

# Advanced

## SAFETY DOCUMENTS

2025 Catalogue

Policies  
Procedures  
Hazards and controls  
Emergency response  
Forms and checklists

[safetydocuments.co.uk](https://safetydocuments.co.uk)

## Introduction

Every Canadian organization is required to protect the health and safety workers and other worksite parties. Without a valid, documented health and safety management system (HSMS) your organization and its people are at risk.

We can help. Advanced Safety Documents will develop the HSMS documents you need to achieve your goals for regulatory compliance, risk, control, and operational effectiveness. Everything will be fully customized to your industry, organization, and culture.

### It's as Easy as 1 – 2 – 3

Whether you need just a few documents or an entire health and safety management system, we can help. Here's what to do:

- 1. Convince yourself.** the gaps and issues with your existing HSMS documents.
- 2. Review this catalogue.** Note the documents you need to complete your HSMS.
- 3. Contact us.** We'll provide a price quote and project timeline.

### Advice is Available

If you'd like an expert review of your existing HSMS documents, contact us. 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.

## Table of Contents

Policies.....	2
Safe Operating Procedures .....	3
Emergency Response Procedures.....	4
Health and Safety System Manual.....	4
Safe Work Practices.....	5
Hazards and Controls Register.....	6
Fire Safety Plan.....	8
Codes of Practice.....	8
Forms and Checklists .....	9
Spreadsheets.....	9
COR™ Certification .....	9
The Advanced Advantage.....	10

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## Policies

Policies are the rules you set out for workers, supervisors, and the organization as a whole..

### HSMS Policies

- ☐ Corrective actions policy
- ☐ Emergency preparedness and response policy
- ☐ Hazard assessment and control policy
- ☐ Health and safety governance policy
- ☐ Health or safety incidents policy
- ☐ Inspections policy
- ☐ Maintenance policy
- ☐ Personal protective equipment 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



## Safe Operating Procedures

Advanced 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 procedure
- ☐ PPE doffing procedure
- ☐ 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
- ☐ 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

Let Advanced document your unique SOPs, including your:

- ☐ Business processes
- ☐ Equipment operations
- ☐ Specialized procedures

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## Emergency Response Procedures

Advanced 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

An Advanced health and safety system manual provides the in-depth information people need to use your HSMS. It's also a key document in achieving COR.

Below are the chapters that comprise an Advanced health and safety system 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 plans

## 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

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## 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.

### Biological Hazards

- ☐ Allergens
- ☐ Animal waste
- ☐ Bacteria / viruses / infectious disease
- ☐ Insects (bedbugs, lice, ticks, etc.)
- ☐ Blood and bodily fluids
- ☐ COVID-19 / pandemic
- ☐ Fungi / moulds
- ☐ Human feces / urine / vomit
- ☐ 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
- ☐ Cytotoxic drugs
- ☐ Drugs, illicit
- ☐ Drugs, prescription, general
- ☐ Fumes / vapours / smoke / gasses
- ☐ Hydrogen sulfide gas
- ☐ Paint
- ☐ Pesticides
- ☐ Petroleum products
- ☐ Toxic chemicals

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### **Physical Hazards—Environmental**

- ☐ Airborne dust / fibres
- ☐ Combustible materials
- ☐ Animals, domesticated / wild
- ☐ Clutter / inappropriate storage
- ☐ Confined spaces
- ☐ Electric wiring, 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
- ☐ Dropped objects
- ☐ Fixed equipment
- ☐ Hot surfaces
- ☐ Moving equipment / vehicles
- ☐ Power tools, use of
- ☐ Pressurized vessels



## Psychological Hazards—General

- ☐ Abusive clients or coworkers
- ☐ 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
- ☐ Interacting with intoxicated people
- ☐ Interacting with people with depression
- ☐ Interacting with people with psychotic disorders
- ☐ Interacting with people with suicidal or homicidal ideation
- ☐ Interacting with terminally ill people
- ☐ Vicarious trauma

## Fire Safety Plan

Many Canadian municipalities require a fire safety plan document for each owned or leased premises. An Advanced fire safety plan includes:

- ☐ 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. Advanced 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.

Advanced 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.

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# The Advanced Advantage

## Simply Superior Documents

Advanced 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 plain language, in support of policies and procedures. Everything works together seamlessly, without contradiction or overlap.

## Canadian

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

## Collaborative

We start where you are. Whatever the current state of your HSMS documents, we work with your in-house health and safety people, operations folks, and senior leadership to develop the health and system documents you need.

## Results Focused

Our sole focus is to provide you with the HSMS documents you need to:

- ☐ Achieve regulatory compliance
- ☐ Control risk
- ☐ Engage and direct workers
- ☐ Obtain or renew safety certifications