# Audit Observation Tour Guideline

The audit observation tour is an important component of the audit validation process. It is done for two reasons:

1. To verify information obtained from documentation and interviews,
2. To verify adherence to established organization standards.

**INSTRUCTIONS:**

* The auditor walks through the worksite(s) and verifies through observation the items identified in the audit questions outlined below.
* As the items are observed, the auditor notes their location and uses the "Notes" column to record what they saw.
* An employee from the organization being audited must accompany the auditor during the observation tour. This is important in the event that on-the-spot changes need to be made in response to conditions observed (e.g. the existence of dangerous work).

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| **OBSERVATION TOUR CHECKLIST** | | | | | |
|  |  | **YES** | **NO** | **N/A** |  |
|  | **Management Leadership and Organizational Commitment** | | | | **EXAMPLES** |
| 1.02 | Health and Safety Policy is readily available to employees either in paper form, downloaded or stored electronically. |  |  |  |  |
| 1.11 | Health and Safety legislation is readily available to employees either in paper form, downloaded or stored electronically. |  |  |  |  |
|  | **Hazard Control** | | | |  |
| 3.02 | Select several engineering controls from formal hazard assessment document and record them below. Confirm their availability through observation. Ensure engineering controls identified in relation to high priority hazards have been included in the sample. |  |  |  |  |
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| 3.04 | Select several personal protective equipment examples from hazard assessment documents and record them below. Confirm their availability through observation. Ensure PPE controls identified in relation to high priority hazards have been included in the sample. |  |  |  |  |
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| 3.06 | Select several controls (identified during employee interviews) from each category record them below. Confirm through observation that employees are using them. |  |  |  |  |
|  | Engineering Controls •  •  • |  |  |  |  |
|  | Administrative Controls •  •  • |  |  |  |  |
|  | Personal Protective Equipment •  •  • |  |  |  |  |
|  | Joint Work Site Health and Safety Committee (HSC) and/or Health and Safety Representative (HSR) |  |  |  |  |
| 4.15 | Names and contact information of the Joint Work Site Health and Safety Committee members and/or the Health and Safety Representative(s) are posted. |  |  |  |  |
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|  | **Inspections** | | | |  |
| 7.06 | Select a sample of corrective actions identified on Inspection Checklists/Forms and record them below. Confirm their implementation through observation. |  |  |  |  |
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|  | **Emergency Response** |  |  |  |  |
| 8.09 | First aid supplies and services are available |  |  |  |  |
|  | Kits meet legislative requirements |  |  |  |  |
|  | Are fully stocked |  |  |  |  |
|  | Vehicle first aid kits are available |  |  |  |  |
|  | Vehicle kits meet legislative requirements |  |  |  |  |
|  | **Incident Investigation** | | | |  |
| 9.10 | Select a sample of corrective actions identified on incident investigation reports and record them below. Confirm their implementation through observation. |  |  |  |  |
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|  | **Additional Items - Random Observations** | | | |  |
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