

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	Scaled to your worker count and risk. Confirm which level applies to you under the Occupational Health and Safety Regulation before deciding what is enough.		
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.		

BC scales the formal program requirement to workforce size and hazard level. Record which 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	A joint health and safety committee or a worker health and safety representative, matched to your worker count.		
Membership documented	Names, worker and employer representatives, and how worker members were selected.		
Meets on schedule	Meeting frequency meets the requirement and the record shows it.		
Minutes retained and posted	Minutes are written, kept, and posted where workers can see them.		
Committee training	Members have received the education required for the role, with records.		
Recommendations answered	Written employer responses to committee recommendations within the required time.		

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	Completed and documented within the required time after an incident.		
Full investigation report	Completed, submitted and retained on the required timeline.		
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

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

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
First aid assessment completed	A documented assessment driving attendant level, supplies and equipment for this worksite.		
Attendants certified and on shift	Valid certificates covering every shift worked.		
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, retained as required.		

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

COMPLETED BY

DATE

REVIEWED BY (MANAGEMENT)

DATE