

Workplace Safety & Health Program Checklist

To set up your Safety and Health Program, there are important criteria that must be met in order to design a policy that will work for you. Use these tips to help evaluate your current Safety and Health program, or to help you create one.

Safety and Health Program Criteria: (see template included)

- Is your Safety and Health program workplace specific?
- Is management (at the highest level) involved and committed to your program?
- Does it involve workers input and involvement?
- Was it developed in consultation with your Safety and Health committee?
- Does it include an evaluation component?
- Do you have each program element in writing?
- Do you have written safe work procedures for all tasks?
- Is your program accessible to all workers and committee members?
- Are the rights and responsibilities clearly stated for all workers?

Safety and Health Policy: (see template included)

- Stated in clear, unambiguous, and unequivocal terms
- Dated and signed by the highest level of management
- Kept up-to-date
- Communicated to each employee and adhered to in all work activities

Identify and Control Hazards and Emergencies:

- Have hazards of work processes, equipment, and materials been examined and risks assessed?
- Do you have a job hazard analysis for each hazardous job?
- Do you have a clear policy to address workers concerns?
- Have Safe Operating Procedures (SOP) been developed, trained, posted and enforced in all work procedures?



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Identify and Control Hazards and Emergencies (con't)

- Have responsibilities been assigned to deal with concerns and follow-ups to be addressed?
- Is communication passed along to workers regarding hazards and associated risks?
- Are hazard controls in place; at the source, along the path, at the worker's level?
 - By elimination
 - Redesign/Engineered
 - By administration controls
 - Personal Protective Equipment (PPE)
- Are equipment log books maintained?
- Are maintenance records kept?
- Are all plans, policies and procedures that are required by regulations in place?
- Are statistics and report completed on a regular basis?
- Have responsibilities and tasks been assigned to specific people?
 - First Aid Responders
 - Lock-out or Tag-out
 - Confined Space

METHODS OF IDENTIFYING HAZARDS

METHOD	EXAMPLE
Anticipation	Inventory of hazardous chemicals, processes
Recognition	Smokes, fumes, vapors, dusts, mists, odors, noise, heat
Health Condition(s)	Injury and illness among exposed employees



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Identify People and Resources Required to Deal With Emergencies:

- Have potential emergencies been identified and addressed?
- Do you have a written fire safety/evacuation plan?
- Are emergency training records kept? (E.g. fire drills etc.)
- Are there written procedures for controlling emergencies involving chemicals and biological hazards?

Be Prepared Before an Accident Occurs

HAVE a policy in place

ASSIGN responsibilities

DEFINE accident reporting procedures

DEVELOP form for investigation and reports

HAVE procedures for follow-up on recommendations

IDENTIFY specialist

UPDATE knowledge and skills regularly

Statement of Responsibilities:

- Do you have written duties and responsibilities regarding Workplace Safety and Health?
- Do you have a means of ensuring accountability?
 - Behavior observations
 - A written disciplinary policy
 - Has it been included in your policy statement
- Are safety and health performance records kept for all staff (e.g. managers, supervisors and workers)?
 - Safety training matrix



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Schedule Inspections:

- Do you have written procedures and schedules for inspections?
- Are responsibilities clearly defined for those completing inspections?
- Is training provided for those completing inspections?
- Are inspection reports kept?

WORKPLACE INSPECTION REPORT							
LOCATION:				DEPARTMENT / AREA COVERED:			
DATE OF INSPECTION:				TIME OF INSPECTION:			
COPIES TO:				INSPECTED BY:			
Item (location)	Hazards Observed	Repeat Item (yes / no)	Priority (A / B / C)	Recommend- ed Action	Responsible Person	Action Taken	Date
ANALYSIS & COMMENTS:							
Priority Codes: A = Do immediately B = Do within 3 days C = Do within 2 weeks							

Plans to Control Chemical and Biological Hazards:

- Is an inventory of chemical and biological hazards kept?
- Do you have a MSDS control system?
- Are MSDS readily available to employees?
- Do you have records on: worker training, environmental monitoring, and ventilation systems?



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Safeguarding Contracted or Self-Employed Personnel at Your Workplace:

- Is the self employed or contracted employee in compliance with the Workplace Safety and Health Act and regulations?
 - o Have you provided a contractor guide and an orientation to your health and safety program?
- Does the contracted employee have a written workplace safety and health program in place?
 - o Have you reviewed the safety program with them, do you have a signed copy of this policy in their employee file?
- Is adequate orientation, instruction, training and competent supervision given to contracted employees?
- Are safe systems of work and working environments provided for the contracted or self employed persons?
- Is there effective ongoing communication with regards to hazards they may bring to the work site?
- Do you have a system in place for the selection and evaluation of contracted employers or self employed persons?
- Are your safety and health policies and procedures being followed by the contracted employers and their workers or self-employed persons?
- Training Plan for Supervisors and Workers
- Are orientation and/or training records kept?
- Are responsibilities for training clearly assigned?
- Are training records provided to Workplace Safety and Health Committee members?

Investigation of Incidents, Dangerous Occurrences and Refusals to Work

- Have responsibilities for conducting investigations been assigned?
- Are responsibilities stated in writing?
- Are records of training, incident investigation reports, corrective action and follow-up measures kept?

Involving Workers

- Have you established an effective Workplace Safety and Health Committee?
- Do you maintain committee meeting records?
- Are concerns that are brought forward by the committee followed up on to ensure corrective action is taken?
- Are records of committee inspections and audits kept?
- Do you keep records of worker participation in the development and implementation of policies, plans and procedures required by regulations?

Evaluate and Revise Your Health Safety Program

- Have you clearly identified a process to evaluate and revise your safety program within time intervals specified in the regulations?



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