



COREL ELEMENT 14 & 15 SELF AUDIT CHECKLIST FOR NEW APPLICANTS

Company Name:	Date:
Company Address:	Company Contact Person:
	Contact Person email:
Company Phone Number:	Company Fax Number:

Please fill out the checklist below and submit to the Northern Safety Network Yukon (NSNY) office via email: info@yukonsafety.com

Element 14: Joint Health & Safety Committee/Representative

QUESTION #	ELEMENT 14 – YUKON SUPPLEMENT	GUIDELINE	ANSWER
1	14.1- Will your project in the Yukon require the assembly of a Joint Health & Safety Committee (JHSC)?	Refer to section (12)3 and 13(1) of the Yukon OH & S Act. Determine whether your project in Yukon will most likely require the assembly of a JHSC to be compliant with legislation.	Yes: skip question #2 No: move to question #2
2	14.1- Will your project in the Yukon require a Safety Representative to be compliant?	Refer to section (12)3 and 13(1) of the Yukon OH & S Act. Determine whether your project in Yukon will most likely require a Safety Representative to be compliant with legislation.	Yes No: mark questions 3-11 as "N/A" (not applicable)
3	14.2- As the Employer, are you willing to make JHSC members or Safety Representatives familiar with their legal duties and responsibilities?	Safety Representative(s)/JHSC co-chairs are required to attend training provided by the NSNY within 90 days of their appointment. Employers are required to orientate all committee members to their duties while they are members of the JHSC.	Yes No N/A

4	14.3- As the Employer, are you willing to train the appropriate personnel in how to carry out their duties and responsibilities as they relate to being the Safety Representative or on the JHSC?	Safety Representative(s)/JHSC co-chairs are required to attend training provided by the NSNY within 90 days of their appointment. Recognized training could include: NSNY Joint Health & Safety Committee/ Health & Safety Rep Training, Principles of Health & Safety Management (PHSM) or Leadership for Safety Excellence (LSE).	Yes No N/A
5	14.4- Will JHSC meeting minutes or the Safety Representative's records be posted or made readily available for all employees to read?	Records must be kept of all activities including workplace inspections, meetings, investigations etc. Records can be forms or personal notebooks. Confirm that the JHSC meeting minutes or the Safety Representative records will be made available to all employees.	Yes No N/A
6	14.5- Will both management and workers be represented on the JHSC?	There must be representation from management and the workers on the committee; there can be more workers than management but not more management than workers. Management can be appointed or selected, but worker representatives must be selected by the workers they represent.	Yes No N/A: our project will most likely not require the establishment of a JHSC
7	14.6- Will JHSC members or Safety Representative perform monthly inspections of the workplace?	When undergoing your audit, your auditor will check records to ensure workplace inspections are performed monthly and involve the JHSC or Safety Representative.	Yes No N/A
8	14.7- Will the JHSC meet at least once per month?	When undergoing your audit, your auditor will check your records to ensure the JHSC meets at least once per month.	Yes No N/A

9	14.8- Will the JHSC or the Safety Representative review all accident/incident reports?	The JHSC or Safety Representative is required to review all accidents, incidents and investigations.	Yes No N/A
10	14.8.1- Will the JHSC or Safety Representative make recommendations for workplace health & safety improvements?	When undergoing your audit, your auditor will verify that the JHSC or Safety Representative makes recommendations and reports substandard acts and conditions to management for improving workplace health & safety.	Yes No N/A
11	14.9- Will the recommendations made by the JHSC or Safety Representative be acted on by management?	Verify that management will act upon the recommendations/hazardous situations provided by the JHSC/Safety Representative	Yes No N/A

Element 15: Return to Work (RTW)

QUESTION #	ELEMENT 15 – YUKON SUPPLEMENT	GUIDELINE	ANSWER
1	15.1.1 & 15.1.2 - As the Employer, are you willing to have a RTW program that is appropriate and relevant to your company and clearly states who is responsible for managing program?	A RTW policy should be posted or made available and be signed by current senior management and include a statement relating to management’s commitment to their RTW program. The program should also clearly state who is responsible for managing the program and state what the responsibilities entail.	Yes No
2	15.1.3 - As the Employer, are you willing to have the appropriate personnel complete the formal RTW training?	An appropriate management person is required to attend the NSNY Basics of RTW (half-day) and either RTW Large Business (one day) or RTW Small Business (one day).	Yes No
3	15.1.4 – As the Employer, are you willing to train employees in RTW?	All employees must receive RTW training in regards to the program and their responsibilities (e.g. orientation). Annual RTW training must also be provided to all employees (e.g. safety meetings, in-house training, etc.).	Yes No
5	15.2.1 – Will the RTW policy be posted or made available to employees?	You must have a RTW policy that has been signed and dated by current senior management. The auditor will look to see if the policy is posted or made available to employees.	Yes No
6	15.3.1 – Will the roles and responsibilities be clearly defined in the RTW program/policy?	The RTW program/policy must state the roles and responsibilities of the person responsible for the RTW program.	Yes No

7	15.4.1 – Will the RTW process contain steps to be followed as part of the RTW program?	There must be specific instructions in the RTW process that outline the worker’s responsibilities if an injury occurs.	Yes No
	15.4.2 – Will your RTW process contain steps for maintaining communication with the injured worker?	The RTW process should have a written process that outlines the frequency and methods of on-going communication throughout the period of the worker’s recovery.	Yes No
10	15.4.3 – Will you ensure that proper steps (as outlined in your RTW plan) will be followed if a worker is injured?	If an injury occurs in your workplace, the auditor will look for evidence that you implemented your RTW plan following the injury	Yes No
11	15.5.1 – Will you make changes or improvements to your RTW program following an evaluation?	The auditor will look for documentation that shows corrective action(s) have been made following the evaluation of the RTW program or from the use of the DSMA tool.	Yes No
12	15.6.1 – Will there be a written process for the collection and protection of private information as part of the RTW program?	The RTW program must contain information/steps that clearly define the collection and use of personal information (see Worker’ Compensation Act, section 42(3)).	Yes No
	15.6.2 – Will you instruct relevant personnel on privacy issues?	The auditor will look for records which show that the employer has given employees instruction on privacy issues related to the RTW program (e.g. meeting minutes, orientation, newsletters, etc.).	Yes No

To the best of my knowledge, the information I provided in this checklist is true and accurate: YES NO

Name of Company Senior Manager or Company Designate (please print):

Signature of Senior Manager or Company Designate:

Date:

For NSNY Office Use Only

Self Audit Checklist approved:

COREL Application form received:

Payment received for COREL admin fee:

COR® Certificate from home jurisdiction received:

LOGS received:

COREL LETTER ISSUED:

