

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

EXTERNAL AUDIT

Date of Issue: choose issue date	Review Date: choose date for review
Written by: person(s) who wrote document	Date: insert date written
Reviewed by: person(s) who reviewed	Date: insert date written
Approved by: person responsible for process	Date: insert date written

PURPOSE / SCOPE

The purpose of this Procedure is to provide [Company Name] guidance for when an external audit of the Health and Safety Management System is planned. Documentation of the management review; development of action plans and objectives; and, communication to all personnel may be required to obtain and maintain certifications.

RELATED DOCUMENTATION

External

- Ontario Occupational Health and Safety Act (OHSA) and associated regulations

Internal

- Health and Safety Policy
- Quality Policy

DEFINITIONS

OHSA	Occupational Health and Safety Act
Audit	Official inspection of an organization's health and safety management system by an independent body

ROLES & RESPONSIBILITIES

Management

- It is the responsibility of management to ensure that this procedure complies with the applicable legal and certification requirements, if required.

Supervisors

- Supervisors are responsible to understand and participate in this Procedure, as may be required.

Workers

- All employees are responsible to attend safety meetings and training sessions, applying the health and safety information that is derived from them.

JHSC

- The Joint Health and Safety Committee (JHSC) or in the absence of a JHSC, the HSE Coordinator or designated personnel are responsible to review, understand and participate in this Procedure, as may be required.

PROCEDURE

External audits may be performed by the following agencies:

1) Workers Compensation Board

The workers compensation boards are the provincial agencies that are responsible for providing occupational injury and illness insurance to workers. In Ontario, the Workplace Safety Insurance Board (WSIB) is the provincial agency.

[Company Name] is responsible to manage the provincial workers compensation board account, including payment of premiums, audits, etc. The HSE Department assists primarily through management of workplace injury claims; and, supporting and coordinating communication between Departments and Operations Management on aspects related to business service classification, clearance certificates, and other requirements as may be required.

The HSE Department will prepare a summary of the status of the WSIB account and any critical issues involving the WSIB, for review by management.

2) Occupational Health and Safety Labour Agency

The occupational health and safety labour agencies are responsible for employment standards act; and, the occupational health and safety act (OHSA) and regulations that apply to workplaces. In Ontario, the Ministry of Labour (MOL) is the provincial agency.

[Company Name] is responsible for coordinating with the MOL on employment standards.

The HSE Department supports the management of the labour agencies with respect to the OHSA, by supporting Operations and coordinating communication between the MOL and other Departments and Operations Management on aspects related to compliance with the OHSA, Notice of Projects, and response to MOL Orders and inspections.

The HSE Department will prepare a summary of the status of any critical issues involving the MOL with respect to the OHSA, for review by management.

3) Environmental Agency

The environmental agencies are responsible for the Environmental Protection Act (EPA) and regulations that apply to workplaces. In Ontario, the Ministry of Environment and Climate Change (MOECC) is the provincial agency.

The HSE Department supports the management of the environmental agencies through supporting and providing communication between the MOECC and other Departments and Operations Management on issues related to compliance with the EPA, and response to MOECC Orders and inspections.

The HSE Department will prepare a summary of the status of any critical issues involving the MOECC, for review by management.

4) Health and Safety Excellence program (HSEp) Audit

[Company Name] will provide all requirement documentation required as part of an external HSEp audit and cooperation with auditors throughout the entire audit process.

All audit objectives shall be communicated to all personnel, and records of the communication shall be retained for 3 years.

Dated at _____ this _____ day of _____, 20____.

Signature

Witness

Name & Title (please print)

Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer