The purpose of the controls procedure is to ensure organizations have a consistent process for developing and implementing formal controls for the hazards assessed in Element 2: Hazard Assessment, Analysis and Control. These controls are often referred to as safe work practices or safe job procedures.

The following questions are designed to help your organization capture its process for developing and implementing formal controls in the workplace.

What type of formal controls are included in your OHSMS?

	Yes	No	How do you refer to these documents?	Describe the document's purpose.
Safe Work Practices				
Safe Job Procedures				
Other (Guidelines, Bulletins)				

What is your process for developing formal controls?

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage the process of developing and implementing formal controls?
3.2 Does your organization have a written procedure for controls that includes:		
c) Requirement to include management and workers in the development and review of controls	How are management and workers involved in the development of formal controls? How are they involved in the review process?	
b) Requirement for senior management to approve all controls	What is the process for approving all controls?	
f) Specific forms for documenting controls	What forms do you use to document your formal controls? Do you have standardized templates for these forms?	

d) Taking into account the hierarchy of controls
    i. Elimination
    ii. Substitution
    iii Engineering controls
    iv Administrative controls
    v. Personal protective equipment
	How is the hierarchy of controls applied to the formal controls developed by the organization?	

e) Taking into account applicable legal and other requirements such as standards, guidelines or manufacturer's instructions	How is legislation and/or other requirements applied to formal controls?	

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage the process of developing and implementing formal controls?
3.2 Does your organization have a written procedure for controls that includes:		
g) Requirement to communicate control measures to affected workplace parties h) Requirement to make control measures readily available at the point of use as required	How are formal controls communicated to the workplace parties? How are formal controls accessible to those who need to use them?	

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage the process of developing and implementing formal controls?
3.2 Does your organization have a written procedure for controls that includes:		
a) Roles and responsibilities	Who is involved in developing, reviewing and approving formal controls? What are they responsible to do?	