

MAG-SAFE Audit Criteria

Table of Contents

Tab	MAG-SAFE Safety Management System Elements	Page No.
1	Leadership, Commitment and Communication.....	3
2	Effective Supervision.....	4
3	Administration.....	5
4	Management of Change.....	7
5	Hazard Assessment and Control.....	9
6	Education, Training and Competence.....	10
7	Inspection.....	11
8	Emergency Response.....	12
9	Investigations.....	13
10	Contractor Management.....	14

Tab	MAG-SAFE High Risk Modules	Page No.
A	Working at Heights.....	15
B	Safeguarding.....	17
C	Mobile Equipment.....	20
D	Lockout.....	24

MAG-SAFE Safety Management System Elements	
1 – Leadership, Commitment and Communication	
Observations:	
	Are managers leading by example and following the health and safety rules and procedures?
	Are the results of the management review reasonably available to workers?
Documentation:	
	How does company leadership set goals and objectives for improved safety performance?
	How does company leadership communicate safety improvement goals and objective to all employees, and where applicable, contractors?
	How are senior leadership and managers actively involved in measuring and evaluating safety performance and evaluating opportunities for continual improvement?
	How does company leadership measure goals and objectives for improved safety performance?
	Have general safety responsibilities been written for employees?
Interviews:	
Managers	How does senior leadership ensure the written health and safety policy is successfully translated into concrete actions
	Are Key Performance Indicators (KPIs) compared to targets?
	Was the last SAFE Companies audit report reviewed by Management?
	Was the corrective action plan from the last external SAFE Companies audit completed?
Supervisors	Can supervisors explain key issues from the management review that affect the supervisor's area of responsibility
	Can supervisors explain key issues from the last SAFE Companies audit that affect the supervisor's area of responsibility
Workers	How does company leadership set and measure goals and objectives for improved safety performance and communicate them to all employees and contractors?
	Are managers and supervisors leading by example and following the health and safety rules and procedures?
	Have general safety responsibilities been communicated to employees?
	Are the results of the annual management review reasonably available to workers?
	Are the results of the last SAFE Companies audit reasonably available to workers?

MAG-SAFE Safety Management System Elements	
2 – Effective Supervision	
Observations:	
	Do supervisors respond to observed safety issue(s) while with the auditor? (particularly upset conditions)
Documentation:	
	Is there a formal job description for supervisors that cover their supervisory duties?
	Are supervisors initially trained in their company-specific supervisory duties and methods?
	Do supervisors receive refresher / update training on their supervisory skills?
	Is there any directive for supervisors to maintain journal notes or records of their supervisory activities?
	Is there an effective mechanism for supervisors to be notified of changes impacting their work areas?
Interviews:	
Managers	Can managers explain supervisor roles in being front line leaders (responsibilities and how they fulfil them) and are they doing it in your opinion
	Can managers explain how supervisors are selected here?
	Can managers explain what qualifies your particular supervisors to be supervisors? How do you assess your supervisors for competency and how do you use this information?
Supervisors	Can supervisors explain their roles in being front line leaders (responsibilities and how they fulfil them) for topics such ERP, training, hazards and controls?
	Can supervisors explain what qualifies you to be a supervisor?
	Can supervisors explain regulatory knowledge related to the standard tasks in their area, particularly the high risk tasks?
	Can supervisors explain what training have you received in order to improve your supervisory skills?
Worker	Explain how your supervisor actually coaches, directs, controls and helps you work and understand your work?
	Does management support supervisors here in ways that improve safety? How can you give feedback to your supervisor about their supervisory competence? How can you anonymously give feedback to management about your supervisor's competence?

