will be controlled to protect all employees.

2.7 Document and Review Changes to Job Procedures [30]

Question 2.7a

Are the Health hazard assessments reviewed when changes to the operation are implemented? (0-15 points)

Guidelines / References

Verified by records review and employee interviews.

Documentation may include meeting minutes, supervisor's log book, assessment documents, etc.

Changes to the operation could include introduction of new equipment, processes, products, materials, etc. Also may include on-going site assessments.

Score: 0 - 5 points for documentation.

Score: 0 - 10 points for interviews.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	100%	100%	-
Points Awarded	5	10	-

Score: 15/15

Findings / Notes

Safety documentation such as safe work permits and site specific hazard assessments indicate health hazards are being reviewed when changes to the operation occur. Additionally, interviewed employees stated health hazards are reviewed when changes to the operations occur. Examples given by employees include getting packers unstuck or when pipe becomes stuck. Other employees stated if changes to operations change then a safety meeting is held prior to proceeding with operations.



Element 2 Hazard Identification and Assessment [170]

2.7 Document and Review Changes to Job Procedures [30]

Question 2.7b

Are the Safety hazard assessments reviewed when changes to the operation are implemented? (0-15 points)

Guidelines / References

Verified by records review and employee interviews.

Documentation may include meeting minutes, supervisor's log book, assessment documents, etc.

Changes to the operation could include introduction of new equipment, processes, products, materials, etc. Also may include on-going site assessments.

Score: 0 - 5 points for documentation.

Score: 0 - 10 points for interviews.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	100%	100%	-
Points Awarded	5	10	-

Score: 15 / 15

Findings / Notes

A review of the safety documentation, specifically safe work permits and site specific hazard assessments, indicates safety hazards are reviewed when changes to the operations occur.

Interviewed employees verified these findings stating if conditions change, a safety meeting will be held prior to the resumption of work.

Element: 2 Hazard Identification and Assessment [170]

Scoring Summary

Total Points Awarded:	163
Total Points Available:	170
Overall % Awarded:	96 %



Element 3 Hazard Control [160]

3.1 Controls Identified and Implemented [65]

Question 3.1a

Have engineering controls been identified and implemented for the job tasks in the inventory? (Implemented means the hazard control is in place.) (0-25 points)

Guidelines / References

Verified by observation.

Engineering - This is the best method. Involves the design, installation or modification of equipment to eliminate or reduce the hazards (e.g. ventilation, substitution, isolation, guards).

Engineering controls are verified by observation.

Cannot award a greater percentage than the averaged percentage of 2.4a & b.

Points are awarded based on the percentage of controls implemented compared to the identified and prioritized hazards in 2.4a & b.

	D	I	O
% Achieved	-	-	100%
Points Awarded	-	-	25

Score: 25 / 25

Findings / Notes

Engineering controls listed in the formal hazard assessments include:

- seat belts,
- airbags,
- body positioning aids, and
- electrical protection devices.

Observations verify engineering controls have been implemented appropriate for an office setting and field consultants.

3.1 Controls Identified and Implemented [65]

Question 3.1b

Have administrative controls been identified and implemented for the job tasks in the inventory? (Implemented means the hazard control is in place.) (0-25 points)

Guidelines / References

Verified by documentation.

Administrative - Used to eliminate or reduce the amount of worker exposure to a hazard by any other method (e.g. job procedures, safe work practices, job scheduling or rotation of workers, training, etc.). Administrative controls are verified by review of documentation.

Cannot award a greater percentage than the averaged percentage of 2.4a & b.

Points are awarded based on the percentage of controls implemented compared to the identified and prioritized hazards in 2.4a & b.

	D	I	O
% Achieved	100%	-	-
Points Awarded	25	-	-

Score: 25 / 25

Findings / Notes

Contained within the formal hazard assessments are the following administrative controls:

- Safe Work Practice - driving, cell phone use, preventative maintenance, wildlife, inclement weather, workplace violence, and WHMIS,
- ergonomic assessments,
- ERP Drills, and
- Training,

Additional administrative controls identified on site include:

health and safety signage, including:

- check in sign,
- emergency equipment locations,
- PPE signage - hard hat, eye wear, clothing, footwear.



Element 3 Hazard Control [160]

3.1 Controls Identified and Implemented [65]

Question 3.1c

Have personal protective equipment controls been identified and implemented for the job tasks in the inventory? (Implemented means the hazard control is in place) (0-15 points)

Guidelines / References

Verified by observations.

PPE - does not control the hazards, but lessens or prevents injury. Should be used to complement engineering or administrative controls (e.g. head, eye, foot, limb and body, fall and respiratory protection). PPE controls are verified by observation.

Cannot award a greater percentage than the averaged percentage of 2.4a & b.

Points are awarded based on the percentage of controls implemented compared to the identified and prioritized hazards in 2.4a & b.

	D	I	O
% Achieved	-	-	100%
Points Awarded	-	-	15

Score: 15 / 15

Findings / Notes

Personal Protective controls identified in formal hazard assessments include:

- standard PPE, which includes:
 - hard hat,
 - safety glasses
 - reflective strips,
 - fire protective coveralls,
 - safety footwear,
 - hand protection, and
 - hearing protection.
- respiratory protection.

Observations of the field site verified PPE controls have been identified and implemented for the job tasks in the inventory.

3.2 Worker Involvement [10]

Question 3.2

Are workers involved in the control of health and safety hazards? (10 points)

Guidelines / References

Verified by managers, supervisors and worker interviews. Not all workers need to be involved. At least 70% of those interviewed must be aware of worker involvement in the formal development, review or implementation of controls based on hazards identified.

- Worker involvement could be through health and safety committees, teams, safety representative, etc.
- Managers and supervisors should be able to describe how they involve their workers.

	D	I	O
% Achieved	-	67%	-
Points Awarded	-	0	-

Score: 0 / 10

Findings / Notes

Most employees (67%) indicated during interviews they are involved in the control of health and safety hazards. Employees stated workers take part in the daily hazard assessment procedures, as well as when attending safety meetings they are able to provide feedback regarding the control of health and safety hazards. However, some employees (33%) indicated they do not feel workers have been involved in the control of health and safety hazards.



Element 3 Hazard Control [160]

Suggestions For Improvement

Some employee do not feel workers are involved in the control of health and safety hazards. Ensuring all employees are a part of the control of the health and safety hazards will have a positive effect on a companies safety culture by providing workers with a sense of owner shop of the health and safety program. It is suggested WCC provide all employees with an opportunity to be involved in the control of health and safety hazards.

3.3 Availability of Personal Protective Equipment (PPE) [10]

Question 3.3

Is the required Personal Protective Equipment (PPE) available? (10 points)

Guidelines / References

Verified by observation and worker interviews. Auditor must observe the PPE identified in the hazard control document (Refer to 3.1) is readily available for employee use.

Score: Any combination of observation and interviews to achieve 90% positive responses.

	D	I	O
% Achieved	-	100%	100%
Average Score		100%	

Score: 10 / 10

Findings / Notes

Interviewed employee stated WCC has the required PPE on site, PPE available included:

- hard hat,
- fire retardant coveralls,
- safety gloves,
- safety eye wear, and
- hearing protection.

Observations verified these findings.

3.4 Worker Training/Use of Control Methods [15]

Question 3.4

Are employees using the controls developed for identified health and safety hazards? (15 points)

Guidelines / References

Verified by employee interviews and observation. Compare/observe employee performance against hazard controls developed in 3.1.

Score: Any combination of interviews and observations to achieve 90% positive responses to award points.

	D	I	O
% Achieved	-	100%	100%
Average Score		100%	

Score: 15 / 15

Findings / Notes

Interviewed employees stated they are using the controls developed for the identified health and safety hazards. Employees gave the following examples of controls in use:

- safe work practices,
- safe work procedures,
- required PPE,
- guards on tools and equipment

Observations verified these findings, employees were observed following safe work practices, using ergonomically correct work stations, electrical protection devices and while on work site the required PPE.

Strengths

WCC has implemented the necessary controls for the defines hazards. WCC employees and consultants have accepted and utilized these controls which helps ensure the helath and safety off all employees and consultants.



Element 3 Hazard Control [160]

3.5 Enforcement [35]

Question 3.5a

Does management enforce the use of engineering controls? (0-10 points)

Guidelines / References

Verified by observations and worker interviews.

The key here is on enforcement. Determine if there is a management system in place, (e.g. written document, discipline process) and is it followed?

Score: Interviews (0 - 5 points). Interview points are awarded based on the percentage of positive responses.

Score: Observations (0 - 5 points). On the observation tour observe whether management is enforcing the use of all types of engineering controls.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	-	100%	100%
Points Awarded	-	5	5

Score: 10/10

Findings / Notes

All employees stated management enforces the use of engineering controls. As well, observations confirmed all employee using the identified engineering controls such as rails on stair ways and adjustable furniture at all office/work stations.

3.5 Enforcement [35]

Question 3.5b

Does management enforce the use of administrative controls (eg. safe work procedures, rules, and work practices)? (0-10 points)

Guidelines / References

Verified by observations and worker interviews.

The key here is on enforcement. Determine if there is a management system in place, (e.g. written document, discipline process) and is it followed?

Score: Interview s (0 - 5 points). Interview points are awarded based on the percentage of positive responses.

Score: Observations (0 - 5 points). On the observation tour observe whether management is enforcing the use of all types of administrative controls.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	-	100%	100%
Points Awarded	-	5	5

Score: 10/10

Findings / Notes

Employees felt management does enforce the use of administrative controls, such as training, safe work procedures and safe work practices.

Employees were observed following all appropriate safe work practices at the time of the audit.



Element 3 Hazard Control [160]

3.5 Enforcement [35]

Question 3.5c

Does management enforce the use of Personal Protective Equipment (PPE)? (0-15 points)

Guidelines / References

Verified by observations and worker interviews. The key here is on enforcement. Determine if there is a management system in place, (e.g. written document, discipline process) and is it followed?

