# Safety Program Reality Check

Twenty questions · Answer honestly

**HSE ADVISOR CANADA**
hseadvisor.ca

Employer / company: _____ Answered by: _____

Position: _____ Date: _____

## SCORING

Score each question: **0** no · **1** partly, or only sometimes · **2** yes, and I could prove it today. Question 6 is reverse-scored: **0** yes, workarounds exist · **1** some · **2** no. Maximum 40.

## THE QUESTIONS

| # | QUESTION | SCORE | NOTE |
|---|---|---|---|
| **1** | Could you produce your written safety program right now, in under five minutes, in its current version? | | |
| **2** | Has anyone other than the person who wrote it read it in the past twelve months? | | |
| **3** | Do the procedures describe how the work is actually done, rather than how it was done when they were written? | | |
| **4** | Can a front-line worker find the procedure for their task without asking a manager? | | |
| **5** | If you asked three workers how a high-risk task is done, would you get the same answer? | | |
| **6** | Are there known workarounds that everyone uses and no procedure mentions? **(Reverse-scored: 0 yes, 1 some, 2 no.)** | | |
| **7** | Are your hazard assessments specific to your site, rather than a template with your name inserted? | | |
| **8** | Has a hazard assessment been updated because the work changed, in the past year? | | |
| **9** | Do your inspection findings get assigned to a named person with a date? | | |
| **10** | Do those findings actually close, and does someone verify they closed? | | |
| **11** | Are near misses reported by workers without a manager having to chase them? | | |
| **12** | When something is reported, does the person who reported it hear what happened next? | | |
| **13** | Do investigations reach a system cause, rather than stopping at “worker did not follow procedure”? | | |
| **14** | Could you produce any individual worker’s training record within five minutes? | | |
| **15** | Do you know which certifications expire in the next ninety days without going to look? | | |
| **16** | Has a worker stopped a job on safety grounds in the past year, and was that person supported afterwards? | | |
| **17** | Do supervisors have time in their day to do the safety duties their job description lists? | | |
| **18** | Does your joint committee change anything, or does it record that nothing changed? | | |
| **19** | Do contractors on your site work under your safety expectations in practice, not just in the contract? | | |
| **20** | Did last year’s management review change a single thing about how work is done? | | |
| **Total (out of 40)** | | | |

## READING IT

| TOTAL | WHAT YOU HAVE | WHAT IT MEANS |
|---|---|---|
| **0 – 13** | A binder | The program exists as a document and not much else. An inspector will find the gap in the first hour. |
| **14 – 25** | A program with drift | Real in places. The written and the actual have diverged and nobody has reconciled them. |
| **26 – 34** | A working program | It runs. The remaining gaps are usually verification and closing the loop with workers. |
| **35 – 40** | A managed program | Documented, practised and improving. Ready for external audit. |

**Questions 6, 12 and 16 carry more signal than the total.** Undocumented workarounds, reports that vanish, and an untested stop-work authority predict serious incidents better than any score. A high total with a zero on any of those three is not a good result.

## WHERE THE THREE ANSWER SHEETS DISAGREE

*Have a supervisor and a front-line worker complete the same twenty questions independently. Record the questions where your answers differ most.*

| Q# | MANAGER SCORE | SUPERVISOR SCORE | WORKER SCORE | WHAT THE GAP TELLS US |
|---|---|---|---|---|
| | | | | |
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| | | | | |
| | | | | |

COMPLETED BY

DATE

REVIEWED WITH

DATE


### Want help applying this?

Our consultants (CRSP Certified · COR & ISO 45001 Lead Auditors) can adapt this to your workplace or review your safety program with you.

**(647) 620-5278** · **info@hseadvisor.ca** · **hseadvisor.ca/contact**

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