

COR Readiness Checklist



Company:

Date:

Management Commitment

- Current health and safety policy signed by senior management
- Clear roles and responsibilities assigned
- Supervisors understand their safety responsibilities
- Management participates in inspections, meetings, and follow-up

Hazard Assessment

- Formal hazard assessments completed for company operations
- Site-specific hazard assessments completed where required
- Workers are involved in identifying hazards
- Hazard assessments are reviewed and updated regularly

Hazard Controls

- Controls are identified for key hazards
- Controls follow the hierarchy of controls where practical
- Safe work practices and procedures are current
- Workers understand and use required controls

Training and Competency

- New worker orientation completed and documented
- Job-specific training records are available
- Competency is verified, not just assumed
- Refresher training is completed where required

Inspections

- Workplace inspections are scheduled and completed
- Inspection forms are filled out properly
- Deficiencies are assigned, tracked, and closed
- Supervisors and workers participate in inspections

Emergency Response

- Emergency response plan is current
- Workers know emergency procedures
- Emergency drills are completed and documented
- First aid, fire protection, and emergency contacts are up to date

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Incident Reporting and Investigation

- Incidents, near misses, and hazards are reported
- Investigations identify root causes
- Corrective actions are assigned and tracked
- Lessons learned are communicated to workers

Health and Safety Committee or Representative

- Committee or representative is in place where required
- Meetings are held and documented
- Concerns and recommendations are tracked
- Members understand their role

Other Affected Parties

- Health and safety responsibilities have been written for other employers and visitors that include the protection of anyone on or near the work site
- Site-specific orientations are completed for visitors and other employers
- Hazards and controls are communicated to visitors and external work site parties
- Health and safety information is readily available to all affected work site parties

Program Administration

- Safety records are organized and easy to access
- Forms, policies, and procedures are current
- Corrective actions are reviewed for completion
- Management reviews the safety system regularly

Audit Evidence

- Documentation supports what the company says it does
- Supervisors and workers can explain actual practices
- Records show the system has been implemented over time
- Gaps are corrected before the audit begins

Contact Pro Safety & Audit to help with any deficiencies.

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