% Achieved

Points Awarded

D	I	O
-	100%	100%
-	5	10

Score: Interview s (0 - 5 points). Interview points are awarded based on the percentage of positive responses.

Score: 15 / 15

Score: Observations (0 - 10 points). On the observation tour observe whether management is enforcing the use of all types of PPE controls.

Points are awarded based on the percentage of positive indicators.

Findings / Notes

Interviewed employees stated management enforces the use of all Personal Protective Equipment at all work sites. Observations at the field site also verified all employees wear all required Personal Protective Equipment when on a work site. When the auditor arrived for the field site visit the consultant inquired about auditors PPE. Auditor did not have impact resistant gloves. Auditor was provided impact resistant gloves for the duration of the field visit.

3.6 Use, Care and Maintenance of PPE [15]

Question 3.6

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? (0-15 points)

Guidelines / References

Verified by observation and employee interviews.

Score: 0 - 5 points for interviews.

Score: 0 - 10 points for observation.

Interview points are awarded based on the percentage of positive responses on whether training was provided.

Observation points are awarded based on the percentage of positive observations to confirm that PPE is used, cared for and maintained properly as instructed.

% Achieved

Points Awarded

D	I	O
-	67%	100%
-	3	10

Score: 13 / 15

Findings / Notes

Most interviewed employees (67%) stated they have been trained in the use, care and maintenance of protective equipment. Examples of training mentioned by employees includes 3rd party courses such as first aid and H2S Alive. However, some employees (33%) felt they had not been trained in the use care and maintenance of the protective equipment. Observations at the work site indicate employees have all required Personal Protective Equipment (such as hard hat, safety glasses, protective clothing and safety footwear) and all equipment appears to be worn properly and is in good repair.

Suggestions For Improvement

Not all employees felt they have been trained in the use, care and maintenance of all required Personal Protective Equipment. All employees should be made aware of the proper procedures for the use, care and maintenance of all required Personal Protective Equipment. This will not only provide employees the protection of the Personal Protective Equipment but also to reduce the cost of replacement when it is not used, cared for and maintained properly.



Element 3 Hazard Control [160]

3.7 Preventative Maintenance Program [10]

Question 3.7

Is there a process for maintaining equipment and preventing the use of defective equipment? (10 points)

Guidelines / References

Verified by review of documentation and worker interviews. Review maintenance and work order records. Interview workers to confirm defective equipment is removed from service until repaired.

Points are awarded based on any combination of interviews and documentation review to achieve a 70% positive response.

	D	I	O
% Achieved	100%	100%	-
Average Score		100%	

Score: 10/10

Findings / Notes

The consultant adheres to the guidelines set out in the Prime Contractors Health and Safety program which requires all tools and equipment to be inspected prior to use. Maintenance is to be carried out in accordance to the user manual and manufacturers recommendations. Consultant tracks all maintenance and inspections of their vehicles and trailers. Interviews verified these findings stating WCC requires consultants to maintain their vehicles according to manufactures recommendations and have annual inspections performed to prevent the use of defective equipment.

Element: 3 Hazard Control [160]

Scoring Summary

Total Points Awarded:	148
Total Points Available:	160
Overall % Awarded:	93 %



Element 4 Ongoing Inspections [95]

4.1 Formal Inspection Process [15]

Question 4.1a

Is there a formal written process that includes frequency of formal inspections by Managers? (5 points)

Guidelines / References

Verified by review of documentation.
Process could be in the form of a policy, plan, procedures, etc. Frequency is established by the employer based on the health and safety hazards.

Must include management involvement, inspections should be required of management at least annually. Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	100%	-	-
Points Awarded	5	-	-

Score: 5/5

Findings / Notes

The Health and Safety manual, Section 2, Hazard management, includes Management responsibilities which indicates management will conduct a Management inspection at least once per year. Additionally, there is also an inspection matrix which indicates that management will perform office inspections on a quarterly basis and Work Site inspections on a monthly basis. Finally, in the Forms section of the manual includes a Management Inspection form which indicates a process for the completion of the Management inspection. Section 2.11.5 - Planned Inspection Procedure details a process for conducting the planned inspections, steps include:

- identify an inspection team,
- review previous inspection reports,
- proceed with the inspection,
- perform inspection,
- observe activities of personnel,
- record all unsafe acts and conditions,
- create degree of risk for each identified hazard, and
- assign corrective action and follow-up,

4.1 Formal Inspection Process [15]

Question 4.1b

Is there a formal written process that includes frequency of formal inspections by Supervisors? (5 points)

Guidelines / References

Verified by review of documentation.
Process could be in the form of a policy, plan, procedures, etc. Frequency is established by the employer based on the health and safety hazards.

Must include supervisor involvement, inspections should be required of supervisory personnel at least annually. Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	100%	-	-
Points Awarded	-	-	-

Score: N/A/0

Findings / Notes

WCC does not have any supervisors in their employment at the time of this audit. Therefore, question 4.1b is marked N/A.



Element 4 Ongoing Inspections [95]

4.1 Formal Inspection Process [15]

Question 4.1c

Is there a formal written process that includes frequency of formal inspections by Worker participation? (5 points)

Guidelines / References

Verified by review of documentation.

Process could be in the form of a policy, plan, procedures, etc. Frequency is established by the employer based on the health and safety hazards.

Worker involvement could be through health and safety committee's, with supervisor or as part of a job assignment - i.e. equipment inspections. Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	100%	-	-
Points Awarded	5	-	-

Score: 5/5

Findings / Notes

The inspection matrix within section 2.7.2, indicates workers will be included in all types of inspections such as:

- office - quarterly,
- work site - monthly,
- vehicles - pre-use,
- tools - pre-use & annual,
- equipment - pre-use & annual, and
- PPE - pre-use & annual.

4.2 Inspection Process [10]

Question 4.2a

Are formal health and safety inspections carried out in accordance with the process by Managers? (5 points)

Guidelines / References

Verified by review of documentation and management and supervisor interviews (E.g. inspection records) and verify the frequency of inspections (Reference 4.1).

Verify through interviews that inspections are carried out by managers at the frequency indicated in the written process.

At least 70% of those interviewed must confirm that the process is followed.

Depending on size or nature of the organization, there may not be managers or supervisors. One of these categories may then not be applicable (N/A).

	D	I	O
% Achieved	0%	0%	-
Points Awarded	0	0	-

Score: 0/5

Findings / Notes

No documentation was available to indicate formal health and safety inspections are carried out in accordance with the process by managers. Additionally, managers stated during interviews they have not been a part of the inspection process.

Suggestions For Improvement

Management has not carried out formal health and safety inspections in accordance with the guidelines set out in the Health and Safety Manual. Ensuring the completion of all formal inspections ensures all potential hazards are identified and corrected.



Element 4 Ongoing Inspections [95]

4.2 Inspection Process [10]

Question 4.2b

Are formal health and safety inspections carried out in accordance with the process by Supervisors? (5 points)

Guidelines / References

Verified by review of documentation and management and supervisor interviews (E.g. inspection records) and verify the frequency of inspections (Reference 4.1).

Verify through interviews that inspections are carried out by supervisors at the frequency indicated in the written process.

At least 70% of those interviewed must confirm that the process is followed.

Depending on size or nature of the organization, there may not be managers or supervisors. One of these categories may then not be applicable (N/A).

% Achieved

Points Awarded

D	I	O
0%	0%	-
-	-	-

Score: N/A/0

Findings / Notes

WCC does not have any supervisors in their employment at the time of this audit. Therefore, question 4.2b is marked N/A.

4.3 Worker Involvement [15]

Question 4.3

Are workers involved in the inspections? (15 points)

Guidelines / References

Verified by worker and supervisor interviews.

There must be evidence of worker involvement in inspections to award points (e.g. doing inspections, health and safety committee members, etc.)

At least 70% of those interviewed at each site must be aware of worker involvement. Not all workers need to be involved.

% Achieved

Points Awarded

D	I	O
-	100%	-
-	15	-

Score: 15/15

Findings / Notes

Interviewed employees stated workers are involved with the formal health and safety inspection process. The workers assist the health and safety representative (3rd party consultant) with conducting the formal health and safety inspections.

Strengths

WCC has done a great job involving workers in the inspection process. Having workers involved in the inspection process empowers them within the Health and Safety program which has a positive effect on the safety culture within an organization.

4.4 Inspection Training [10]

Question 4.4

Are the individuals designated to conduct formal inspections given appropriate training? (0-10 points)

Guidelines / References

Verified by documentation and manager/supervisor /health and safety committee member interviews.

Score: Documentation: 0 - 5 points.

Score: Interviews: 0 - 5 points.

Review training records and interview designated individuals to verify training is appropriate.

Points are awarded based on the percentage of individuals who have received the appropriate training.

% Achieved

Points Awarded

D	I	O
100%	50%	-
5	3	-

Score: 8/10

Findings / Notes

02 Jun 2015

Western Canadian Consulting Inc.



Element 4 Ongoing Inspections [95]

Findings / Notes

A review of the personnel training files indicates work site consultants for WCC are trained in the procedures for conducting formal inspections. Training consisted of 3rd party courses provided by ENFORM. Some interviewed employees stated they felt key employees have the appropriate training to perform inspections. Some interviewed employees (50%) were not aware of which employees within the organization have been trained to conduct formal inspections.

Suggestions For Improvement

Although WCC has employees trained in performing formal inspections, some employees were unaware if there were trained employees. Ensuring employees are aware of which staff are trained in the process of formal inspections will assist them in having a resource person to go to with inspection deficiencies they notice.

4.5 Site Specific Checklists [10]

Question 4.5

Is a site/operation specific checklist used for the inspection? (0-10 points)

Guidelines / References

Verified by review of documentation (e.g. inspection reports) A site specific inspection check list must be in place at all operational sites/areas (could be work sites, departments, operations, etc.).

