# 2024 Audit Observation Tour Checklist

The 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 if on-the-spot changes are needed in response to observed conditions (e.g. dangerous work).

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| **OBSERVATION TOUR CHECKLIST** |
|  |  | **YES** | **NO** | **N/A** | **EXAMPLES** |
| **E1** | **Management Leadership and Organizational Commitment** |
| 1.2 | 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. |  |  |  |  |
| **E3** | **Hazard Control** |
| 3.2 | 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. |
|  |  | **YES** | **NO** | **N/A** | **EXAMPLES** |
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| 3.4 | 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. |
|  |  | **YES** | **NO** | **N/A** | **EXAMPLES** |
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| 3.6 | 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• • •  |  |  |  |  |
| **E4** | **Joint Work Site Health & Safety Committee (HSC) and/or Health & Safety Representative (HSR)** |
|  |  | **YES** | **NO** | **N/A** | **EXAMPLES** |
|  4.15 | Names and contact information of the Joint Work Site HSC members and/or the HSR(s) are readily available at each represented work site. |  |  |  |  |
| **E7** | **Inspections** |
|  |  | **YES** | **NO** | **N/A** | **EXAMPLES** |
| 7.7 | 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** |
|  |  | **YES** | **NO** | **N/A** | **EXAMPLES** |
| 8.9 | First aid supplies and services are available |  |  |  |  |
|   | First aid kits meet legislative requirements and are fully stocked |  |  |  |  |
|   | Vehicle first aid kits are available and meet legislative requirements |  |  |  |  |
| **E9** | **Incident Investigation** |  |
|  |  | **YES** | **NO** | **N/A** | **EXAMPLES** |
| 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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