MAG-SAFE Safety Management System Elements	
3 - Administration	
Observations:	
	Are injury statistics posted or otherwise readily available for worker review?
	How does the company manage and maintain safety documentation to ensure safety documents are communicated and available to workers and contractors?
	Is progress against KPI targets posted or otherwise readily available for worker review?
Documentation:	
H&S Administration	How does the company manage and maintain safety documentation to ensure safety documents are communicated and available to workers and contractors?
	Is WHMIS 2015/GHS effectively implemented?
	Are individual responsibilities and accountabilities supported by regular review and recognition of performance towards safety goals, targets, and expectations?
	What are the methods in place for reviewing, implementing, tracking and following up on the investigation, inspection and other recommendations?
Records & Statistics	Is there a document retention, security and destruction policy?
	Is there a document that defines what injury data and statistics are collected?
	Do the definitions of injury types and outcomes align with MAG standards?
JOHSC Terms of Reference	Are worker members selected as per Union agreement or by secret ballot and records retained to verify the method (ballots not required to be retained)? Only if no worker member's volunteer, are members assigned and is proof of the attempt to seek volunteers retained?
	Are there defined constituencies (i.e. what area of the facility each seat on the JOHSC is to represent, which may include all members representing all areas) and if applicable sub-committees (such as a lockout committee, etc.) and/or working groups and whether the scope is purely on-site (including remote and travelling-for-work workers) occupational concerns or whether it may consider non-occupational, off-site or at-home issues?
	Is there a requirement for each member to attend a minimum number of meetings?
	Is there a requirement that new members receive 8 hours of specified training as soon as practical after joining the JOHSC and always within 6 months? Is there a requirement for 8 hours of annual educational leave be offered and how that obligation is met?
	Is there a requirement for the annual self-assessment and the schedule and time-scope of each assessment?
	Are there rules of order for JOHSC business (i.e. standing agenda template, vote vs. consensus, etc. for decision making, when meetings are held) including rules for quorum (which must include ensuring that at least half the members at the meeting are workers) and the action plan mechanism for when quorum is not met? Is there a requirement to post the names and work locations (and constituencies where applicable) of the JOHSC members and a mechanism to keep that readily accessible to workers?

	Is there a requirement to respect the personal privacy of workers who are injured or otherwise involved in an incident or inspection (other than JOHSC members investigating the event or performing the investigation)
JOHSC Records	Do both worker and management members actively participate in performing inspections, internal investigations, formal hazard assessments and formal review of specific programs required by Regulation to be reviewed, such as WHMIS, working alone, ergonomics and lockout
	Does the JOHSC formally review elements of the SMS on a regular basis so that all elements are reviewed at least every 2 years on a fixed schedule?
	Does the JOHSC participate in setting targets, goals and objectives for JOHSC internal activities?
	Does the JOHSC participate in setting targets, goals and objectives for company safety activities (not JOHSC internal)?
	How does the JOHSC actively promote general health and safety within the scope of its terms of reference?
	What is the on-time closure % for JOHSC items and does this meet company targets?
	Are records kept at a sufficient level of detail so that the business of the committee is fully and transparently recorded while giving meaningful content to worker-readers?
Interviews:	
Managers	Can managers explain incident trends site wide?
	Can managers explain what the JOHSC has done to improve safety here in the last year and how they are doing towards their goals?
	What should or could the JOHSC do differently to better promote safety?
	Can managers explain if the JOHSC finds a safety-related item on an inspection or investigation, how an action plan is created?
	Can managers explain how they accommodate JOHSC needs to perform their duties?
Supervisors	Can supervisors explain incident trends site wide and in their area?
Worker	What has the JOHSC done to improve safety here in the last year?
	Can workers explain the major incident trends?
	How does the company manage and maintain safety documentation to ensure safety documents are communicated and available to workers and contractors?
	What should or could the JOHSC do differently to better promote safety?
JOHSC	Can JOHSC members explain at least 6 duties assigned to them?
	Can JOHSC members explain their participation in the review of programs and SMS elements?
	Can JOHSC members explain annual self-assessment results in detail?
	Can JOHSC members explain their personal constituency and how they achieved their seat and term of service?
	Can JOHSC members explain initial (and where applicable formal initial) training and educational leave?
	Can JOHSC members explain how the JOHSC participates in setting targets, goals and objectives for <u>JOHSC</u> internal activities?
	Can JOHSC members explain how the JOHSC participates in setting targets, goals and objectives for <u>general mill</u> safety activities?
	Does the JOHSC membership believe that their efforts are recognized and appreciated by management and employees and positively contributing towards improving health and safety at the Division?

MAG-SAFE Safety Management System Elements	
4 – Management of Change	
Observations:	
	Is there a current copy of OH&S related regulation (i.e. Act, Regulation, Code, Guidelines, Amendments, etc.) readily available for reference?
Documentation:	
	Does the organization assist regulatory agencies in improving H&S regulation and policy?
	When regulatory changes/amendments occur, does the organization have a formal written process by which the applicability of the changes are assessed and required changes implemented?
	Is there a Management of Change (MOC) process that is used effectively to assure that the impact of any changes on health and safety issues is addressed prior to the change?
	Prior to starting capital projects, does the organization assess the project specifically from a safety perspective, and is there documentation available to substantiate the assessment?
	Has a pre-start-up safety review been performed for all new or modified facilities, processes and major equipment, when the modification is significant enough to require a change in safe operating procedures?
	Was “Lockout” considered as part of the review process for new equipment installations and for significant modifications?
	Was “fall protection” considered as part of the review process for new equipment installations and for significant modifications?
	Were “Machine Access” requirements (for maintenance and operations) considered as part of the assessment process?
	Does the guarding on the latest equipment purchased/installed meet CSA/ANSI standards?
	Were other safety factors, such as: (1) noise reduction, (2) ventilation, (3) hazardous material use and (4) ergonomics considered as part of assessment process?
	Were field-level documents updated to match the new master documents as part of change process?
Interviews:	
Managers	Can managers explain how the MOC process works and whether it was followed for any change that may have occurred?
	Can managers explain how start up commissioning of new equipment or processes includes a safety review?
	Can managers’ report that Regulatory and Legislative issues are routinely monitored and communicated to the organization?
Supervisors	Can supervisors explain how the MOC process works and whether it was followed for any change that may have occurred?
	Can supervisors explain how start up commissioning of new equipment or processes includes a safety review?
	Can supervisors explain that they are aware of any recent regulatory changes?