% Achieved
Points Awarded

D	I	O
100%	-	-
10	-	-

Points are awarded based on the percentage of operational sites/areas using the checklist.

Score: 10/10

Findings / Notes

The WCC health and Safety Manual contains a office inspection checklist used to conduct office inspections. The inspection checklist contains sections such as:

General,
Fire Prevention, Emergency Exits & 1st Aid, and
Electrical.

Additionally, WCC has an Inspection form checklist which is used for work sites, as well inspections are carried out on field sites by consultants using client specific inspection checklists.

4.6 Inspection Report Review [5]

Question 4.6

Are inspection reports reviewed and signed off by management? (5 points)

Guidelines / References

Verified by review of inspection reports. The report must be signed off by the manager, at least one level above the supervisor responsible for the area.

% Achieved
Points Awarded

D	I	O
63%	-	-
0	-	-

Score based on 90% of inspection reports reviewed by management.

Score: 0/5

Findings / Notes

A review of the safety documentation indicates only 50% of the office inspections forms were reviewed and signed off by management, the other 50% were signed off by the health and safety consultant. However, a review of the field site inspection forms indicates 100% of inspections are reviewed and signed off by management.

Suggestions For Improvement

Management has not reviewed and signed off on all inspection reports. Management review and sign off is important to ensuring all items identified a deficient are corrected and closed out. It is suggested management reviews and signs off on all inspection reports.



Element 4 Ongoing Inspections [95]

4.7 Correction of Deficiencies [15]

Question 4.7

Are deficiencies identified in the inspection report corrected in a timely manner? (0-15 points)

Guidelines / References

Verified by review of documentation, employee interviews and observation.

Score: Documentation: 0 - 5 points.

Score: Interviews: 0 - 5 points.

Score: Observations: 0 - 5 points.

Documentation should include a time frame for correction as soon as practical and who is responsible (e.g. work orders, purchase orders, memos, etc.). Verification of completed work should be available.

Interview management, supervisors and workers to verify corrective action is done for those actions that cannot be observed and determine whether corrective action is completed in a timely manner.

During the observation tour verify completion of corrective measures.

Points are awarded based on the percentage of deficiencies corrected.

	D	I	O
% Achieved	100%	100%	100%
Points Awarded	5	5	5

Score: 15 / 15

Findings / Notes

All items noted as deficient in the inspection reports have a person responsible for the corrections initial and date the time the corrections were made. All correction were corrected immediately according the inspection reports. Interviewed employees verified all items identified as deficient during inspections are corrected in a timely manner, Finally, all items identified within inspection reports were observed to have been corrected at the time of the audit.

4.8 Reporting System [5]

Question 4.8

Is there a system in place whereby employees can report unsafe or unhealthy conditions and practices? (5 points)

Guidelines / References

Verified by a review of documentation and employee interviews.

The evidence of a reporting system is verified by first reviewing documentation (policy, procedure) to confirm there is a process and then through interviews to confirm awareness and use of the process by employees.

Points for reporting are awarded based on 80% positive responses.

	D	I	O
% Achieved	100%	75%	-
Points Awarded	-	0	-

Score: 0 / 5

Findings / Notes

A review of the health and Safety Manual indicates the forms section contains a near miss, incident report form which is to be used for formally reporting of unsafe or unhealthy conditions and practices.

Most interviewed employees (75%) stated they are able to report unsafe or unhealthy conditions and practices by:

- email,
- phone calls, and
- via an open door policy.

consultants also indicated most clients have a 1-800 phone number in place for the reporting of unsafe and unhealthy conditions and practices.

However, not all employees interviewed (25%) were aware of a system for the reporting of unsafe or unhealthy conditions or practices.



Element 4 Ongoing Inspections [95]

Suggestions For Improvement

Not all employees were aware of a system to report unsafe or unhealthy conditions or practices. All employees should be informed of all methods for the reporting of unhealthy or unsafe conditions and practices. Informing employees of all methods of communication will ensure management are aware of all identified issues and be able to correct unsafe or unhealthy conditions in a timely manner.

4.9 Corrective Action [10]

Question 4.9

Does the system for reporting unsafe or unhealthy conditions and practices ensure action is taken by management in a timely manner? (0-10 points)

Guidelines / References

Verified by interviewing employees.

Interview points for action taken are awarded based on the percentage of positive responses.

Could include informing employees of the corrective action taken.

	D	I	O
% Achieved	-	100%	-
Points Awarded	-	10	-

Score: 10/10

Findings / Notes

All employees interviewed indicated WCC takes the reporting of unsafe or unhealthy conditions very seriously. Employees indicated they feel management acts quickly when any hazardous issues are reported.

Element: 4 Ongoing Inspections [95]

Scoring Summary

Total Points Awarded:	68
Total Points Available:	85
Overall % Awarded:	80 %



Element 5 Qualification, Orientation and Training [100]

5.1 Verify Worker Qualifications [15]

Question 5.1

Is there a process in place to ensure employees have the qualifications and training to perform their jobs in a healthy and safe manner? (0-15 points)

Guidelines / References

Verified by review of documentation (e.g. training records, application forms, hiring records and employee records) and employee interviews.

Score: Documentation: 0 - 10 points.

Score: Interviews: 0 - 5 points.

Interviews should confirm that qualifications and training are reviewed as part of the hiring process and are felt by workers to be appropriate for the job.

Qualifications include the educational background (degree, diploma, certificate, trade certificate, apprenticeship program, etc.). This question is to verify hiring and placement processes, not the on-the-job training.

% Achieved

Points Awarded

D	I	O
100%	100%	-
10	5	-

Score: 15 / 15

Findings / Notes

A review of the personnel files indicates WCC collects the following information prior to employee or consultant starting work for the company:

- resumes,
- WCC Minimum requirements/responsibilities,
- Consultant information and program orientation form (contains formal courses such as H2S alive, first aid, TDG, confined space, well service blowout prevention, and WHMIS),
- Drivers Abstract, and
- Incorporation certificate for the consultants business.

Interviewed employees stated the company uses a 3rd party company (HSE Tracker) which provides tracking of all consultant health and safety certifications. Employees also stated prior to starting work with WCC they were interviewed for the position and had to supply a list of references.

5.2 New Employee Orientation [15]

Question 5.2

Does a new employee orientation commence within the first week of employment? (0-15 points)

Guidelines / References

Verified by reviewing records and interviewing employees. Look for orientation documentation.

Score: 0 - 5 points - Documentation.

Score: 0 - 10 points - Interviews.

Points are awarded based on the percentage of positive indicators.

% Achieved

Points Awarded

D	I	O
100%	100%	-
5	10	-

Score: 15 / 15

Findings / Notes

A review of the personnel files indicates all office employees completed an orientation either on their first day of employment or, if the employee was hired prior to the development of the health and safety program, then these employees were provided an orientation when the program started. Consultant orientations were all conducted within the first week of starting with WCC.

Interviews confirmed these findings, employees and consultants are all given an orientation when the start or during the early stages of the program.

Strengths

WCC's orientation process is comprehensive and covers all the necessary health and safety information required. The orientation is always provided to employees and consultants within the first week of starting job tasks. This proactive



Element 5 Qualification, Orientation and Training [100]

approach by WCC provides employees and consultants with a solid health and safety foundation to build a successful program employees will follow.

5.3 Review Company Policies [10]

Question 5.3

Does the new employee orientation cover employer health and safety policies and procedures? (10 points)

Guidelines / References

Verify by documentation review and employee interviews.

Documentation includes orientation records.

Orientation contents must meet minimum requirement. Interviews should support that the material is covered.

In order to award points 70% positive indicators must be achieved through any combination of documentation and interviews.

	D	I	O
% Achieved	100%	100%	-
Average Score		100%	

Score: 10 / 10

Findings / Notes

A review of the Employee Safety Orientation checklist indicates it includes a review of the following topics:

- Health, Safety and Environmental Policy,
- Safety Responsibilities Including right to refuse unsafe work,
- workplace violence and harassment policy,
- drug and alcohol policy highlights,
- working alone policy,
- personal protective equipment requirements,
- informed of standard work practices in H&S manual,
- housekeeping requirements,
- light vehicle safety,
- H2S safety,
- WHMIS requirements,
- Emergency response program requirements and procedures, and
- Safety reporting which includes:
 - pre-job hazard assessment at the start of every job,
 - safety meetings,
 - hazard identification, and
 - all incident and accidents (work related).

Interviewed verified these findings, indicating the employee orientation includes a review of the above topics.

5.4 Critical Health and Safety Issues [15]

Question 5.4

Are critical health and safety issues addressed before the employee starts their normal job responsibilities? (0-15 points)

Guidelines / References

Verified by reviewing orientation documentation and by employee interviews. Critical issues must include:

1. Organization Rules/Enforcement
2. Work Refusal
3. Emergency Response
4. Accident/Incident Notification
5. Critical Hazards
6. Duty to Report

Score: 0 - 5 points : Documentation.

Score: 0 - 10 points : Interviews.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	80%	100%	-
Points Awarded	4	10	-

Score: 14 / 15

Findings / Notes



Element 5 Qualification, Orientation and Training [100]

A review of the Employee Safety Orientation checklist includes:

- Safety Responsibilities Including right to refuse unsafe work,
- informed of standard work practices in H&S manual (which includes critical hazards),
- Emergency response program requirements and procedures, and
- Safety reporting which includes:
 - pre-job hazard assessment at the start of every job,
 - safety meetings,
 - hazard identification, and
 - all incident and accidents (work related).

However, the Employee Safety Orientation checklist does not include review of general rules and enforcement program.

Employee interviews indicate critical health and safety issues are addressed before the employee starts their job. Employees were able to identify the following critical issues:

- general rules,
- working alone policy,
- trucking components,
- emergency procedures,
- right to refuse, and
- duty to report.

