# WorkSafeBC Inspection Readiness

Self-audit checklist · British Columbia employers

**HSE ADVISOR CANADA**
hseadvisor.ca

Employer / company: _____ Worksite: _____

Completed by: _____ Position: _____

Date: _____ Worker count: _____

## 1. OCCUPATIONAL HEALTH AND SAFETY PROGRAM

| REQUIREMENT | WHAT GOOD LOOKS LIKE | Y / N / N-A | EVIDENCE OR GAP |
|---|---|---|---|
| **Written OHS program** | Formal program (OHSR 3.1) where you have 20 or more workers and at least one moderate- or high-hazard workplace, or 50 or more workers. Smaller operations: monthly worker meetings with records (OHSR 3.2). | | |
| **Health and safety policy** | Signed by senior management, dated, and posted where workers can read it. | | |
| **Responsibilities defined** | Employer, supervisor and worker duties written down, not assumed. | | |
| **Annual review documented** | Dated evidence the program was reviewed, with what changed. | | |
| **Regular workplace inspections** | On a documented schedule, with findings assigned and closed out. | | |

> Record which program threshold applies to this worksite and keep the reasoning with the program. An officer may ask why you concluded what you did.

## 2. JOINT COMMITTEE OR WORKER REPRESENTATIVE

| REQUIREMENT | WHAT GOOD LOOKS LIKE | Y / N / N-A | EVIDENCE OR GAP |
|---|---|---|---|
| **Correct structure in place** | Joint committee at 20 or more workers (WCA s. 31); worker health and safety representative at 10–19 workers (WCA s. 45). | | |
| **Membership documented** | Names, worker and employer representatives, and how worker members were selected. | | |
| **Meets on schedule** | Meets at least monthly (WCA s. 37(2)) and the record shows it. | | |
| **Minutes retained and posted** | Minutes are written, kept, and posted where workers can see them. | | |
| **Committee training** | Joint committee members: at least 8 hours of training within 6 months of joining (OHSR 3.27). Worker representatives: 4 hours. Records kept. | | |
| **Recommendations answered** | Written employer response within 21 days of a committee recommendation that requests one (WCA s. 39(2)). | | |

## 3. INCIDENT REPORTING AND INVESTIGATION

| REQUIREMENT | WHAT GOOD LOOKS LIKE | Y / N / N-A | EVIDENCE OR GAP |
|---|---|---|---|
| **Reportable incidents identified** | Staff know which incidents must be reported to WorkSafeBC immediately. | | |
| **Preliminary investigation** | Report completed within 48 hours of the incident (WCA s. 71). | | |
| **Full investigation report** | Report submitted to WorkSafeBC within 30 days of the incident (WCA s. 72). | | |
| **Corrective actions closed out** | Actions assigned, dated and verified as complete. | | |
| **Investigations involve the right people** | Employer and worker representatives participate as required. | | |

| INCIDENT DATE | TYPE | PRELIMINARY DONE | FULL REPORT DONE | ACTIONS CLOSED |
|---|---|---|---|---|
| | | | | |
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## 4. ORIENTATION AND TRAINING

| REQUIREMENT | WHAT GOOD LOOKS LIKE | Y / N / N-A | EVIDENCE OR GAP |
|---|---|---|---|
| **Young and new worker orientation** | Delivered before work begins and covering the prescribed topics, with signed records. | | |
| **Site-specific orientation** | Covers this worksite's hazards, emergency procedures and reporting. | | |
| **Supervisor competency** | Supervisors are trained and can demonstrate knowledge of the work they oversee. | | |
| **Task-specific training current** | Certificates in date for equipment, confined space, fall protection and any other regulated task performed here. | | |
| **Training records retrievable** | You can produce any worker's record on request without a search. | | |

## 5. FIRST AID

*The OHSR first aid requirements were amended effective November 1, 2024 (B.C. Reg. 132/2023). The lines below reflect the current text.*

| REQUIREMENT | WHAT GOOD LOOKS LIKE | Y / N / N-A | EVIDENCE OR GAP |
|---|---|---|---|
| **First aid assessment completed** | Written assessment (OHSR 3.16) covering workers present and their locations, hazards, likely injuries, barriers to first aid, and transport time and methods. Reviewed within 12 months and on significant change, with the joint committee or worker representative. | | |
| **Attendants certified and on shift** | Valid certificates covering every shift worked. | | |
| **First aid procedures and drills** | Written, posted procedures, including how injured workers will be reached and moved where there are barriers and where emergency transport is kept; drills at least once a year and when procedures change (OHSR 3.17). | | |
| **Supplies and equipment match the assessment** | Stocked, in date and accessible. | | |
| **Transportation arrangements** | Written procedure for getting an injured worker to care, including remote or after-hours work. | | |
| **First aid records kept** | A record of every first aid treatment, kept at least 3 years (OHSR 3.19(2)). | | |

## 6. HAZARD-SPECIFIC PROGRAMS

| REQUIREMENT | WHAT GOOD LOOKS LIKE | Y / N / N-A | EVIDENCE OR GAP |
|---|---|---|---|
| **Exposure control plans** | In place for every substance or agent that requires one, and reviewed. | | |
| **Bullying and harassment** | Policy, procedures and training in place, with records. | | |
| **Working alone or in isolation** | Written procedure and a check-in system that is actually used. | | |
| **Emergency preparedness** | Evacuation, rescue and drill records. | | |
| **Contractor and multi-employer coordination** | The prime contractor is identified in writing and coordination is documented. | | |

## 7. FINDINGS AND CORRECTIVE ACTIONS

| # | FINDING | ACTION REQUIRED | OWNER | DUE |
|---|---|---|---|---|
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COMPLETED BY

DATE

REVIEWED BY (MANAGEMENT)

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**

Scan to contact us

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