



SECOR Document Review List

Effective Date: October 20, 2022

Owned by: Manager,
Safety Audits & Certifications

Approval: *Juliet Goodwin*
Approved By: Manager,
Safety Audits & Certifications

Valid Until: October 20, 2025

Current approved documents are maintained online. Printed copies are uncontrolled.



SUMMARY OF CHANGES

This Summary shows:

- All changes from last approved and published document
- The location within the document where the changes have been made

Version	Date	Author(s)	Revision Notes
1.0	April 29, 2019	Juliet Goodwin	New document
1.1	April 29, 2022	Stephen Heinpalu	Annual Review
1.2	September 19, 2022	Stephen Heinpalu	Updated to match 2023 protocol changes (full table) Changed from 'auditor' to 'quality assurance reviewer' in opening note

Current approved documents are maintained online. Printed copies are uncontrolled.

The list below contains examples of documentation that can be attached to the SECOR submission to verify the questions listed. Question instructions may include examples of specific documents than can be submitted.

Question	Documentation
A1	Health & Safety Policy
A2	Documented Employee Awareness (Orientation Forms, Meeting Minutes)
A3	Documented Health & Safety Roles & Responsibilities
A4	Documented Communication of Responsibilities (Orientation Forms, Meeting Minutes)
A5	Legislation List and Documented Accessibility (Orientations, Training, Meeting Minutes)
A6	Documented Awareness of OHS Rights (Orientations, Meeting Minutes)
B1, B6	Hazard Assessment Related Policy or Procedure
B2	List of Company Positions
B3	List of Tasks in Relation to each Position
B4, B5, B7	Formal Hazard Assessments
B8	Meeting Minutes, Acknowledgement of FHA Revision/Review
B9	Policy or Procedure related to Site Specific Assessments
B10	Site Specific Hazard Assessments, FLHAs, JSAs, FLRAs
B11	Hazard Related Policy or Procedure
B12	Hazard Reporting Form
C1	Formal Hazard Assessments
C2	Site Specific Hazard Assessments - Completed
C3	Personal Protective Equipment Policy or Process
C4	Training Records (in house/third party)
C5	Policy or Procedure (e.g., Inspection Process, Discipline Program, Competency Assessment Record)
C6	Safe Work Procedures and/or Codes of Practice
C7	Preventative Maintenance Policy or Program
C8	Equipment Inspections, Service Records and/or Maintenance Logs
C9	Violence Prevention Policy or Program
C10, C11	Harassment Prevention Policy or Program
D1	Inspection Policy, Procedure or Process

Current approved documents are maintained online. Printed copies are uncontrolled.



Question	Documentation
D2	Inspection Records
D3	Training Records
E1	Orientation Policy, Procedure or Process
E2	Orientation Records
E3	Training Records
E4	Training Schedule/Matrix or Training Records
E5	Training Records - Completed
E6	Documented Competency Assessments
F1	Emergency Response Plan
F2	Awareness Documentation (Orientations, Meeting Minutes)
F3	Emergency Process or Drill Document
F4	Emergency Drill Records - Completed
G1	Incident Reporting Policy
G2	Incident Investigation Policy
G3	Incident Investigation Form
G4	Incident / Injury / Illness Reports and Near Miss Reports
G5	Training Records
G6	Safety Record Retention Policy, Procedure or Process (N/A for AB Companies)
G7, G8	Safety Statistics Report
H1	Safety Meeting Policy, Procedure or Process
H2	Meeting Minutes or Communication Records (Emails)
H3	Action Plan from previous year's audit (if applicable)
H4	Action Plan from previous year's audit (if applicable) - Completed
I1	Policy or Procedure to protect External Worksite Parties/Visitors
I2	External Worksite Party Orientations, Meeting Minutes or Communication
I3	Other Employer Assessment / Management Policy/Procedure
I4	Other Employer Assessment / Management Policy/Procedure
J1, J2	Health and Safety Rep/Committee Policy or Procedure
J3	Training Records
J4	Inspections, Investigations, Health & Safety reports

Current approved documents are maintained online. Printed copies are uncontrolled.



Safety Audits and Certifications
SECOR Health & Safety Audit
Documents Required for Review (2023 Protocol)

Question	Documentation
J5	Health and Safety Representative/Committee Policy or Procedure
J6	Employee Health & Safety concern Reports (if applicable)
J7	Health and Safety Representative Communication example(s)

Current approved documents are maintained online. Printed copies are uncontrolled.