Suggestions For Improvement

The Employees Safety Orientation checklist does not include a review of the general rules and enforcement program. The company general rules and enforcement process should be reviewed with all new employees to ensure they are aware of company expectations and the process for enforcement of these expectations. It is suggested WCC add a review of the company general rules to the Employee Safety Orientation checklist.

5.5 Job Specific Training [15]

Question 5.5

Do employees receive job specific training required to perform their jobs/assignments in a healthy and safe manner? (0-15 points)

Guidelines / References

Verified by reviewing training program/training records and employee interviews.

Examples of job specific training include training on safe work procedures, PPE, ergonomics, use of equipment, WHMIS, first aid, defensive driving, TDG, etc.

Both health and safety issues must be dealt with to obtain full points. One method of doing this is to look for a match between job descriptions and training received.

Job specific training could include a new worker working with a competent person until competency can be demonstrated (e.g. buddy system), how is it documented.

Interviews should confirm whether the training received is appropriate for workers to perform their jobs/assignments in a healthy and safe manner.

Score: 0 - 5 : Documentation.

Score: 0 - 10 : Interviews.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	100%	100%	-
Points Awarded	5	10	-

Score: 15 / 15

Findings / Notes

A review of the personnel training files for WCC employees and consultants indicates they are receiving job specific training related to their jobs and assignments. Examples of training certificates consultants and employees who perform site visits have include:

- WHMIS,
- Standard first aid,



Element 5 Qualification, Orientation and Training [100]

- H2S,
- TDG,
- detection and control of flammable substances, and
- well service blowout prevention.

Consultants also had other training certificates specific to certain clients.

Interviewed employees verified these findings. The fire warden also stated they received specific training regarding evacuations procedures from the building management company.

5.6 Ongoing Training [15]

Question 5.6

Is on-going training provided as required? (0-15 points)

Guidelines / References

Verified by reviewing documentation and employee interviews.

Documentation must show on-going training, refresher and recertification in job specific training, (e.g. skills upgrading, WHMIS, First Aid, Defensive Driving, TDG, maintenance procedures, respiratory protection, etc.)

An organization may choose to set time lines for ongoing training on some of these subjects or as Legislated.

Score: 0 - 5 points : Documentation.

Score: 0 - 10 points : Interviews.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	100%	100%	-
Points Awarded	5	10	-

Score: 15 / 15

Findings / Notes

A review of the personnel training files indicates courses such as H2S Alive, Standard First Aid and WHMIS are provided on an recurrent basis as required.

Interviewed employees verified these findings stating they have received on-going training in these courses as well as fire warden training.

5.7 Employee Training for New Tasks [15]

Question 5.7

When employees are transferred or assigned new tasks, do they receive job specific training? (0-15 points)

Guidelines / References

Verified by reviewing training records and interviewing employees.

Job specific training could include working with a competent person until competency can be demonstrated.

Score: 0 - 5 points : Documentation.

Score: 0 - 10 points : Interviews.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	100%	100%	-
Points Awarded	5	10	-

Score: 15 / 15

Findings / Notes

A review of consultant personnel files indicate consultants receive job specific training when assigned new tasks. Consultants have received specialized training in courses such as well control.

Although employees stated they have not transferred jobs or been assigned new tasks, they did feel WCC would provided job specific training if this were to occur.



Element 5 Qualification, Orientation and Training [100]

Element: 5 Qualification, Orientation and Training [100]

Scoring Summary

Total Points Awarded:	99
Total Points Available:	100
Overall % Awarded:	99 %



Element 6 Emergency Response [110]

6.1 Emergency Response Plan [35]

Question 6.1a

Is there a written emergency response plan for each work site appropriate to the hazards at the site? (0-15 points)

Guidelines / References

Determine how complete the plan is to award percentage of points

Verified by review of emergency response plans for each work site. On mobile sites, plans may be kept in vehicles. Emergency response is taking immediate action to deal with injuries, fires, motor vehicle accidents, bomb scares, chemical spills, explosions, etc.

% Achieved
Points Awarded

D	I	O
92%	-	-
14	-	-

Score: 14/15

Findings / Notes

According to the type of industry WCC is involved in, auditor would expect the office ERP to include:

- evacuation, and
- first aid/man down.

Additionally, a site specific ERP should include:

- evacuation,
- first aid/man down,
- inclement weather/natural disaster,
- environmental spill,
- Blow Out response,
- H2S Release, and
- vehicle incident response

Contained within section 6 - Emergency Response Plans of the Health, Safety and Environmental Manual, are detailed emergency response procedures to be followed during an emergency situation. Examples of emergency response producers include:

- Medical Aid Response Procedures
- Evacuation and Rescue Procedures,
- Environmental Spill Procedures,
- H2S Release Procedure,
- Fire Response Procedures, and
- Natural Disaster Emergencies
 - thunderstorms,
 - High Winds,
 - Heavy Snow Fall

Posted in the meeting room and the entrance to the office and in the staff coffee room is emergency response plans for the evacuation of the facility, a diagram/map for the evacuation of the floor, and an emergency communication list for Western Canadian Consulting and the building management group.

Additionally, the manual indicates consultants will use the client emergency response plan/procedures while on site.

However, no emergency response plans were indicated for vehicle incidents.

On site the consultants defer to the Prime contractors emergency response procedures. These included:

- evacuation,
- first aid/man down,
- inclement weather/natural disaster,
- environmental spill,
- Blow Out response,
- H2S Release, and
- vehicle incident response

Suggestions For Improvement

The emergency response procedures do not cover vehicle incidents. WCC should consider revising their emergency response procedures to include detailed guidelines for vehicle incidents. This will ensure employees follow all steps for the documentation and reporting of vehicle incidents.



Element 6 Emergency Response [110]

6.1 Emergency Response Plan [35]

Question 6.1b (i)

Does the emergency response plan include communication procedures? (0-5 points)

Guidelines / References

Each part of the emergency response plan must be evaluated for completeness, award points based on positive indicators.

Verify communication procedures are included in the emergency response plan. Communication procedures should include who is first contact, source of communication, how will contact be made, who speaks with media, who takes control.

% Achieved

Points Awarded

D	I	O
63%	-	-
3	-	-

Score: 3/5

Findings / Notes

Contained within the Health, Safety and Environmental manual, Section 6, is an Emergency Response Process flow chart detailing an emergency response communication process. This process includes communication to internal members such as the President and Vice President, as well as external contacts such as client contacts and regulatory agencies, by the Consultant. Additionally the Consultant has been designated as the person to take control of all emergency situations in the field.

However, there was no indication as to who was in control of emergency situations in the office, what method of communication is to be used, or who was responsible for communication with the media.

Suggestions For Improvement

Communication procedures such as who is in control of an emergency situations at the office, how communication will be conducted and who is responsible of communication with the media. It is suggested that WCC review their emergency response communication procedures to identify these components. These revisions will provide employees with detailed guidelines to follow during emergency situations.

6.1 Emergency Response Plan [35]

Question 6.1b (ii)

Does the emergency response plan include emergency phone numbers? (0-5 points)

Guidelines / References

Each part of the emergency response plan must be evaluated for completeness, award points based on positive indicators.

Verify if the emergency plans include a listing of emergency phone numbers, both internal and external contacts.

% Achieved

Points Awarded

D	I	O
63%	-	-
3	-	-

Score: 3/5

Findings / Notes

The emergency response plan includes the following phone numbers to be contacted during an emergency situation:

- both offices (Calgary and Swift Current),
- the President.
- the Vice President.
- Drilling contact, and
- Completions contact.

However, there was no indication of any external contact phone numbers.

Suggestions For Improvement

No external phone numbers have been identified within the emergency response plan. WCC should review the emergency response plan to ensure all pertinent contact numbers have been identified. These numbers could include the following associations:

- police, fire, ambulance,
- power utilities,
- government agencies, and



Element 6 Emergency Response [110]

- regulator agencies.

6.1 Emergency Response Plan [35]

Question 6.1b (iii)

Does the emergency response plan include a list of responsible emergency response personnel? (0-5 points)

Guidelines / References

Each part of the emergency response plan must be evaluated for completeness, award points based on positive indicators.

Verify if the emergency plans include a listing of emergency response personnel such as fire wardens, firstresponders list, EMR team.

	D	I	O
% Achieved	81%	-	-
Points Awarded	4	-	-

Score: 4/5

Findings / Notes

Emergency response plan indicates that Milt Roney is listed as Fire warden for the office. However, no contact person has been identified as first aid attendant. Consultants have been identified as the person responsible for all emergency situations for field sites.

Suggestions For Improvement

There is no indication within the emergency response procedures to indicate who is the first aid attendant at the Calgary office. The person responsible for first aid should be identified to ensure all employees know who to contact during emergency situations.

6.1 Emergency Response Plan [35]

Question 6.1b (iv)

Does the emergency response plan include evacuation procedures? (0-5 points)

Guidelines / References

Each part of the emergency response plan must be evaluated for completeness, award points based on positive indicators.

Verify the emergency response plan includes evacuation procedures. These should be written as well as posted throughout the facility and include external muster areas.

	D	I	O
% Achieved	100%	-	-
Points Awarded	5	-	-

Score: 5/5

Findings / Notes

Section 6 of the Health, Safety and Environment manual includes detailed evacuation procedures for evacuation during emergency situations. These steps include:

- Sound the alarm.
- Call 911 for emergency services assistance. Give the location of the work site.
- Move calmly and quickly towards the nearest exit and meet at designated muster station. Do not use the elevator (if applicable); always use the stairs in the event of an emergency.
- Check area around you while moving towards the exit to ensure there are no injured or remaining person(s) behind.
- Assigned employee to bring first aid kit to muster station.
- Once at muster station, report to the supervisor and remain at muster station for a head count.
- Do not re-enter the building for any reason until the all clear signal has been given by the authorities.
- If known that an employee is still in the building or on site, notify the emergency crews and provide the last known work area that the employee was reported in.
- Provide assistance to emergency responders if asked to do so, otherwise stay out of the way and remain calm.
- In the event that an employee is seriously injured and requires medical attention, a pre-designated first aider will drive the injured person to the nearest hospital or medical center.

