	WSH CULTURE ASSESSMENT: Documentation Inspection Checklist

Instructions:

- Document inspection is not compulsory for WSH Culture Assessment; i.e. it is done at the discretion of the Assessor if he/she deems it necessary after the Verification Interview to uncover further evidence to substantiate the findings of the Perception Survey.

- The checklist items in this document inspection need to be performed only selectively, i.e. not all the checkboxes need to be completed.

- As a guide, the Assessor may use the following table to assess the WSH culture of the organization. The present assessment together with earlier assessments would enable a more reliable determination of the level of maturity of the WSH culture of an organization.

Attribute	Associated Section(s) in the Checklist
A1: (Management) Leadership & Commitment	1 & 2
A2: Governance	4, 5, 6, 7, 8, 9 & 10
A3: Work Management System	5, 6, 7 & 10
A4: Competent & Learning Organization	4, 5, 7, 9 & 12
A5: (Stakeholder) Ownership & Teamwork	3, 8, 12
A6: Communication & Reporting	3, 11, 12

Name of Assessor:		Appointment:	
Date of Inspection:		Duration:	
Remarks:			

Document Inspected to Uncover Evidence to Substantiate or Reject Bulleted Statements	Yes	No
1. Board Meeting Records, e.g. Meeting Minutes, Attendance Sheet etc.		
• Is the safety director or a senior representative from WSH department required to attend the board meetings?	☐	☐
• Is WSH reviewed as a recurrent agenda item in boarding meetings?	☐	☐
2. Department Meeting Records, e.g. Meeting Minutes, Attendance Sheet, etc.		
• Does senior management participate in the meetings regularly?	☐	☐
• Is WSH reviewed as a recurrent agenda item?	☐	☐
• Are the meetings conducted on a regular basis?	☐	☐
3. WSH Committee Meeting Records, e.g. Meeting Minutes, Attendance Sheet, etc.		
• Does the CEO participate in WSH meetings occasionally?	☐	☐
• Are external contractors required to attend WSH meetings?	☐	☐
• Are representatives from all job levels involved in the meetings?	☐	☐
• Are the meetings conducted on a regular basis?	☐	☐
• Are WSH concerns discussed comprehensively?	☐	☐

Document Inspected to Uncover Evidence to Substantiate or Reject Bulleted Statements	Yes	No
4. Training Records, e.g. Roadmaps, Attendance, Training Documents, etc.		
• Is management required to attend WSH and technical training?	☐	☐
• Are training roadmaps established and reviewed regularly with staff?	☐	☐
• Is there a system to monitor progress along the training roadmap?	☐	☐
• Are the staff trained beyond the current requirements of their job?	☐	☐
• Is the training of external contractors verified?	☐	☐
5. WSH Documentation, e.g. RA, KPIs, SWPs, etc.		
• Are risk assessments done comprehensively?	☐	☐
• Are risk assessments reviewed regularly?	☐	☐
• Are WSH Key Performance Indicators (KPIs) monitored at organizational and departmental levels?	☐	☐
• Are organizational and departmental WSH KPIs reviewed regularly by senior management?	☐	☐
• Are Safe Work Procedures (SWPs) documented and reviewed regularly?	☐	☐
• Is the fire certificate valid?	☐	☐

Document Inspected to Uncover Evidence to Substantiate or Reject Bulleted Statements	Yes	No
• Are emergency response plans specified?	☐	☐
• Are contingency plans specified to handle abnormal operating situations?	☐	☐
• Are internal WSH audits done regularly?	☐	☐
• Are external WSH audits done regularly by certified consultants?	☐	☐
• Are WSH audit statistics monitored, analysed and followed up by senior management?	☐	☐
• Are findings of WSH audits documented comprehensively and the remedial actions taken?	☐	☐
6. Hazard Identification Report		
• Are procedures for hazard identification specified?	☐	☐
• Is workplace hazard identification performed regularly?	☐	☐
• Is senior management involved in hazard identification and review?	☐	☐

Document Inspected to Uncover Evidence to Substantiate or Reject Bulleted Statements	Yes	No
7. WSH Incident/Near Miss/Accident Reports		
• Is there a system to report WSH incidents, near misses and accidents?	☐	☐
• Is the WSH reporting system anonymous/without blame (amnesty)?	☐	☐
• Are there self-reports of own errors submitted by stakeholders?	☐	☐
• Are WSH incidents investigated and analysed comprehensively and follow up remedial actions monitored?	☐	☐
• Are WSH performance statistics tracked and analysed by senior management?	☐	☐
• Are the findings of WSH investigations disseminated to all stakeholders including external contractors?	☐	☐
• Are WSH violations tracked?	☐	☐
• Is the schedule for equipment maintenance adhered to closely?	☐	☐
• Are the causes of equipment failures and rectification actions documented and reviewed?	☐	☐
• Is the equipment maintained pre-emptively using failure statistics, e.g. mean time between failures?	☐	☐

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8. WSH Structures, Roles & Duties, e.g. Ops Chart, HR Records		
• Does the WSH Department report directly to the CEO?	☐	☐
• Are job descriptions defined explicitly for all appointments?	☐	☐
• Are WSH responsibilities, roles and duties stated explicitly in the job description?	☐	☐
• Is a WSH champion appointed for each department?	☐	☐
9. Organizational Policies		
• Are external contractors required to participate in the WSH committee?	☐	☐
• Is there a comprehensive WSH policy?	☐	☐
• Does the HR policy emphasize competency (including WSH) as the key requirement for recruitment?	☐	☐
• Does the HR policy specify requirements to provide rest periods, rest areas, medical check ups, etc.?	☐	☐
• Is there a policy covering recognition and discipline for WSH performance?	☐	☐
• Is there a policy stipulating WSH requirements for equipment procurement and contractor selection?	☐	☐

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• Is there a policy addressing emergency preparedness?	☐	☐
• Is there a policy covering the requirements for change management?	☐	☐
• Are organizational policies reviewed regularly by senior management?	☐	☐
10. Operating Systems		
• Is there a credible WSH Management System?	☐	☐
• Is there a Permit-to-Work system?	☐	☐
• Is there a centralized electronic database for managing document storage and access?	☐	☐
• Is there a fatigue management system?	☐	☐
• Are Standard Operating Procedures (SOPs) and Safe Work Procedures (SWPs) established for all processes?	☐	☐
11. Communication, e.g. Communication Procedures, Channels, Structure, etc.		
• Is there an established structure for formal WSH communication?	☐	☐
• Is the effectiveness of communication processes reviewed regularly by senior management?	☐	☐
• Are formal WSH communications documented?	☐	☐

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12. WSH Activities and Engagement, e.g. Attendance Sheet, Records, etc.		
• Are internal WSH talks and seminars organized regularly?	☐	☐
• Are internal WSH awards given out regularly?	☐	☐
• Are external contractors required to participate in internal WSH programmes?	☐	☐
• Do management and stakeholders participate in external WSH programmes?	☐	☐
• Is there a WSH suggestion box to collect feedback?	☐	☐
• Are WSH feedback and suggestions reviewed by management?	☐	☐
• Does the organization subscribe to external WSH bulletins and newsletters?	☐	☐