

Occupational Safety & Health Program Checklist

Use this checklist to make sure that you have all the necessary information in your Health and Safety Program.

OCCUPATIONAL HEALTH & SAFETY PROGRAM CHECKLIST			
	OK	NOT OK	Recommended Action
COMPANY SAFETY POLICY			
Written, communicated, posted, reviewed			
Understood by everyone			
Specifies responsibility			
Establishes accountability			
Sets company goals			
MANAGEMENT LEADERSHIP			
Budget			
Information			
Personnel			
Expertise			
Means to hold employees accountable			
Periodic program review			
HEALTH & SAFETY LEGISLATION			
Front Line Managers / Supervisors			
Trained in OH & S			
Understand their duties			
Held accountable for OH & S			
Employees			
Trained in safe work practices			
Understand their duties			
Aware of their rights			
Report unsafe conditions and practices			
Participate in the development of OH & S program and safe work practices			
WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM			
MSDS sheets readily available			
Product labels on all containers			
Workplace WHMIS labels			
Employee training, understanding			



BE RESPONSIBLE - THINK SAFETY

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JOB SAFETY ANALYSIS (JSA)			
Written procedures			
Define responsibility			
Used to develop safe work practices			
Routine job hazard analysis			
JOINT SAFETY & HEALTH COMMITTEE			
Terms of reference established			
Training provided			
Regular meetings			
Minutes posted			
Recommendations followed			
WORKPLACE INSPECTIONS			
Inspection team established			
Regular inspections done			
Checklist for inspection established			
Reports presented in committee meetings			
Action taken on recommendations			
HAZARD REPORTING			
Reporting system and format established			
Responsibility for follow-up assigned			
Management responds to hazard reports			
INCIDENT AND ACCIDENT REPORTING			
All employees understand purpose of investigations			
All incidents and accidents reported			
Established procedure understood by all			
Clearly defined responsibility for investigation			



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INVESTIGATION AND FOLLOW UP			
Written investigation procedure			
Trained company investigators / supervisors			
Clearly defined reporting procedures			
Responsibility for corrective action defined			
Results of investigation and corrective actions communicated to all employees			
“Safe way of doing, is the right way” - understood by all			
Written safe working procedures:			
Communicated			
Understood			
Followed			
Feedback provided			
ACCIDENT AND INJURY RECORDS			
All cases of injury and illness documented			
Injury and illness data annually reviewed			
Long-term and short-term prevention goals			
Preventative measures implemented			
Personal protective equipment			
Written procedures established			
Equipment made available as required			
Use, maintenance, replacement training			
EMERGENCY PROCEDURES			
All potential emergencies identified			
Trained emergency response team on site			
Written procedures communicated			
Responsibility assigned			
Evacuation procedure established			
Responsibility for all clear signal known			



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FIRST AID			
First aid facilities clearly indicated			
Responsibilities for first aid box assigned			
Trained first aid staff available			
First aid register maintained			
Procedure for seeking medical aid established, communicated and understood by everyone			
TRAINING NEW AND TRANSFERRED EMPLOYEES			
OH & S part of employee orientation			
Safety part of the orientation package			
On the job training :			
Responsibility for training needs assigned			
Knowledgeable persons conduct training			
Training focus on workplace specific needs			
Periodic training provided and updated			
COMMUNICATION			
Planned safety meetings			
Safety on management meeting agenda			
Seminar, newsletters, promotion			
OH & S criteria in buying new equipment			
WORKPLACE MONITORING			
Defined responsibility for monitoring			
Chemical, physical and biological hazards			
Established procedures for needs analysis			
Resources provided			
Records communicated and maintained			
WCB CLAIMS MANAGEMENT PROGRAM			
Responsibility assigned			
Progress of injured workers monitored			



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