Additionally, all client sites have evacuation procedures specific to each site as detailed in the Client emergency response procedures. These procedures are reviewed during pre job meetings.



Element 6 Emergency Response [110]

6.2 Emergency Response Responsibilities [20]

Question 6.2

Do persons at the site understand their responsibilities under the plan? (20 points)

Guidelines / References

Verified by interviewing employees at the site.

Persons include everyone on site (e.g. employees, contractors, tenants, volunteers, etc.)

Deals with a general understanding of emergency response.

Points are awarded based on 90% positive responses from interviews.

	D	I	O
% Achieved	-	100%	-
Points Awarded	-	20	-

Score: 20/20

Findings / Notes

All employees interviewed were able to state the procedures they would take during emergency situations such as evacuation, man down, or general first aid situations.

Strengths

Employee's and consultants at WCC have a great understanding of the steps that need to be taken during any emergency situation. This knowledge will allow the employees and consultants to deal with emergencies in a fast and efficient method.

6.3 Emergency Response Training [10]

Question 6.3

Are employees given emergency response training appropriate to their individual responsibility? (0-10 points)

Guidelines / References

Verified by employee interviews.

Deals with specific training required on site to implement the emergency response plan.

Points are awarded based on the percentage of positive responses from interviews.

	D	I	O
% Achieved	-	100%	-
Points Awarded	-	10	-

Score: 10/10

Findings / Notes

Interviewed employees indicated they received emergency response procedures training during the employee orientation, during 3rd party training courses (such as standard first aid), and from the building management company for the Calgary office.

6.4 Emergency Response Drills [10]

Question 6.4

Are emergency response drills conducted annually or more often, as required? (10 points)

Guidelines / References

Verified by review of documentation. If no documentation exists, interview employees. Deals with planned drills, not an actual response.

For example, an emergency response drill could include a full blown implementation of the emergency response plan, review of the emergency response plan at meetings, part of an operation, table-top review, practice drills, etc.

Points are awarded based on 70% of sites conducting drills or 70% positive responses from interviews.

	D	I	O
% Achieved	100%	100%	-
Points Awarded	10/10	10/10	-

Score: 10/10

Findings / Notes

Safety documentation indicates WCC has participated in evacuation drills at the Calgary office on a regular basis, the most recent drill was conducted on February 20, 2015. Additionally, field documentation indicates a man down/H2S drill is conducted weekly and BOP drills are conducted prior to work activity on site. Interviewed employees verified these types of drills have been performed.



Element 6 Emergency Response [110]

6.5 Emergency Response Records [5]

Question 6.5

Are emergency response records kept? (5 points)

Guidelines / References

Verified by review of all types of emergency response records such as first aid reports, near miss reports, incident reports and evacuation drills. Full points awarded for 70% positive indicators.

% Achieved

Points Awarded

	D	I	O
% Achieved	50%	-	-
Points Awarded	0	-	-

Score: 0/5

Findings / Notes

The only type of emergency documentation available for review at the Calgary office were evacuation drill forms. No other documentation, such as near misses, incidents or investigations were available. Management indicated these documents are kept by the Prime Contractors.

However, emergency response records are kept on site by the consultant. These records include:

- near miss reports,
- incident reports, and
- emergency procedure drills.

Suggestions For Improvement

No emergency response records were available for the Calgary office. Keeping all records associated with emergency response is important to allow management to track and analyze. This will allow management to identify trends and needs, which will help reduce the possibility of further incidents.

6.6 Correcting Emergency Response Deficiencies [10]

Question 6.6

Are all records of emergency responses, including drills, reviewed to correct deficiencies? (10 points)

Guidelines / References

Verified by review of documentation.
Review safety committee meeting records, management meeting records etc. Full points awarded for 70% positive indicators.

% Achieved

Points Awarded

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10/10

Findings / Notes

All emergency evacuation drills have been reviewed and signed by the Vice President to correct deficiencies.

6.7 First Aid Training [10]

Question 6.7

Are the appropriate numbers of employees trained in first aid as required by legislation? (10 points)

Guidelines / References

Verified by review of documentation
Check legislation and review first aid certificates.
Confirm adequate numbers across all shifts. Full points awarded for 70% positive indicators.

% Achieved

Points Awarded

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10/10

Findings / Notes

WCC office has 3 employees, is within 20 minutes of a medical facility and is considered low hazard work. For these reasons



Element 6 Emergency Response [110]

they do not require a person trained in first aid. However, the building security personnel do have first aid training should a first aid emergency occur.
All consultants who work for WCC have current standard first aid training.

6.8 Legislative Requirements [10]

Question 6.8

Guidelines / References

Do first aid supplies and facilities meet legislated requirements? (10 points)

Verified by observation.

Check supplies and facilities against first aid regulation.

Explain what types of supplies were observed. Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	-	-	100%
Points Awarded	-	-	10

Score: 10/10

Findings / Notes

Observations of all WCC work locations indicates they have the required first aid supplies for the operations. The head office had a #1 first aid kit located in the kitchen area. The Field site, which is isolated and low hazard work had with 1 person, had an Alberta #2 first aid kit in the consultant trailer.

Element: 6 Emergency Response [110]

Scoring Summary

Total Points Awarded:	99
Total Points Available:	110
Overall % Awarded:	90 %



Element 7 Accident and Incident Investigation [125]

7.1 Accident/Incident Reporting Process [10]

Question 7.1

Is there a written procedure that requires the reporting of occupational accidents, illness, and incidents (near miss)? (0-10 points)

Guidelines / References

Verified by review of documentation.
Documentation should require the reporting of all types (i.e. accidents, incidents, and illness) to award full points.
Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10/10

Findings / Notes

Section 1 of the Health, Safety and Environmental manual contains an Investigation and Reporting Policy. The Policy states Workers are required to report all incidents, no matter how minor. The manual contains the following forms to be used to report incidents in the workplace:

- Incident/Accident/ Near Miss report, and
- Incident/Accident Investigation Form

The investigation form includes a process to follow when conducting the investigation.

7.2 Employee Awareness of Responsibilities [10]

Question 7.2

Are employees aware of their responsibilities to report work-related accidents, incidents, illness? (0-10 points)

Guidelines / References

Verified by employee interviews.
Interview points are awarded based on the percentage of positive responses.

	D	I	O
% Achieved	-	100%	-
Points Awarded	-	10	-

Score: 10/10

Findings / Notes

Interviewed employees stated they are aware of their responsibility to report work related accidents, incidents and illnesses. Employees provided the following list of organizations or personnel within the company that will be informed:

- OH&S officer,
- the client,
- applicable regulatory bodies, and
- management.

7.3 Written Procedure for Investigations [15]

Question 7.3

Is there a written procedure for investigating occupational accidents, incidents, illnesses? (0-15 points)

Guidelines / References

Verified by review of documentation.
Documentation should require the investigation of all types (i.e. accidents, incidents, illnesses) to award full points.

	D	I	O
% Achieved	100%	-	-
Points Awarded	15	-	-

Score: 15/15

Points are awarded based on the percentage of positive indicators.

Findings / Notes

Contained within Section 7 of the HSE manual is a procedure for the investigation of incident investigations. It states:



Element 7 Accident and Incident Investigation [125]

When an incident occurs, the consultant shall immediately:

- implement the emergency response plan,
- once the emergency is under control, get an overview of what happened,
- examine equipment and/or materials involved,
- collect and safeguard any physical evidence,
- take photographs of the scene,
- interview people involved and obtain witness statements,
- analyze all the available information to determine the causes,
- look for causes where the system failed the employee,
- determine corrective action that will prevent recurrence,
- complete the investigation report, and
- determine the direct and underlying cause of the accident.

The manual also contains a incident investigation report form that walks the investigator through these steps.

Strengths

Having a detailed set of guidelines for investigators provides guidance during potentially stressful situation. Additionally, detailed guidelines ensure all necessary information is gathered, thus allowing for a proper examination of the incident.

7.4 Accountability [10]

Question 7.4

Are Manager/Supervisors held responsible and accountable for the investigation process? (0-10 points)

Guidelines / References

Verified by review of investigation documentation and interviews of management, supervisors and health and safety committee members.

Score: 0-5 points for documentation.

Score: 0-5 points for interviews

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	100%	75%	-
Points Awarded	5	4	-

Score: 9 / 10

Findings / Notes

Although there are no incident investigations to report in the previous 12 months, the Health, Safety and Environment manual, Section 7 - Incident Investigations, states management will ensure adequate resources are committed to the investigation, review all serious accident reposts and ensure appropriate corrective action is implemented. The investigation form also indicates management will be held accountable for the investigation process.

Most interviewed employees (75%) confirmed management is responsible and accountable for the investigation process. Employees stated management and the client will perform the investigation in conjunction with one another. However, some employees (25%) were unsure who is responsible and accountable for the investigation process.

Suggestions For Improvement

Some interviewed employees stated they were not aware of who is responsible for incident investigations. All employees should be made aware of who is responsible and accountable for the incident investigation process. Managers need to be held responsible and accountable for the investigation process to ensure they are conducted according to the process, corrective actions are assigned and carried out, and the results are communicated to all employees to reduce the chance of a similar incident.



Element 7 Accident and Incident Investigation [125]

7.5 Investigation Team Training [15]

Question 7.5

Have the persons conducting investigations been trained in investigation techniques? (0-15 points)

Guidelines / References

Verified by review of documentation and management/supervisor/health and safety committee interviews.

Check training records of those persons required to conduct investigations, and interview them to confirm training received is appropriate to conduct investigations.

Score: Documentation: 0 - 10 points.

Score: Interviews: 0 - 5 points.

