

## Review and Improve Your Safety and Health System

Review your safety and health system regularly (at least every three years), just as you would review other business activities. Ask your employees to suggest improvements and help you to find and correct problems.

New technologies, production methods and/or problems may require you to revise employee training, change supervisory/management practices, reassign responsibilities, or conduct inspections differently. Defects may be identified through inspections, systematic audits, or investigations of incidents and dangerous occurrences.

The entire system does not have to be evaluated at once. You may wish to evaluate your system one element at a time. The objective of the review procedure is to ensure that your system works properly and controls new hazards.

For additional information, reference the Workplace Safety and Health Division publications “A Guide to Setting Up a Safety and Health Program” and “Elements of a Safety and Health Program” at [www.safemanitoba.com](http://www.safemanitoba.com).

## Workplace Safety and Health Program Evaluation Checklist

Use this to help evaluate your workplace safety and health program

What criteria must the program meet?

- Is your program workplace specific?
- Does it have a commitment at the highest level of management?
- Does it have workers' input and involvement?
- Has it been developed in consultation with the workplace safety and health committee?
- Does it have a mechanism to assign specific responsibilities and a system for accountability?
- Does it include an evaluation mechanism?
- Is each of your program elements in writing?
- Is it readily available to workers and the committee?
- Does it include a statement of the safety and health responsibilities of contracted employer(s) and self-employed person(s)?

Write policy that demonstrates commitment

- Is the policy written, communicated, and posted?
- Do all employees understand it?
- Does it specify who is responsible and accountable?
- Are resources allocated?

Identify and control hazards and emergencies

- Have the hazards of work processes, equipment, and materials been pro-actively examined and the risks assessed?
- Has a job hazard analysis been done for each hazardous job?
- Has mechanism been set up to address the concerns of workers?
- Has safety and health been incorporated into all work procedures?
- Have specific responsibilities been assigned for dealing with the concerns of workers and following-up on the effectiveness of corrective action?
- Is a mechanism in place to communicate to workers information about hazards and their risks?
- Have hazard controls been put in place (elimination, engineering, etc.)?
- Are equipment logbooks maintained?
- Are maintenance records kept?
- Are applicable plans, policies, and procedures required by the regulations in place?
- Are statistics kept and appropriate reports regularly compiled?
- Are responsibilities for each task assigned to specific people?

Identify people and resources required to deal with emergencies

- Did you identify and address potential emergencies?
- Do you have a written fire safety/evacuation plan?
- If applicable, do you have written procedures for controlling emergencies involving chemicals and biological hazards?
- Do you keep records of emergency training?

## Workplace Safety and Health Program Evaluation Checklist

### Prepare a statement of responsibilities

- Do you have written duties and responsibilities regarding workplace safety and health?
- Do you have means of ensuring accountabilities?
- Do you keep records of managers', supervisors', and workers' safety and health performance?

### Schedule inspections

- Do you have written procedures and schedules in place for inspections?
- Do you have clearly defined responsibilities for carrying out inspections?
- Have you provided training to those responsible for carrying out inspections?
- Do you keep written inspection reports?

### Develop plans to control chemicals and biological hazards?

- Have you prepared an inventory of chemicals and biological hazards?
- Do you have an MSDS control system?
- Are MSDS readily available to employees?
- Are records of worker training kept?
- Are records of environmental monitoring kept, if needed?
- Are records of ventilation system maintenance kept, if needed?
- Is a plan for control of infectious substances kept, where required?

### Develop a plan to safeguard contracted employer(s) of self-employed person(s)

- Is there evidence that the contracted employer or self-employed person is in compliance with The Workplace Safety and Health Act and regulations?
- Does the contracted employer(s) have a written workplace safety and health program in place, if required?
- Do workers of contracted employer(s) receive adequate orientation, instruction, training and competent supervision?
- Does the contracted employer(s) or self-employed person(s) provide safe systems of work and working environments?
- Is there effective ongoing communication with the contracted employer(s) or self-employed person(s) regarding hazards at the workplace and the measures to prevent and control them?
- Is there effective communication with the contracted employer(s) or self-employed person(s) regarding hazards the contracted employer(s) or self-employed person(s) bring to the work site?
- Do you have a system in place for the selection and evaluation of contracted employer(s) or self-employed person(s)?
- Are your organization's safety and health policies and procedures being followed by the contracted employer(s) and their workers or self-employed person(s)?

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## Workplace Safety and Health Program Evaluation Checklist

Develop a training plan for supervisors and workers

- Do you keep records of orientation?
- Do you keep records of training required by the regulations (such as training required for WHMIS, serving alcohol, fall protection, noise, etc.)?
- Do you keep records of safety talks?
- Are responsibilities for training clearly assigned?
- Are records kept of training provided to workplace safety and health committee members?

Develop a procedure to investigate incidents, dangerous occurrences, and refusals to work

- Have you assigned responsibilities in writing for conducting investigations?
- Do you keep records of training?
- Do you have written procedures for conducting investigations?
- Do you keep incident investigation reports?
- Do you keep records of corrective action follow-up measures that have been taken to ensure the action is effective?

Develop a strategy to involve workers

- