

Advanced

SAFETY DOCUMENTS

2026 Catalogue

Policies
Procedures
Hazards and controls
Custom safety manuals

www.safetydocuments.ca

Introduction

Every Canadian organization is required to protect the health and safety workers. Without valid, comprehensive safety documents your organization and its people are at risk.

We can help. We'll develop the documents you need to achieve your safety goals. Everything will be fully customized to your industry, organization, and corporate culture.

Don't wait for an incident or an audit. Get the documents you need to achieve regulatory compliance, control risk, and drive results.

How to Use this Catalogue

Whether you need just a few documents or an entire health and safety management system, we've got what you need.

- 1. Select.** Review lists in this catalogue. Note the documents you want or may require.
- 2. Contact us.** We'll discuss your goals with you. We'll then provide a firm quotation and a project timeline.

Consulting

If you are not sure where to start, contact us. We'll review your existing safety documents. We'll tell you what's working well and where there are gaps. We'll recommend just the documents you need to achieve your health and safety goals.

Documents as a Service (Daas)

Tired of your safety documents being out of date? We can help. We can proactively maintain your safety documents for you, on an ongoing basis. You'll stay focused on operations knowing your documents are always current and trustworthy.

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Policies

Policies are the rules you set out for your organization and the people that work there. Select the policies that apply to your operations and workforce.

HSMS Policies

- Health and safety governance policy
- Corrective actions policy
- Duty to accommodate policy
- Emergency preparedness and response policy
- Hazard assessment and control policy
- Health or safety incidents policy
- Inspections policy
- Maintenance policy
- Personal protective equipment (PPE) policy
- Progressive discipline policy
- Qualifications and training policy
- Worker participation in health and safety policy

Health Protection Policies

- Blood and bodily fluids exposure policy
- Drugs and alcohol in the workplace policy
- Food safety policy
- Pandemic response policy
- Psychological health and safety policy
- Smoking and vaping policy
- Vaccinations policy
- Workplace harassment policy

Operational Policies

- Contractor safety policy
- Remote working / working from home policy
- Sharps handling policy
- Transporting passengers policy
- Vehicle operation policy
- Visitors policy
- Volunteers and student safety policy
- Weapons in the workplace policy
- WHMIS policy
- Working alone policy
- Workplace impairment policy
- Workplace violence policy

Environmental Protection Policies

- Community and stakeholder engagement policy
- Environmental protection policy
- Sustainable energy transition policy
- Water resource management policy

Don't see what you need?

No problem. We'll custom-develop exactly the resources you require.

Safe Operating Procedures

Our safe operating procedures follow a standardized format, to ensure consistent execution of key health and safety activities.

General SOPs

- Ergonomic assessment procedure
- Fall protection system calculation procedure
- Hearing protection qualitative fit test procedure
- Lock-out / tag-out procedure
- On-the-job training procedure
- PPE donning procedures
- PPE doffing procedures
- Respirator qualitative fit test procedure
- Vehicle inspection procedure
- Vehicle refuelling procedure
- Visitors on site procedure
- Working alone check-in procedure
- Worksite inspection procedure

Confined Space SOPs

- Confined space atmosphere testing procedure
- Confined space permitting procedure
- Confined space venting and purging procedure

Administrative SOPs

- Accommodation request procedure
- Formal hazard assessment procedure
- Health and safety orientation procedure
- Incident investigation procedure
- Progressive discipline procedure
- Reporting to WCB / WSIB procedure
- Site-specific hazard assessment procedure
- Worker onboarding procedure
- Workplace harassment or violence investigation procedure

Healthcare / Social Services SOPs

- Blood or bodily fluids clean-up procedure
- Blood or bodily fluids exposure procedure
- De-escalation procedure
- Difficult patient / client procedure
- Hard-surface disinfection procedure
- Home visit hazard assessment procedure
- Illicit drugs handling procedure
- Illicit weapons handling procedure
- Off-property emergency response procedure
- Patient handling procedures
- Sharps handling procedure

Custom-developed SOPs

We'll document your unique SOPs, such as your:

- Business processes
- Equipment operations
- Specialized procedures

Emergency Response Procedures

Our emergency response procedures are designed to be used in actual emergency situations.

Procedures you may require include:

- Anaphylaxis (EpiPen) first aid procedure
- Blood or bodily fluid contact procedure
- Bomb threat procedure
- Building evacuation procedure
- Building lockdown procedure
- CPR procedure
- Defibrillation (AED) procedure
- Diesel engine positive air shut-off procedure
- Environmental spill procedure
- Medical emergency procedure
- Naloxone first aid procedure
- Physical fight procedure
- Robbery / hold-up procedure
- Sharps injury first aid procedure
- Shelter in place procedure
- Site evacuation procedure
- Uncontrolled chemical release procedure
- Vehicle accident procedures
- Workplace violence response procedure

Health and Safety System Manual

We'll provide a health and safety system manual tailored specifically for your organization. Here are chapters that comprise a typical HSMS manual.

- Health and safety system administration
- Roles and responsibilities
- Qualifications and training
- Hazard identification and assessment
- Hazard elimination and control
- Personal protective equipment
- Preventative maintenance
- Inspections
- Emergency response
- Incident reporting and investigation
- Environmental protection
- Health and safety committee terms of reference
- Workplace violence and harassment prevention plan

Safe Work Practices

Safe work practices provide the general “do’s and don’ts” for a given topic.

General SWPs

- Facilities maintenance
- Fatigue management
- Fire prevention
- Healthy psychological boundaries
- Manual lifting and carrying
- Office ergonomics
- Safe work planning
- Severe weather practices
- Slip, trip and fall prevention
- Working alone
- Working safely in cold
- Working safely in heat
- Workplace housekeeping

Equipment and Tools SWPs

- Defective tools or equipment
- Respiratory equipment storage and use
- Using air tools
- Using fire extinguishers
- Using ladders
- Using propane

Food Handling SWPs

- Food safety
- Food and temperatures
- Kitchen work

Driving and Equipment Operation SWPs

- Backing or reversing equipment
- Backing or reversing vehicles
- Common driving hazards
- Defensive driving
- Journey management
- Logging work and driving hours
- Operating track-mounted vehicles on off-road sites
- Operating trucks on off-road sites
- Securing loads
- Spring road bans
- Using tools, equipment, and machinery
- Winter driving

Industrial SWPs

- Dropped objects
- Elevated work platforms
- Energy control
- Environmental spill prevention
- Fall protection
- Ground disturbance
- Noise mitigation
- Overhead power lines
- Site access permission
- Working in restricted spaces
- Working in remote locations
- Working near water
- Working on ice (frozen lakes / rivers)
- Working on or near contaminated soil

Hazards and Controls Register

The output of a formal hazard assessment is a hazard and controls register. We'll customize it specifically to your actual jobs, tasks, hazards, and controls.

Here are some of the hazards workers may face in your workplaces.

Biological Hazards

- Allergens
- Animal waste
- Bacteria / viruses / infectious disease
- Blood and bodily fluids
- COVID-19 / pandemic
- Fungi / moulds
- Human feces / urine / vomit
- Insects (bedbugs, lice, ticks, etc.)
- Mice / rats / other rodent pests
- Sewage

Chemical Hazards

- Acids
- Active pharmaceutical ingredients (APIs)
- Bases / caustic substances
- Carbon monoxide gas
- Chlorine gas
- Cleaners, household
- Cleaners, industrial
- Drugs, cytotoxic
- Drugs, illicit
- Drugs, prescription, general
- Fumes / vapours / smoke / gasses
- Hydrogen sulfide gas
- Paint
- Pesticides
- Petroleum products
- Toxic chemicals

Physical Hazards—Environmental

- Airborne dust / fibres
- Combustible materials
- Animals, domesticated / wild
- Clutter / inappropriate storage
- Confined spaces
- Electric wiring / conductors, energized
- Extremely cold ambient temperatures
- Extremely hot ambient temperatures
- Flammable / explosive substances
- Icy stairs / ramps / sidewalks
- Isolated / off-camera workplaces
- Lighting, poor
- Lightning
- Low headroom
- Noise, loud / sustained
- Radiation
- Restricted egress
- Sharps / needles
- Slip / trip hazards
- Vibration
- Working at heights

Physical Hazards—Ergonomic

- Computer screen usage
- Keyboarding / mouse usage
- Lifting heavy loads
- Repetitive motions