If trained investigators are brought in, full points may be awarded. Proof must exist.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	100%	75%	-
Points Awarded	10	4	-

Score: 14 / 15

Findings / Notes

A review of the personnel training files indicates consultants have been trained in investigation techniques. Additionally, WCC has retained the services of a 3rd party Health and Safety Representative who has been trained in investigation techniques. Most employees (75%) were able to identify personnel within the company or consultants for the company who perform the investigations. Some employees (25%) were not aware of the person responsible within the company who conduct investigations.

Suggestions For Improvement

A few employees were unaware of who within the company has been trained in investigation techniques. All employees should be made aware of the persons trained in investigation techniques. Employees that are aware of who is trained in investigation techniques will help ensure the process is started in a timely manner.

7.6 Investigation Reporting [5]

Question 7.6

Is there an investigation report form? (5 points)

Guidelines / References

Verified by review of documentation.

The form must systematically record accident, incident or occupational illness occurrence information, including the circumstances, causes, corrective actions and follow-up. Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	100%	-	-
Points Awarded	5	-	-

Score: 5 / 5

Findings / Notes

Contained within the Health, Safety and Environment manual, Forms section, is an incident investigation report form contains 14 sections. The sections include:

- members of the investigation team,
- description of incident,
- type of event,
- 2 sections for Substandard acts (immediate/direct causes),
- personal Factors (Basic Root/Underlying Causes),
- job factors (Basic Root/Underlying Causes),
- methods of Control,
- evaluation of Loss Potential if not controlled,
- preventability of incident,
- remedial actions,
- supervisor/Managers signature - acknowledgement of investigation,
- supervisor/Managers signature - corrective actions, and



Element 7 Accident and Incident Investigation [125]

- manager - follow up review signature.

7.7 Worker Involvement [10]

Question 7.7

Are workers involved in the investigation process? (0-10 points)

Guidelines / References

Verified by review of investigation documentation and worker interviews.

There must be evidence of worker involvement in investigations to score points. Does not involve only the injured worker.

Score: 0-5 points for documentation.

Score: 0-5 points for interviews

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	100%	50%	-
Points Awarded	5	3	-

Score: 8 / 10

Findings / Notes

A review of the Health, Safety and Environment manual, Section 7, states everyone has a role in the investigations process:

- consultants,
- management, and
- all employees.

Some interviewed employees (50%) felt they would be involved in the investigation process. However, others interviewed (50%) were unsure if workers would be involved in the investigation process.

Suggestions For Improvement

Some employees were unsure if they would be involved in the investigation process. Workers need to be a part of the investigation process to ensure all the facts related to the investigation are collected. Without worker involvement the exact causes of the incident may not be identified which may lead to a recurrence of similar incidents.

7.8 Root Cause and Corrective Action [20]

Question 7.8a

Do investigations focus on identifying root causes? (0-10 points)

Guidelines / References

Verified by reviewing completed investigation reports.

Points are awarded based on the percentage of investigation reports reviewed that focus on identifying root causes.

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10 / 10

Findings / Notes

Although there are no incident investigations to report in the previous 12 months, the incident investigation form contains 2 sections (section 6 and 7) which focus on the identification of the "Basic Root/Underlying Causes".



Element 7 Accident and Incident Investigation [125]

7.8 Root Cause and Corrective Action [20]

Question 7.8b

Do investigations focus on recommending corrective action? (0-10 points)

Guidelines / References

Verified by reviewing completed investigation reports.

Points are awarded based on the percentage of investigation reports reviewed that focus on recommending corrective action.

% Achieved
Points Awarded

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10/10

Findings / Notes

Although there are no incident investigations to report in the previous 12 months, the incident investigation form has 2 sections, Method of Control (system needs) and Remedial Actions which focus on recommending corrective actions.

7.9 Investigation Report Sign-off [5]

Question 7.9

Are investigation reports reviewed and signed off by management? (5 points)

Guidelines / References

Verified by reviewing completed investigation reports.

The report must be signed off by the manager at least one level above the person responsible for the area.

Points are awarded based on 90% of investigation reports being reviewed and signed off by management.

% Achieved
Points Awarded

	D	I	O
% Achieved	100%	-	-
Points Awarded	5	-	-

Score: 5/5

Findings / Notes

Although there are no incident investigations to report in the previous 12 months, the incident investigation forms contains 3 sections for management to sign off on, these include:

- Supervisor/Managers signature - acknowledgement of investigation,
- Supervisor/Managers signature - corrective actions, and
- Manager - Follow up review signature.

7.10 Communication of Results [10]

Question 7.10

Are completed investigation reports/results communicated with employees? (0-10 points)

Guidelines / References

Verified by reviewing documentation and employee interviews.

Documentation could be health and safety meeting minutes, investigation reports posted on bulletin boards, notes on investigation reports.

Score: 0-5 points for documentation.

Score: 0-5 points for interviews.

Points are awarded based on the percentage of positive indicators.

% Achieved
Points Awarded

	D	I	O
% Achieved	0%	75%	-
Points Awarded	0	4	-

Score: 4/10

Findings / Notes

Although there are no incident investigations to report in the previous 12 months to indicate if results would be communicated with employees, there is no indication within Health, Safety and Environmental manual or investigation report form to indicate



Element 7 Accident and Incident Investigation [125]

results will be communicated to employees.

However, most interviewed employees (75%) felt incident investigations results would be reported via the following methods:

- emailed safety memo,
- personal phone conversation, or
- general company wide safety memo.

Some employees (25%) were not sure if investigation results would be communicated with employees.

Suggestions For Improvement

No documentation was available to indicate whether or not investigation results would be communicated with employees. Additionally, some employees were unsure if results from an investigation would be communicated with employees. It is suggested that results from incident investigations should be communicated to employees to reduce the potential for a similar incident from occurring.

7.11 Corrective Action [15]

Question 7.11

Guidelines / References

Are corrective actions taken to prevent recurrence? (0-15 points)

Verified by interviewing workers and observing corrective action where applicable.

	D	I	O
% Achieved	-	75%	100%
Points Awarded	-	4	10

Score: Observations: 0 - 10 points.

Score: Interviews: 0 - 5 points.

Points are awarded based on the percentage of corrective actions implemented.

Score: 14 / 15

Findings / Notes

Most interviewed employees (75%) felt corrective actions would be taken to prevent a recurrence of similar incidents. However, some employees were unsure if corrective measures would be taken to prevent a recurrence of similar incidents. Due to no investigations being performed within the past 12 months, no corrective actions could be observed. However, the investigation report form contains section for the identification of methods to prevent recurrence, indicating corrective actions would be taken to prevent recurrence.

Suggestions For Improvement

Some employees were not sure if corrective actions would be taken to prevent recurrence of incidents. All employees should be informed that corrective actions will be taken to ensure similar incidents do not reoccur. Informing employees that corrective actions will be taken to prevent the recurrence of similar incidents demonstrates to the employee the companies commitment to their health and safety.

Element: 7 Accident and Incident Investigation [125]

Scoring Summary

Total Points Awarded:	114
Total Points Available:	125
Overall % Awarded:	91 %



Element 8 Program Administration [125]

8.1 Health and Safety Systems [45]

Question 8.1a

Is there a system to ensure health and safety issues are communicated with employees? (15 points)

Guidelines / References

Verified through review of documentation and employee interviews (e.g. newsletter, records of safety meetings, records of toolbox meetings, bulletins, hazard identification and assessment records, suggestion boxes, etc.)

Identify how employees are advised of health and safety issues and confirm it is being done.

Points are awarded based on 70% positive indicators from any combination of documentation review and interview results.

	D	I	O
% Achieved	100%	100%	-
Average Score		100%	

Score: 15 / 15

Findings / Notes

A review of the safety documentation indicates WCC communicates with their employees using the following methods:

- email memos, and
 - safety meetings on client site (these are documented on 3rd party forms).
- Interviewed employees stated WCC communicates health and safety issues via:
- phone conversations,
 - health and safety memos,
 - daily safety meetings when on site, and
 - safety memos from the prime contractors

8.1 Health and Safety Systems [45]

Question 8.1b

Is there a system to ensure feedback on health and safety issues from employees? (15 points)

Guidelines / References

Verified through review of documentation and employee interviews (e.g. newsletter, records of safety meetings, records of toolbox meetings, bulletins, hazard identification and assessment records, suggestion boxes, etc.)

Identify how employees are enabled to offer feedback on health and safety issues and confirm awareness of the system.

Points are awarded based on 70% positive indicators from any combination of documentation review and interview results.

	D	I	O
% Achieved	100%	100%	-
Average Score		100%	

Score: 15 / 15

Findings / Notes

Safety documentation indicates employees are able to provide feedback regarding health and safety issues during safety meetings, or in response to email memos.

Interviewed employees stated they are able to provide feedback by emails, during phone conversations, and during the safety meetings. One consultant indicated they are able to provide feedback to some prime contractors via an on line survey system.



Element 8 Program Administration [125]

8.1 Health and Safety Systems [45]

Question 8.1c

Guidelines / References

Is there a system to ensure follow-up on health and safety issues? (15 points)

Verified through review of documentation and employee interviews (e.g. newsletter, records of safety meetings, records of toolbox meetings, bulletins, hazard identification and assessment records, suggestion boxes, etc.)

Identify how follow-up is done and confirm employees are aware of it.

Points are awarded based on 70% positive indicators from any combination of documentation review and interview results.

	D	I	O
% Achieved	100%	100%	-
Average Score		100%	

Score: 100/0

Findings / Notes

A review of the safety meeting minutes indicates management has followed up on feedback received from employees. Interviewed employees verified these findings stating management will provide follow up to feedback via email or personal phone calls.

8.2 Involve Contractors [5]

Question 8.2

Guidelines / References

Are health and safety issues discussed with contractors? (0-5 points)

Verified by reviewing documentation and interviewing contractors.

