

# SAFETY PROGRAM REVIEW

Workplace Health and Safety | British Columbia

**Purpose:** This worksheet guides a structured review of your workplace safety program. Complete it at least once per year, or whenever a serious incident occurs, new hazards are identified, new equipment is introduced, or the workforce changes significantly.

## Section 1 — Review Information

Field	Information
Company / Business Name	
Date of Review	
Review Conducted By	
Position / Title	
Others Involved in Review	

### What triggered this review? (check all that apply)

<input type="checkbox"/> Annual scheduled review	<input type="checkbox"/> Serious incident or near miss	<input type="checkbox"/> New equipment or procedures
<input type="checkbox"/> New hazards identified	<input type="checkbox"/> Workforce growth or change	<input type="checkbox"/> Regulatory change
<input type="checkbox"/> Poor inspection results	<input type="checkbox"/> Worker concern or complaint	<input type="checkbox"/> Other: _____

## Section 2 — Safety Program Element Audit

Review each element of your safety program. Rate its current status and add notes on what is working well or what needs attention.

Program Element	Status (W / NI / M)	Last Completed or Updated	Notes — What Is Working / What Needs Attention
Worker Orientation New workers receive safety orientation before starting work			
Training Records Records of all safety training are current and on file			
Safety Meetings Regular safety meetings are held and documented			
Workplace Inspections Regular inspections are completed and hazards recorded			

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Hazard Assessments / JHA Job hazard analyses are completed for high-risk tasks			
Incident Reporting All incidents and near misses are reported and documented			
Incident Investigation Incidents are investigated and root causes identified			
Safe Work Procedures Written procedures exist for key tasks and are current			
Personal Protective Equipment PPE requirements are defined and enforced			
WHMIS / Hazardous Materials SDS sheets are accessible and workers are trained			
Emergency Procedures Emergency plans are in place and workers know them			
First Aid First aid kits are stocked and first aid coverage meets requirements			
WorkSafeBC Registration Premiums are current and coverage is in good standing			
Program Review The safety program is reviewed at least once per year			

Status codes: W = Working well | NI = Needs improvement | M = Missing or not in place

## Section 3 — Summary of Findings

Areas Working Well	Areas Needing Improvement	Missing or Not in Place



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## Section 6 — Next Scheduled Review

Field	Information
Date of Next Scheduled Review	
Person Responsible for Next Review	
Any Events That Would Trigger an Earlier Review	

## Section 7 — Review Sign-Off

By signing below, both parties confirm that the safety program review was completed and that the improvement plan is being actioned.

Reviewer Name (print)

Supervisor / Owner Name (print)

Signature

Signature

Date

Date

**Record Retention:** Completed safety program review records should be kept on file as part of the company's health and safety program documentation. Retain for a minimum of three years. These records demonstrate due diligence and ongoing commitment to workplace safety.