	Can supervisors explain how they can access a current copy of OH&S legal and regulatory requirements (i.e. Act, Regulation, Code, Guidelines, Standards, Amendments, etc.)?
Worker	Can workers explain how the MOC process works and whether it was followed for any change that may have occurred?
	Can workers explain how start up commissioning of new equipment or processes includes a safety review?

MAG-SAFE Safety Management System Elements	
5 – Hazard Assessment and Control	
Observations:	
	What processes are observed to be used to determine what the hazards and risks are at the work site before the job starts and as they become identified during operations?
	What is the method observed for supervisors and workers to manage unforeseen hazards?
	How has the company ensure that health and safety plans and controls are in place so that activities performed at the same time, or otherwise interacting, do not harm workers?
Documentation:	
Roles & Responsibilities	Are there roles, responsibilities and defined training for managers, supervisors, workers, contractors and administrators, with consequences for non-conformance in the documented program?
Hazard ID	Do records support that processes are used to determine what the hazards and risks are at the work site before the job starts and as they become identified during operations?
	Do records support that supervisors, workers and, where applicable, contractors use the process to manage unforeseen hazards?
Interviews:	
Managers	Can managers explain how supervisors manage existing and/or future young workers under the age of 25?
Supervisors	Can supervisors explain how they manage existing and/or future young workers under the age of 25?
Worker	Can workers explain how the documented hazards and risks and associated safe work procedures communicated to workers and where applicable contractors before the job starts and as issues arise during work?
	Do workers and contractors understand how to manage unforeseen hazards?
	Can workers explain how the company promotes and encourages timely two-way communication for workers to speak up about perceived unsafe work procedures, practices or conditions? Is this different for workers under age 25?

MAG-SAFE Safety Management System Elements	
6 – Education, Training & Competence	
Observations:	
	How are employees, contractors and visitors being provided with an appropriate orientation that meets company and regulatory requirements?
	Do drivers of passenger or other vehicles on a public road have a valid driver's license with them while operating the vehicle? Air brake tickets are applicable even on private roads if operating equipment with air brakes. The operator must have a valid air brake certificate or a driver's license with an air brake endorsement, or evidence of successful completion of a course of instruction on air brake systems by an organization acceptable to the Board.
Documentation:	
	Is there training for managers, supervisors, workers, contractors and administrators, specifically for working at heights, safeguarding, mobile equipment operation and lockout?
	Does training (in the previous question) include theory and practical training with retained records? Specifically for working at heights, safeguarding, mobile equipment and lockout.
	Is there a requirement for supervisors to attend at least the theory training for all types of work at heights, guarding, mobile equipment and lockout scenarios in the scope of their supervision?
	Does the training program include requirements for trainer competency (subject matter and ability to train)?
	How are employees, contractors and visitors being provided with an appropriate orientation that meets company and regulatory requirements?
Interviews:	
Managers	Managers can explain the disciplinary consequences for failure to follow training requirements for working at heights, guarding, mobile equipment use and lockout?
Supervisors	Supervisors can explain the roles and responsibilities for supervisors, workers, contractors and administrators, all with defined training, and including with consequences for non-conformance specifically for working at heights, safeguarding, mobile equipment operation and lockout?
Worker	Workers can explain how employees, contractors and visitors are being provided with an appropriate orientation that meets company and regulatory requirements?