Documents could be minutes of toolbox, health and safety committee meetings, unit or team meetings, where applicable.

If contractors are not utilized this question is not applicable.

Points are awarded based on the percentage of positive indicators.

	D	I	O
% Achieved	0%	0%	-
Average Score		0%	

Score: N/A/0

Findings / Notes

Western Canadian Consulting does not use contractors. Consultants are classified as Contract Workers for this audit as per recommendations from the AASP. Therefore question 8.2 has been marked N/A.

8.3 Management Participation [5]

Question 8.3

Guidelines / References

Does management participate in the planned health and safety meetings? (5 points)

Verified by review of documentation.

To award points there must be evidence of management participation. Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	0%	-	-
Points Awarded	0	-	-

Score: 0/5

Findings / Notes

There is no documentation available to indicate management participation in the health and safety meetings.



Element 8 Program Administration [125]

Suggestions For Improvement

Documentation was not available to indicate management takes part in the health and safety meetings. It is suggested management takes part in some of the health and safety meetings on a regular basis. Attendance by management at the health and safety meetings will have a positive effect on the safety culture at WCC. This will demonstrate managements commitment to health and safety.

8.4 Meeting Minutes [10]

Question 8.4

Are records of health and safety meetings kept? (10 points)

Guidelines / References

Verified by review of documentation. Records include attendance records, agendas, minutes, etc. Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10 / 10

Findings / Notes

A review of the safety documentation indicates records of health and safety meetings are kept by the client. These records contained:

- topics discussed,
- list of attendees, and
- review/sign off by consultant.

8.5 Health & Safety Records [10]

Question 8.5

Are records pertaining to the organization's health and safety system kept for a minimum three-year period? (10 points)

Guidelines / References

Verified by review of documentation records (e.g. hazard assessment records, inspection reports, training records, investigation reports, etc.)

If the employer's system has not been in place for three (3) years, records should be available since the start up of the health and safety system. Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	0%	-	-
Points Awarded	0	-	-

Score: 0 / 10

Findings / Notes

The only documentation available at the time of the audit was from the past 12 months. All other documentation is kept by the clients.

Suggestions For Improvement

Documentation pertaining to the companies health and safety system was not available for a 3 year period, most health and safety documentation is kept by the client. Documentation reviewed by the auditor was requested from the client for the audit. Maintaining the health and safety documentation on site will provide the company a chance to identify specific trends and needs of the program, thus improving the health and safety program.



Element 8 Program Administration [125]

8.6 Maintain Statistics [10]

Question 8.6

Are health and safety statistics maintained? (10 points)

Guidelines / References

Verified by review of documentation. Statistics may include frequency rate, severity rate, cost per claim, audio-metric stats, pulmonary stats, air quality, blood levels, first aid, etc.

If the employer's system has not been in place for three (3) years, records should be available since start up of the health and safety system. Full points awarded for 70% positive indicators.

% Achieved
Points Awarded

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10/10

Findings / Notes

WCC uses online databases, such as ISNet World and Complyworks, to maintain all health and safety statistics. Statistics maintained include:

- number of worker hours,
- fatalities,
- recordable incidents,
- modified work incidents,
- first aid incidents,
- near miss incidents,
- vehicle accidents, and
- total KM traveled.

8.7 Analysis of Records and Statistics [10]

Question 8.7

Are records or statistics analyzed to identify trends and needs? (10 points)

Guidelines / References

Verified by review of documentation.

Look for statistical reports, graphs, WCB analysis, and safety committee tracking systems to determine if analysis of statistics is conducted. Full points awarded for 70% positive indicators.

% Achieved
Points Awarded

	D	I	O
% Achieved	0%	-	-
Points Awarded	0	-	-

Score: 0/10

Findings / Notes

No documentation was available to indicate records or statistics are analyzed to identify trends and needs.

Suggestions For Improvement

Documentation was unavailable to confirm if records or statistics are analyzed to identify trends and needs. WCC should analyze the statistics maintained on the online databases. An analysis of the companies health and safety records and statistics can provide management an invaluable resource to identify trends and needs, thus helping identify areas in which the health and safety program can be improved.



Element 8 Program Administration [125]

8.8 Auditing of the System [5]

Question 8.8

Is the health and safety system evaluated at least annually through the use of an audit process? (5 points)

Guidelines / References

Verified by review of previous audits.

If this is the first audit the question is not applicable (N/A). Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	100%	-	-
Points Awarded	5	-	-

Score: 5/5

Findings / Notes

WCC health and safety program has been audited by ENFORM originally and now by AASP on annual basis.

Strengths

An annual evaluation of the health and safety program not only ensures the program is running efficiently but also demonstrates to employees and consultants the companies commitment to the health and safety program.

8.9 Develop an Action Plan [10]

Question 8.9

Has an action plan been developed as a result of the previous audit? (10 points)

Guidelines / References

Verified by review of the action plan from the previous audits.

If this is the first audit the question is not applicable (N/A). Full points awarded for 70% positive indicators.

	D	I	O
% Achieved	100%	-	-
Points Awarded	10	-	-

Score: 10/10

Findings / Notes

WCC developed an action plan following the last audit. Items on the action plan include:

- updated certificates for First Aid & WHMIS,
- VP should visit work site at least every 6 months,
- be proactive in the health and safety resource supply,
- management needs to conduct and document formal inspection,
- management should sign-off and report on all inspection reports,
- complete ERP, include emergency phone numbers,
- employees should review all investigation procedures,
- revise investigation report to include witness statements,
- more training in certain areas, ERP refinements and more worker involvement,
- analyze health and safety statistics, and
- complete and follow through with all items in this action plan.

8.10 Implement Action Plan [15]

Question 8.10

Has the action plan been implemented? (0-15 points)

Guidelines / References

Based on items in the action plan, verify implementation by observation, review of documentation, or employee interviews.

If this is the first audit the question is not applicable (N/A).

Points are awarded based on the percentage of items in the action plan implemented to date (Refer to 8.9).

	D	I	O
% Achieved	27%	50%	100%
Points Awarded	4/15	8/15	15/15

Score: 8/15



Element 8 Program Administration [125]

Findings / Notes

A review of the action plan document indicates only 3 out of the 11 items have been completed at the time of the audit, these items include:

- be proactive in the health and safety supply of resources,
- complete ERP, include emergency phone numbers, and
- revise investigation report to include witness statements.

Some interviewed employees (50%) indicated some of the action plan has been implemented at the time of the audit. Others interviewed (50%) were not aware if an action plan had been developed from last years audit.

All observable items on the action plan had been completed at the time of the audit.

Suggestions For Improvement

Not all items identified within the action plan have been completed. Completion of the action plan will demonstrate to the company employees that the organization is committed to improving the health and safety program. Ensure your employees know the contents of the action plan as well as the progress when items within the action plan are completed.

Element: 8 Program Administration [125]

Scoring Summary

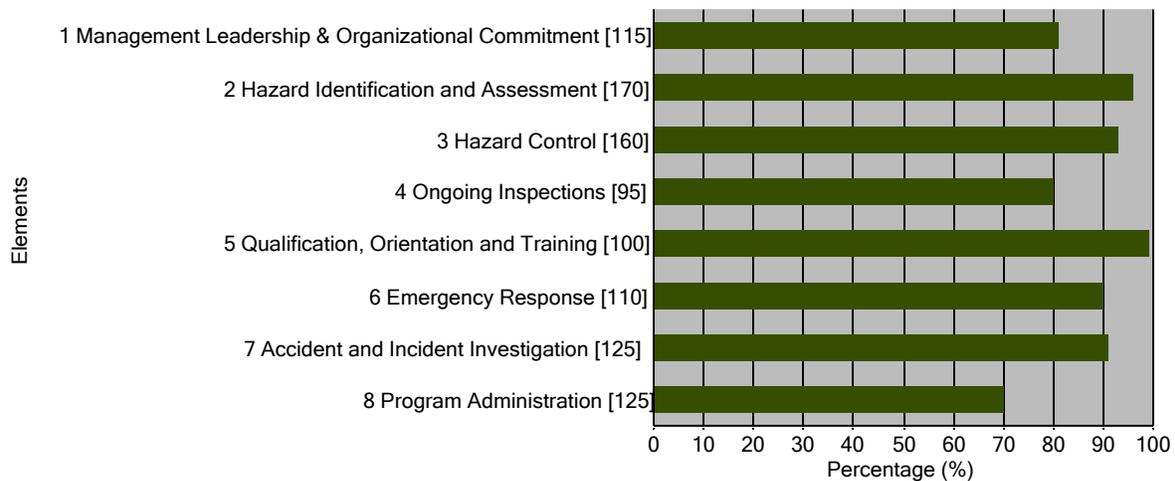
Total Points Awarded:	73
Total Points Available:	105
Overall % Awarded:	70 %



Certificate of Recognition Scoring Summary Summary

Element	Total Points	Not Applicable	Points Available	Points Awarded	Final Score %
1 Management Leadership & Organizational Commitment [115]	115	35	80	65	81
2 Hazard Identification and Assessment [170]	170	0	170	163	96
3 Hazard Control [160]	160	0	160	148	93
4 Ongoing Inspections [95]	95	10	85	68	80
5 Qualification, Orientation and Training [100]	100	0	100	99	99
6 Emergency Response [110]	110	0	110	99	90
7 Accident and Incident Investigation [125]	125	0	125	114	91
8 Program Administration [125]	125	20	105	73	70
Total:	1000	65	935	829	89 %

Audit Scoring Graph





Facility Tour Notes / Field Site Observations

Calgary Office

- Alberta #2 First Aid Kit, fully stocked,
- Fire extinguishers have annual inspection and monthly sign off,
- Emergency procedures plan/communication posted in Board room,
- Health and safety policy posted in Board room,
- All office have adjustable furniture (chairs and computer monitors),
- Adequate lighting and ventilation for office environment,
- Illuminated exit signage,

Work site - East of Brooks Alberta

- Upon entering work site, required to sign in and read/review daily hazard assessment, required to show required PPE,
- All workers on lease appeared to be wearing required PPE for work being performed,
- Received on-site visitor orientation from consultant,
- Consultant trailer had:
 - posted Health and Safety Policy
 - posted emergency procedures, communication procedures and phone numbers,
 - Alberta #2 First Aid Kit, fully stocked,
 - fire extinguisher had annual inspection and monthly sign off,
- site and trailer appeared to be clean and tidy.