Physical Hazards—Interpersonal

- Intruders / trespassers
- Unwanted touching
- Violence, threatened, attempted, or actual
- Weapons, threatened or produced
- Working in people's homes / suites

Physical Hazards—Mechanical

- Driving in traffic
- Driving off-road
- Dropped objects
- Fixed equipment
- Hot surfaces
- Moving equipment or vehicles
- Power tools, use of
- Pressurized vessels or containers

Psychological Hazards—General

- Abusive clients or coworkers
- Complacency
- Continual change / novelty
- Damage to / theft of personal property
- Deadlines, unrealistic
- Fatigue
- Harassment
- Shift work / long hours / on-call work
- Short-service employees
- Stress
- Working alone
- Young workers

Psychological Hazards—Healthcare and Social Services

- Behaviour escalation
- Compassion fatigue
- Death of clients / patients
- Vicarious trauma
- Working with intoxicated people
- Working with people with depression
- Working with people with psychotic disorders
- Working with people with suicidal or homicidal ideation
- Working with terminally ill people

Fire Safety Plan

Many jurisdictions require a fire safety plan for leased or owned premises. We'll develop a fire safety plan you need to comply with local regulations. Contents typically include:

- Key contacts
- Building description and use
- Fire protection systems and equipment
- Site plan diagram
- Floor plan diagrams
- Designated responsibilities
- Building evacuation procedure
- Specific assignments and instructions
- Inspection, testing, and maintenance
- Fire protection temporary shutdowns

Codes of Practice

A code of practice gathers into a one place the policies, procedures, hazard assessment, controls, forms, and other resources required to control high-risk hazards. Codes of practice include:

- Chemical substances
- Confined spaces
- Respiratory protective equipment
- Workplace violence and harassment

Forms and Checklists

Advanced forms and checklists support consistency. Once completed, they become health and safety records, ready for verification auditors.

Hazards and Controls Forms

- Confined space entry permit
- Estimators' site hazard assessment form
- Fall-arrest calculation form
- Field-level hazard assessment form
- Home visit hazard assessment
- Home-office hazard assessment
- Site daily safety planning form
- Visitors' sign-in and sign-out register

Incident Forms

- Functional abilities assessment form
- Incident investigation form
- Incident witness report form
- Injury classification form
- Modified duties / return to work form

Inspection Checklists

- Commercial vehicle inspection checklist
- Passenger vehicle inspection checklist
- Tractor-trailer inspection checklist
- Worksite inspection checklist

Training and Qualifications Checklists

- Bulletin board postings checklist
- Contractor orientation checklist
- Equipment operator certification checklist
- New employee orientation checklist

Spreadsheets

If you use a safety management software, great! But if you don't, then you need to keep HSMS records manually.

We'll provide the spreadsheets you need to record critical safety activities, calculate safety statistics, and be ready when the auditors arrive. The spreadsheets include:

- Action plans and completed-actions
- Tools, equipment, and vehicles database
- Hazard analysis and risk calculation worksheet
- Incident records
- Job-task database
- Maintenance records
- Qualifications and certifications
- Safety management system assets list
- Safety statistics calculation worksheet
- Worker training records

COR™ Certification

Companies that are serious about safety have the COR certification.

We provide COR-ready health and safety management system documents. We'll help you achieve COR in a fraction of the time required to do the work in-house.

We also support ISO 45001 certification, if that is the standard you've decided to follow.

The Advanced Advantage

Simply Superior Documents

Our documents are different. Policies are list-based, so they support compliance and performance. Procedures follow standardized templates, so people know where to look to get the information they need. Handbooks are written in respectful, plain language. Everything works together seamlessly, without contradiction or overlap.

Canadian

Advanced Safety Documents is Canada's leading developer of fully-customized safety documents. Headquartered in Edmonton, we serve all industries and sectors.

Collaborative

We start where you are. Whatever the current state of your safety documents, we work with you to develop the health and system documents you need.

Results Focused

We'll provide the safety documents you need to achieve your goals for:

- Regulatory compliance
- Risk control
- Worker engagement and performance
- Operational excellence

Contact Us

email

info@safetydocuments.ca

Telephone

+1 587-372-7777

Mail

Advanced Safety Documents
PO Box 76097 Southgate
Edmonton, AB T6H 5Y7