



Inspection - Safety Behaviours Checklist

Major Hazard _ Accountability & Teamwork Values - Checklist

Item #	Prompt	Responses	Comments
1	OPERATOR	(X) Yes () No () N/A	
2	Am I aware of the Departmental goals and plans?	() Established () Improvement Opportunity () N/A	
3	Am I aware of how I am performing at the workplace and has my performance been discussed with me?	() Established () Improvement Opportunity () N/A	
4	Do I understand my role and am I able to carry it out effectively?	() Established () Improvement Opportunity () N/A	
5	Do I intervene or stop work if I observe work as unsafe?	() Established () Improvement Opportunity () N/A	
6	Am I aware of the process to report and correct unacceptable behaviours?	() Established () Improvement Opportunity () N/A	
7	Am I aware of the Anti-discrimination and Harassment policy?	() Established () Improvement Opportunity () N/A	
8	Do I have access to Policies, Standards and Procedures?	() Established () Improvement Opportunity () N/A	
9	Are my team's successes, big and small, acknowledged?	() Established () Improvement Opportunity () N/A	
10	Is our team structure in place, with the right size (manning), skills and knowledge to achieve our goals?	() Established () Improvement Opportunity () N/A	
11	Do I freely express ideas and share opinions?	() Established () Improvement Opportunity () N/A	
12	Does the team have effective ways of managing conflict?	() Established () Improvement Opportunity () N/A	
13	Are Policies, Standards and Procedures available and accessible?	() Established () Improvement Opportunity () N/A	
14	SUPERVISORS / SUPERINTENDENT	(X) Yes () No () N/A	

Item #	Prompt	Responses	Comments
15	Are personnel aware of the Departmental goals and plans?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
16	Are personnel performances reviewed and any lack of skills or accountability addressed?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
17	Are roles and responsibilities clarified for all personnel?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
18	Is there a process in place to report and correct unacceptable behaviours?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
19	Is there a culture to intervene or stop work if workers observe work as unsafe?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
20	Is there a process in place to ensure internal policy and procedures are kept up-to-date and in line with legislation?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
21	Is there an anti-Discrimination and Harassment policy in place and has this been communicated to the workers?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
22	Are the team's successes, big and small, acknowledged?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
23	Is the team structure in place with the right size (manning), and the right skills and knowledge to achieve goal?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
24	Is the team functioning in a way that people freely express ideas and share opinions?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
25	Does the team have effective ways of managing conflict?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
26	Is there a channel for issues/concerns to be elevated and are these issues/concerns addressed in a timely manner?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
27	MANAGERS / GENERAL MANAGERS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
28	Are Departmental goals and plans communicated to all personnel?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	
29	Is there a process in place to review employee performance and address lack of skills or accountability?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement Opportunity <input type="checkbox"/> N/A	

Item #	Prompt	Responses	Comments
30	Is there a process in place to ensure that roles and responsibilities clarified for workers?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A	
31	Is there a culture to intervene or stop work if workers observe work as unsafe?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A	
32	Is there a process in place to report and correct unacceptable behaviors?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A	
33	Is there an anti-Discrimination and Harassment policy in place and has this been communicated to the workers?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A	
34	Is there a process are in place to ensure internal policy and procedures are kept up-to-date and in line with legislation?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A	
35	Are the team's successes, big and small, acknowledged?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A	
36	Does team structure have the right size (manning), skills and knowledge to achieve team goals?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A	
37	Is the team functioning in a way that people freely express ideas and share opinions?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A	
38	Does the team have effective ways of managing conflict?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A	
39	Is there a channel for issues/concerns to be elevated and are these issues/concerns addressed in a timely manner?	<input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A	