Conclusion

Thank you for allowing me to perform your 2015 COR maintenance audit. With an audit score of 89% on this year's maintenance audit, it is clear Western Canadian Consulting (WCC) has a well established and properly functioning health and safety program. Employees and management were knowledgeable of their industry and specifically to the health and safety requirements of the industry. Areas of success include: Hazard Identification and Assessment, Hazard Control, Qualification, Orientation and training, and Accident and Incident Investigation. Areas which require attention include: Management Leadership & Organization, Ongoing inspection, and Program administration. It is suggested that the items with suggestions for improvement throughout the audit report be addressed

WCC employees and consultants at all levels had a positive attitude during interviews and conversations during the observation tour. I would like to thank Les Dodd, Milt Roney and the entire WCC team for their accommodations and participation during the audit process. The audit report has been forwarded to the Alberta Association for Safety Partnerships where a quality assurance review will be performed. If required, corrections will then be made by the auditor. Once approved the report will be provided to WCC.

Best Regards,

Steven Lloyd - I-HSA-902
Integrated Safety Management Services
403-692-9907



Pre-Audit Letter / Plan

March 11, 2015

Milt Roney
Western Canadian Consulting Inc.
#2210, 777 - 8th Avenue S.W.
Calgary, Alberta
T2P 3R5

Re: Audit Services

Milt Roney,

To confirm the specific terms and schedule of the process, we offer the following:

Dates for the Audit: The audit will commence on March 23, 2015 with a target date for the submission of the audit early-May, 2015.

Costs & Expenses: The cost of the audit is \$1100.00 per day. Subsistence when working outside of Calgary, AB is \$220 per day, mileage is \$1.10 per km, and pre-approved expenses to be charged as required. I anticipate 1 day on-site performing documentation review, observations, and interviews. The 3 remaining days will be utilized for completing the audit report and submitting documentation to AASP. For a complete breakdown of the proposed audit cost, please see the attached Western Canadian Consulting Inc. - 2015 Audit Proposal.

Purpose of the Audit: In order to maintain your Certificate of Recognition, and for the general betterment of your health and safety program, Integrated Safety Management Services Ltd. will utilize the AASP Audit protocols to evaluate your health and safety management system. The audit will follow the criteria set by AASP and will begin with a review of your organization's documentation, followed by interviews of your work force and observation tours of your working operations.

*Please note that all interviews will be held in the strictness of confidence. This is also true of all information and documentation reviewed as a part of the process.

Schedule and Interviews: Based on the information you have provided, (+/- 3) Employees, including all levels of employment) we are anticipating 3 interviews total. Interviews will encompass a reflective sampling of all levels of staff plus subcontractor interviews if required. We would like to confirm a short pre-audit meeting for 9:00 AM on the initial day of the audit. The pre-audit meeting will be a short review/confirmation of the process of the audit and schedule for the days. This will be followed by a site visit, for documentation review, observation tour, and interviews. The remaining days will be to complete the report writing process. Please ensure that a good sampling of employees are available for the interviews on the agreed upon dates and please feel free to ask clarifying questions anytime about any of the audit process at any time.

Documentation review: The documentation review will require access to the following:

- Health and Safety Manual
- Hazard Assessments (JSA's, JHA's FLRA's, etc.)
- Written Procedures and Practices
- Safety Meeting Minutes (Pre Job, daily, weekly, monthly, etc.)
- Inspection Reports
- Training Records
- Maintenance Records
- Near Miss/Hazard ID Reports
- Emergency Response Reporting
- Accident/Incident Investigation Reports
- Statistic Records (Tracking trends and needs)
- WCB reports
- Contractor and employee orientation records and/or sign off sheets.

Please have the above-mentioned available on the morning of the first day. Additionally, access to an office or



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boardroom to work on the audit day will assist in the process.

Observation Tour: Access to any and all locations must be made available on the day of the audit. Escorted is fine, and please let us know if there are any PPE requirements we should be aware of.

In closing, we look forward to working with you on this process and thank you kindly for the business. Please do not hesitate to contact us with any questions.

Best regards,

Steven Lloyd
Integrated Safety Management Services Ltd.

Client Approval: Western Canadian Consulting Inc.

Signing Authority: _____



Suggested Documentation

Organizational Chart
Company Health and Safety Statement /Policy

Written Assignment of Responsibilities and Accountabilities for:

- Management
- Supervisors
- Workers
- Contractors/ Sub-contractors / Visitors
- Safety Committee
- Job Descriptions/ Inventory of Job Tasks

Hazard Assessments / Job Task Analysis including:

- Health and Safety risks
- Rating system for risks
- Prioritization of risks/ job tasks
- Documentation of training and worker involvement in risk analysis
- Policy/Procedure for review and updating of Job Task Analysis

Hazard Controls including:

- Types of controls identified
- Safety work procedures/ practices
- General rules
- Work schedules/ job rotation procedure
- Maintenance Policy/ Preventative Maintenance Program
- Inspection Policy/ program
- Inspection checklists (blank and completed)
- Documented training for inspection teams
- Corrective Action Register (tracking system for concerns and deficiencies)
- Policy/procedure for reporting concerns/unsafe conditions.
- Hiring/Training policy/ Application process/ Pre-screening processes
- Disciplinary Policy/ Employee Enhancement Program
- Orientation package/ Orientation checklist
- Training materials/ Training records
- On-the-job training documentation

Emergency Response Plan including:

- Evacuation procedures
- Communication procedures
- Responsible Personnel/Training record
- Emergency numbers
- Documented Drills
- First aid records
- First Aid Training records

Accident/Incident Investigation information including:

- Policy/Procedure
- Forms - blank and completed

Communications:

- Safety meeting minutes/ Tool box meetings etc.
- Bulletins/ Newsletters
- Statistic reporting system/documents
- Previous Health and Safety Evaluations/Audits
- Action plan from previous evaluations

Other documentation could include:

- W.C.B. reports
- Alberta OH&S Inspection Reports/ Compliance Orders



Auditor Disclaimer

AUDITOR CODE OF ETHICS AND DISCLAIMER STATEMENT:

The Audit was conducted with the utmost integrity, confidentiality and no conflict of interest. The facts stated in the audit have been recorded accurately and according to the information received at the time of the audit. The intent of the audit is to give guidance, enhance current programs and provide suggestions for improvement, not to undermine any current processes in place, or to assume liability for changes or use of the document for any reason other than the original intent. I agree to follow the standard Code of Ethics and to submit the audit within an acceptable time frame and address all deficiencies in a timely manner.

Auditor Name: Steven Lloyd

Date: 22/05/2015



Pre-Audit Meeting agenda / Notes / Attendance Record

Date: March 23, 2015

Time: 9:00 AM

Location: Western Canadian Consulting board room

Attendees:

Milt Roney - Vice President & Director

Darina Irwin - Drilling and Completions Technologist

Venessa Montpetit - Health and Safety Representative

Steven Lloyd - Auditor

Meeting Notes:

- Milt, Darina, Venessa and Steven met and discussed the audit protocol,
- It was established that the primary contact for this evaluation would be Milt Roney, ,
- It was decided that the documentation review, employee interviews and office observations would be conducted that day, (It was later established Steve would have to perform a field visit once operations started again).
- Steve briefly reviewed the 8 key elements of the audit instrument, and
- Audit confidentiality and auditor code of ethics were reviewed and confirmed with Henry.

The Pre-Audit Meeting was concluded at 9:20 am.



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Organizational Chart

- please see attached



Reviewed Documentation

- Company Health and Safety Policies,
- Organizational chart
- Written assignment of responsibilities and accountabilities for:
 - management,
 - supervisors, and
 - workers,
- Job description - consultant,
- Formal Hazard Assessments,
- Emergency response plan,
- Health and safety forms,
- Consultant orientation and training records,
- Safe work procedures and practices,
- General rules,
- Orientation packages,
- Personnel files,
 - employee and consultant orientation checklists,
 - training certifications
- Emergency drill documentation,
- Safety meeting documents,
- Hazard assessments
- Site Pre job hazard assessments
- Office inspection forms
- 2014 audit action plan



Post-Audit Meeting Notes / Attendance Record

Date: May 20, 2015

Time: 10:30 AM

Location: Western Canadian Consulting, Calgary office

Attendees:

- Darina Irwin - Drilling and Completions Technologist
- Venessa Montpetit - Health and Safety Representative
- Steven Lloyd - Auditor

Meeting Notes:

- Steven thanked WCC for their Patience and participation conducting the audit.
- Steve reviewed the audit process:
 - Audit protocol:
 - Documentation review:
 - Head office
 - Work site
 - Interviews:
 - Head office - 3
 - Work site - 1
 - Observation:
 - Head Office
 - Work site
 - Evaluation process - 8 elements

General Overview

- suggest the collection of documentation of all safety documentation at Calgary office,
- suggest management review the Health, Safety and Environment manual and make sure the content is what is pertinent to their operations.

Key Observations Reviewed:

- Done a great job of hazard identifications and assessment, and the control of those hazards,
- Suggest performance evaluations for all levels of employees,
- Define what you want to inspect and then ensure these inspections are being conducted with participation from all levels,
- Really good job of ensuring proper qualification, orientation and training,
- Communication of safety issues
 - Participation of all levels of employees in safety meetings.

The Post-Audit Meeting was concluded at 11:00 AM.



Additional Information (Optional)

- no additional information.