MAG SAFE Fundamentals	
7 - Inspection	
Observations:	
	How are supervisors monitoring the health and safety of all workers and contractors under their direct supervision and ensuring they operate within limits?
	Does the company conduct inspections in accordance with an outline of what is to be inspected, at what frequency, and by a competent individual?
	What is the maintenance program for company-controlled facilities, tools and equipment that meets company, manufacturer and regulatory requirements?
Documentation:	
	How are supervisors monitoring the health and safety of all workers and contractors under their direct supervision and ensuring they operate within limits?
	Does the company conduct inspections in accordance with an outline of what is to be inspected, at what frequency, and by a qualified individual?
	What is the maintenance program for company-controlled facilities, tools and equipment that meets company, manufacturer and regulatory requirements?
Interviews:	
Managers	None
Supervisors	Can supervisors explain how does the maintenance program meet operational requirements in your work area?
	Can supervisors explain how maintenance work is prioritized?
Worker	Workers can explain how does the company conduct inspections in accordance with an outline of what is to be inspected, at what frequency, and by a competent individual?
	Workers can explain how does the maintenance program meet operational requirements in your work area?

MAG-SAFE Safety Management System Elements	
8 – Emergency Response	
Observations:	
	Are the on-site first aid personnel, supplies and equipment adequate based on the completed first aid assessment? Are first aid certificates (or copies) posted or otherwise available?
	Are all workers on site within 10 minutes one-way travel from an Attendant and first aid kit?
	Do site access controls balance security and emergency egress need?
	Does any emergency mobile equipment powered by an internal combustion engine start?
Documentation:	
	Does the ERP contain the necessary scenarios that are reasonably applicable to the organization?
Interviews:	
Managers	Managers can explain their specific roles in at least 3 relevant emergency scenarios of the auditor's choosing. Focus on rescue from heights, mobile equipment and lockout/guarding scenarios.
Supervisors	Supervisors can explain their specific roles in at least 3 relevant emergency scenarios of the auditor's choosing. Focus on rescue from heights, mobile equipment and lockout/guarding scenarios.
Worker	Workers can explain their specific roles in at least 3 relevant emergency scenarios of the auditor's choosing. Focus on rescue from heights, mobile equipment and lockout/guarding scenarios.

MAG-SAFE Safety Management System Elements	
9 - Investigations	
Observations:	None
Documentation:	
	How does the company properly collect information for investigations? Target sample size is 5, or the actual number of investigations, whichever is less. Dig deeper on specific issues of more investigation reports if there are specific issues to confirm.
	Are all reported incidents effectively investigated in a fact-based manner by the company?
Interviews:	
Managers	None
Supervisors	Supervisors can explain how incidents, including near misses / close calls being reported to the company and then results shared with workers.
	Supervisors can explain all reported incidents effectively investigated by the company?
	Supervisors can explain their training for investigations.
Worker	Workers can explain if there were any incidents in their area and were the corrective actions effective?

MAG-SAFE Safety Management System Elements	
10 – Contractor Management	
Observations:	None
Documentation:	
	If the company hires contractors, what is the method to be used to determine that contractors have the necessary skills, capacity and control to work safely for the planned job or project?
	If the company hires contractors, are contractors qualified to work safely? How are you determining that before they arrive on site?
	If Multi-Employer Workplaces are created by the company, how are these workplaces planned to ensure a mechanism is, or will be, in place to ensure they are coordinated and have a system of compliance?
	If Multi-Employer Workplaces are created by the company, how were these workplaces planned to ensure a mechanism is in place to ensure they are coordinated and have a system of compliance?
	If multi-employer workplaces are created by the company, how does the company confirm (on an ongoing basis) that the workplaces are coordinated and a system of compliance is in place?
	If multi-employer construction-related workplaces are created by the company, is a qualified coordinator appointed?
Interviews:	
Contractor Managers	If the company hires contractors, what is the method used to determine that contractors are qualified to work safely?
	If Multi-Employer Workplaces are created by the company, how are these workplaces planned to ensure a mechanism is, or will be, in place to ensure they are coordinated and have a system of compliance?
	If multi-employer workplaces are created by the company, how does the company confirm that the workplaces are coordinated and a system of compliance is in place?
	If Prime Contractors are used to manage work on behalf of the company, are the Prime Contractors properly assigned?
Contractors	If contractors are present on site, are they aware of where to find first aid services?
	If contractors are present on site, are they aware of where their muster location is and who/when to evacuate?

