

The Education Safety Association of Ontario

**Quotation for the Provision of
ESAO's Ontrac
Health and Safety Audit**

June 19, 2009

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CONCEPT

The mission and goal of ESAO is to eliminate injuries and accidents in the education workplaces. In order to achieve this goal we develop a long-term relationship with our clients of the education sector of Ontario, by providing consulting and training where necessary.

Accident reduction through good work practices does not happen by chance, but by hard work and a change of attitude, attitudes that require a good basic understanding of safety principles developed through training.

We have over 10 years experience providing health and safety assistance exclusively to the education sector in Ontario.

The Education Safety Association of Ontario has more knowledge of educational operations and health and safety programs than any other entity in the field. Part of the reason for this is that the consultants working for the ESAO work only with educational clients on a full time basis and provide training, consulting and auditing services as required. All of the consultants working have a minimum of ten years of experience in dealing with health and safety programs. The ESAO field consultants are in regular contact with the Ministry of Labour and are frequently consulted on how to implement current regulations in the education sector.

The Education Safety Association of Ontario Ontrac Health and Safety Audit Protocol

Purpose

The purpose of the Ontrac Audit conducted by ESAO is to identify strengths and areas of opportunities in the way safety is managed in an educational corporation and to develop recommendations to address those areas of opportunities.

Using this methodology, an excellent current picture of the corporations health and safety program is produced as well as a blueprint for legally necessary and also desirable changes to create excellence in the health and safety programs.

The audit is based on the requirements of, *the Ontario Occupational Health and Safety Act and related regulations, and the Workplace Safety and Insurance Board Workwell audit*. We also include when applicable, the requirements of the *Education, Act, the Ministry of Training, Colleges and Universities Act, the Canada Labour Code*, just to name a few. The ESAO Ontrac health and safety audit also incorporates best practices in health and safety management because studies have shown that the psychosocial aspects of work may be as important as the physical work conditions in reducing some types of injuries.

Scope

An introductory meeting is recommended with clients to define the audit process and answer any questions about in the methodology or analysis of the audit findings.

The following areas are assessed in the audit process:

1. Health and Safety Policy
2. Manager Responsibilities
3. Supervisor Responsibilities
4. Worker Responsibilities
5. Contractor Responsibilities
6. Health and Safety Office
7. Posted Documents
8. Hazard Identification and Control
9. Standards and Procedures
10. Health and Safety Representative
11. Joint Health and Safety Committee
12. Training
13. First Aid Requirements
14. Health and Safety Inspections
15. Incident/Injury Investigation
16. Senior Management Commitment
17. Early and Safe Return to Work

Methodology

Prior to beginning the audit, the ESAO Lead Auditor will forward a list of required documentation to the employer in advance. To complete the Ontrac audit, ESAO auditors will review the internal safety management processes, interview staff, and perform random physical site inspections for verification purposes. The responses to the review of the documentation and the interviews will be entered into a computer-based system designed by ESAO, which collates and scores the data. The auditors will review and analyze the data to produce a prioritized action plan that will help an organization reach excellence in health and safety. The ESAO Ontrac health and safety audit will also provide a good indication of how your organization will do in a Workwell audit. Upon completion of the audit, ESAO staff will assist an organization in the implementation of any or all of the opportunities for improvement identified.

Personal interviews are held with a cross section of employees within the workplace being analyzed. The auditor makes job position selections for the interview and the employer is responsible for scheduling the interviews. Employees are guaranteed complete confidentiality and the organization will not be provided with copies of the individual interviews.

Pre-determined questions have been carefully constructed to permit quantitative analysis. A physical inspection of selected workplaces is conducted. A selective document audit is done.

Copies of all reports generated from the audit process will be provided in the specified formats to the corporation and its Joint Health and Safety committees.

Timing

ESAO Ontrac audits are usually completed within 30 days of inception and dependant on size and scope.