MAG-SAFE High Risk Modules	
A – Working at Heights	
Observations:	
Fall Protection	Are covers and guardrails provided to protect employees from the hazards of openings (for example, pits, tanks, vats, ditches, and confined spaces)?
	Is the site's fall protection equipment in good condition? With legible (and valid) certification marks on harness and lanyards?
	Is fall restraint used in all elevated work devices, including scissor lifts and telescoping/articulating boom lifts?
	Are anchors/lanyards attached/positioned as to limit the employee's "free fall", and is connecting hardware used correctly?
	Have all fall hazards identified in the assessment been addressed through engineering controls or the development of safe work practices and use of fall protection?
	Are open-sided floors, platforms or runways 4 ft. or more above adjacent floors or ground levels guarded by a standard railing?
	Are fall protection anchor points effective?
	Do fall arrest systems in use, when stopping a fall, limit the maximum arresting forces to employees, and limit the employee's stopping distance in accordance with the standard?
	In addition to specific topics covered elsewhere, are there any other notable observations?
Ladder & Scaffolding	Are all fixed ladders fitted with self-closing double bar safety gates (or in an equally effective manner) at ladder way floor openings?
	Are cages provided on fixed ladders of more than 24 feet in length?
	Are portable ladders inspected on a frequent basis and withdrawn from service when appropriate?
	Do personnel safely use ladders?
	Is scaffolding constructed, inspected (tagged) and used appropriately?
Documentation:	
Fall Protection	Do documented specific fall protection work plans meet regulatory and company requirements?
	Are any controlled access zones and safety monitoring systems implemented and utilized in accordance with the standard?
	Is the manufacturer's or engineering documentation readily available for all permanent fall arrest/fall restraint systems and anchors?
	Are means provided for the prompt rescue of employees in the event of a fall, or are employees trained and equipped to perform self-rescues?
	Are engineered fall protection systems designed and installed under the supervision of a qualified person?
Working at Height Process	Has an assessment identifying "working at heights" tasks and potential fall hazards been completed for the site?
	Does the site have a documented fall protection process in place?
	Does the program identify how fall protection equipment is inspected and maintained?
	Are site specific hazards assessed, with control mechanisms developed?
	Are there roles, responsibilities and defined training for managers, supervisors, workers, contractors and administrators, with consequences for non-conformance in

	the documented program?
Interviews:	
Managers	None
Supervisors	Can supervisors explain how they ensure pre-use inspections are performed and documented on each shift of use?
	Can supervisors explain key hazards?
	Can supervisors explain controls for the named key hazards?
	Can supervisors explain receiving at least theory training applicable to working at height?
	Can supervisors explain fall protection equipment use, specifically including harness selection and adjustment?
	Can supervisors explain their frequency of assessing workers from a supervisory perspective and how they are to document this?
	Can supervisors explain what criteria they use or would use to deem a worker to not be qualified to the supervisor's satisfaction?
Worker	Can workers explain pre-use inspections - performance of, recording of, and where the completed record is filed/delivered?
	Can workers explain key hazards with working at heights?
	Can workers explain controls for the named working at heights key hazards?
	Can workers explain receiving training applicable to the type(s) of PPE and rescue equipment operated?
	Can workers explain fall protection equipment use, specifically including harness selection and adjustment and the use of ladders (4:1 slope and/or tied off)?
	Can workers explain rescue from heights training included for on-site emergency responders?

MAG-SAFE High Risk Modules	
B - Safeguarding	
Observations:	
Large Equipment	Are one or more methods provided to protect operators and other personnel in the machine area from hazards created by points of operations
	Are guards securely attached to the machine, or attached elsewhere when it is not possible to attach guards to the machine? Are they designed and installed such that they don't themselves create a hazard?
	Are point-of-operation guards designed to prevent anyone from having any part of his/her body in the danger zone during the operating cycle?
	Are flywheels, shafts, pulleys with belt, rope, sprocket or chain drives that are located less than 7 feet above the floor or working level properly guarded?
	Are overhead belts located greater than 7 feet above the floor or working level guarded on the sides and bottom under the following conditions: (1) located over passageways; (2) center-to-center distance between pulleys is 10 feet / 3 metres or more; or (3) the belt is 8 inches / 20 cm or more in width?
	Are conveyor-belt shafts or rollers (driven or otherwise), that are located above passageways or other areas where personnel may be present, properly guarded to catch the shaft should it fall?
	Are passageways above or next to horizontal belts properly guarded using a standard guardrail or similar device under the standard?
	Are perimeter guardrail systems installed that prevent access to machine hazards where point-of-operation guards are not feasible or practical?
	Do conveyors have emergency stop devices? Do auto-start conveyors have an audible and/or visible start-up alarm?
	Are box-chain conveyors properly guarded at hazardous points along the conveyor such as head-spools, tail-spools, shear points at solid structures, etc.?
	Are personnel crossing points over box-chain conveyors properly covered and the cover bolted or welded in place?
	Are rotating parts, such as friction drives, shafts, couplings and collars, set screws and bolts, keys and keyways, and projecting shaft ends, exposed to contact by workers removed or made flush or guarded by a metal cover or smooth with a protrusion of less than half the shaft diameter?
	Are bandsaws contained to reduce the risk of catastrophic failure?
	Are "point of operation" guards generally the first option when workers would be exposed to the risk of injury due to nip points or moving equipment?
	Are guards in place and effective, and do such guards comply with CSA/ANSI standards?
	Have guards been modified or damaged, and thus rendered less effective?
	Are fixed guards secured in place, and their removal only possible with the use of tool?
	Have guards been designed to allow for safe lubrication of equipment (i.e. guard does not need to be removed to complete the lubrication and/or no holes in guards)?
	Are all equipment & machinery securely placed & anchored when necessary to prevent tipping or other movement?
	Are restricted access areas (an administrative control) used to reduce the frequency of exposure

	Are steam/hot pipes within reach of work areas effectively insulated or otherwise guarded against contact?
	Are revolving drums, barrels & containers guarded by enclosures and/or adequate barrier (distance) guarding?
Barricades & Catwalks	Are personnel gates in perimeter guardrail systems secure?
	Are barricade guards equipped with signage that clearly advises personnel as to the procedures that must be used when accessing behind the barrier (i.e. "Lockout before entry", "Restricted Access")?
	Are suitable catwalks provided over/around conveyors and equipment, and are conveyor pass through/overs adequately protected?
	Are machine guards (point-of-operation and perimeter guardrail systems) clearly identified as such by being painted a distinctive colour?
<i>Other?</i>	Are controls guarded against accidental activation (as necessary/appropriate)?
	Are emergency stop controls (including trip wires) easily accessible, clearly identified and suitable?
	If industrial robotic systems are present, are they properly programmed and safeguarded?
Small & Portable Tools	Are circular hand-fed ripaws and crosscut table saws guarded by a hood which completely encloses that portion of the saw blade above the table/material being cut?
	Are radial saws equipped with guards that automatically adjust to the thickness of the material?
	Do the safety guards on abrasive wheel grinders (i.e., pedestal-style bench grinders) cover the wheel (except the work area), spindle nut and wheel flanges? Are the tool rests used to support the work adjusted to within 1/8-inch of the wheel?
	Are portable power tools (with wheels/disks > 2" / 5cm in diameter) equipped with a constant pressure switch or can be turned off by a single motion of the same finger or fingers that turn it on?
	Are portable abrasive wheels (> 2" / 5cm in diameter) and lathes, particularly the chuck, equipped with guards that cover the spindle end, (and chuck where applicable) nut and flange and at least 120 degrees of the wheel periphery?
	Are special hand tools for placing & removing material available to allow handling of material without the operator having to place his/her hands in the danger zone?
	Are welding shields used to protect workers from radiation hazards?
	Are any hand and shop tools not specifically identified above properly guarded and labeled?
Documentation:	
Guarding Assessment	Is there a prioritized and defensible corrective action plan with acceptable interim measures resulting from the guarding assessment process?
	Is there a requirement to review safeguarding requirements annually, post-incident or when assigned to operate a different type of equipment or when site conditions change?
Interviews:	
Managers	None
Supervisors	None

Worker	Workers can explain how and when to remove and replace their guards (responsibility to replace)?
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MAG-SAFE High Risk Modules	
C – Mobile Equipment	
Observations:	
Mobile Equipment	Is mobile equipment that is owned and/or operated by the company consistently named and labelled (identification for maintenance and operational purposes)?
	Are the traffic control rules on site for mobile equipment, specifically including passenger / commuter traffic followed?
	Are refueling and recharging activities performed as per requirements?
	Are there escape doors for mobile equipment with a single cab entrance door?
	Is cab, floor or deck housekeeping sufficient?
	Are seat belts (and other occupant restraints, particularly for elevating equipment) present and in use?
	Is 3 point contact observed for all cases of mounting / dismounting of company and contractor equipment?
	Are the practices of securing of unattended equipment followed?
	Are capacity plates present and legible?
	Are cab and window guards present and to code?
	Are lights, horns, mirrors, reverse indicators functioning and used by operators?
	Are FOPS and ROPS present, with no modifications that required welding, cutting, grinding or drilling?
	Are loads secured in transport (for material handling equipment)?
	Are wheel chocks used during all maintenance?
	Is there a mechanism for exhaust emission management during maintenance of internal combustion powered equipment?
	Are all operators and where applicable pedestrians wearing the appropriate PPE?
	Do all attachments have a capacity plate or other certification compatible with the base machine they are attached to?
	Are windows and seats in good condition?
	Are machines routinely cleaned of built-up wood and other debris in an appropriate location?
	Are there sufficient safe clearances for aisles, at loading docks, through doorways and wherever turns or passage must be made?
	Are aisles and passageways kept clear?
	Are permanent aisles and passageways appropriately and clearly marked?
	Are there clearly posted instructions directing first-time visitors where to park that are obvious in their intent and application?
Pedestrian Interface	Are there engineering controls for pedestrian / mobile equipment interfaces?
	Are there administrative controls for pedestrian / mobile equipment interfaces?
	Do pedestrians follow the administrative controls?
	Is there a workable method or methods applied to avoid conflicts between pedestrians and small / maintenance forklifts?
	Are the systems in place for entering into mobile-equipment zones off designated walkways followed?

Documentation:	
	Are there maintenance records for any service, repair or modification which affects the safe performance of the equipment maintained and reasonably available to the operator and maintenance personnel during work hours? This includes the manufacturer's instructions for operation and maintenance.
	Are site specific hazards assessed, with control mechanisms developed?
	Are there traffic control rules on site for mobile equipment, specifically including passenger / commuter traffic?
	Does a review of a selection of records from each major type of equipment support that all pre-use inspections are performed by competent individuals and capture safety and/or operational deficiencies?
	Does the maintenance program for mobile equipment correct deficiencies in a timely manner?
Interviews:	
Managers	Managers can explain there a documented hazard & risk assessment for pedestrian / mobile equipment interface zones? (i.e. a map of the site with routes for mobile equipment vs pedestrian)
	Managers can explain their plans based on the hazard/risk assessment to reduce the risks of pedestrian / mobile equipment interactions? Where practicable, designated walkways must be used to separate pedestrian traffic from areas of operation of mobile equipment.
	Managers can explain their systems to enter into mobile equipment accessible areas on foot away from designated pathways (such as for upset conditions like spilled load clean-up or routine tasks like taking inventory) both inside and outdoors?
Supervisors	Supervisors can explain how they ensure pre-use inspections and performed and documented on each shift of use?
	Supervisors can explain key hazards?
	Supervisors can explain controls for the named key hazards?
	Supervisors can explain receiving at least theory training applicable to the type(s) of machinery operated?
	Supervisors can explain PPE requirements, specifically including seatbelt use for mobile equipment that is required to have seatbelts by either regulation or company requirement?
	Supervisors can explain their frequency of assessing operators from a supervisory perspective and how they are to document this?
	Supervisors can explain what criteria they use or would use to deem an operator to not be qualified to the supervisor's satisfaction?
Worker	Mobile equipment operators can explain pre-use inspections - performance of, recording of, and where the completed record is filed/delivered?
	Mobile equipment operators can explain key hazards?
	Mobile equipment operators can explain controls for the named key hazards?
	Mobile equipment operators can explain receiving training applicable to the type(s) of machinery operated?

	Mobile equipment operators can explain PPE requirements, specifically including seatbelt use for mobile equipment that is required to have seatbelts by either regulation or company requirement?
	Mobile equipment operators can explain stacking piling and storage of materials including metal storage racking use and inspection?
Log Trucks:	
Observations:	
	During observation of wrapper removal are loads held by appropriate mobile equipment or a de-wrapping station?
	Where a reload hoist is used for log truck trailers, is there a Safe Work Procedure observed to be posted for that process?
	Are drivers observed to be positioned safely and as required by Safe Work Procedures during wrapper removal? And reload hoist use?
Interviews:	
Supervisors	Where a reload hoist is used for log truck trailers, do interviewed supervisors support that there is a schedule for competency observations on all users?
Freight Trucks:	
Observations:	
	Are there Safe Work Procedures applicable to couriers and delivery and other freight and material drivers (i.e. service providers) on the site being followed?
Documentation:	
	Has a hazard/risk assessment been performed on chip / hog and other residuals (and freight and lumber, trim blocks, scrap metal, garbage / recycle) transport operations on site?
Interviews:	
Supervisors	Do interviewed area supervisors support that there is a SWP for loading finished material, chip / hog and other residuals (and freight and lumber, trim blocks, scrap metal, garbage / recycle) transport operations including transport driver safety?
Service Providers	Are there controls developed and communicated to various contract /company chip / hog etc. drivers?
	Are there Safe Work Procedures applicable to couriers and delivery and other freight and material drivers (i.e. service providers) on the site and have they been communicated to drivers?
Rail Operations:	
Observations:	Are derails, bumper blocks or similar used effectively used to isolate rail cars on sidings?
Documentation:	Is there a documented mechanism to prevent rail operations from moving a car until safe to do so?
	Was the Canadian Rail Operating Rules annual audit performed and items addressed?
Interviews:	
Workers	Can workers explain there are safe work procedures compatible with the rail service

	provider for moving cars?
	Can workers explain there are wheel stops to prevent rail car movement during unloading?
Water Operations:	
Observations:	Is another boat, observed to be reasonably available to perform water rescue if an operating boat encounters difficulties?
	Is there a readily available mechanism for summoning assistance that meets regulatory requirements?
Documentation:	
	Is there documented evidence of performing a water rescue drill within the last 12 months?
	Is there documentation evidence that each water craft is appropriately registered?

MAG-SAFE High Risk Modules	
D - Lockout	
Observations:	
	Is effective lockout in use when required?
	Is there clear labelling of machinery, equipment, valves, disconnects, lock application points?
	Is there clear identification of locks?
	Is there safe shut off, disconnect, de-energization processes using correct locks, adaptors and other parts followed as per the specific written instructions and general program?
	Is lockout performed only by authorized personnel within the scope of their training with locks and tags appropriately identifying the trained person?
	Is testing of the lockout performed?
	Does the written procedure match the real-world situation and successfully control all the energy sources (including where applicable, upstream, downstream, physically above or under the process in question)?
	Do workers retain key control?
	Do workers correctly remove locks?
	Where applicable are correct group lock outs used?
	Where contractors are present, is contractor lockout included?
	Is there communication with other workplace parties who may be affected by the lockout?
	Is there communication with other workplace parties whose activities may reasonably be expected to impact the lockout work?
	Is there record keeping (both at point of use and final filing)?
	Is there supervisor oversight meeting program requirements?
	Is there a requirement to apply lockout when installing, deconstructing, repairing, cleaning, lubricating and clearing of obstructions from the normal flow of materials?
	Is there a requirement in the program to secure all parts and attachments against inadvertent movement and eliminate the risk of exposure of the worker to hazardous and/or residual energy?
	Are people following the written requirement for the management of personal and group locks?
	Is there a requirement to consistently name and label machinery, controls, drives, valves, disconnects, MCCs, panels and other items relevant to lockout?
Documentation:	
	Are there written general lockout methods for various energy sources (electrical, pneumatic, hydraulic or other fluid, steam or other gas, lasers/radiation, suspended objects / gravity, stored rotational energy, mobile equipment, electronic control systems)?
	Are the shift / personnel change locks and 'maintenance hold' or 'production hold' locks defined if applicable to the company system?
	Is there a written requirement for each lockout performed to verify the effectiveness of each lockout applied each time it is applied?
	Does the written procedure include lock removal protocols for regular, emergency and miss-applied cases?
	Does the program contain procedures and forms for lockout record generation,

	distribution and retention?
Specific Lockout Procedures	Does each lockout procedure adequately and clearly describe what process must be locked out, when and how, using the applicable naming and labelling system?
	Is there a section for each applicable lockout for working on energized equipment?
	Are the sampled lockout procedures written in clear language for the workforce and readily available to the specific workers expected to perform that lockout?
Interviews:	
Managers	None
Supervisors	Supervisors can explain the process of training and granting competency to workers under their supervision?
	Supervisors can explain monitoring and assessment of lockouts by workers under their supervision?
	Supervisors can explain investigation of lockout violations?
	Supervisors can explain where supervisors apply lockout, also must be able to meet same criteria as production and/or maintenance workers as applicable?
	Supervisors can explain is there a requirement that all lockout violations be investigated?
	Supervisors can explain there has been a first aid drill or rescue drill for the scenario of someone entangled in a piece of equipment in the last year?
Worker	
Production	Workers can explain when and how to de-energize and then lock out the equipment at their work station consistent with the general program and specific instructions?
	Workers can explain personal lock control?
	Workers can explain group lock processes (if applicable to their work station)?
	Workers can explain lock removal for regular, emergency and miss-applied cases?
	Workers can explain if there have been any recent (<12 months) changes to any lockout procedures or processes?
	Workers can explain use of tools around energized equipment?
	Workers can explain coordination with maintenance staff and contractors, particularly where production staff co-locks the process with maintenance and/or contractors?
	Workers can explain investigations being performed in the case of any lockout violations?
Maintenance	Maintenance workers can explain personal lock control?
	Maintenance workers can explain group lock processes?
	Maintenance workers can explain shift / personnel change lock processes (continuity of lockout)?
	Maintenance workers can explain control system and other alternate means (working on live equipment) where applicable?
	Maintenance workers can explain lock removal for regular, emergency and miss-applied cases?
	Maintenance workers can explain safe mechanisms for throwing disconnects?
	Maintenance workers can explain managing stored energy, particularly including stored rotational energy, during lockout?
	Maintenance workers can explain use of tools around energized equipment?

	Maintenance workers can explain if there have been any recent (<12 months) changes to any lockout procedures or processes?
	Maintenance workers can explain coordination with production staff, particularly where production staff co-locks the process?
	If maintenance contractors are present, can they also explain the same issues as maintenance workers?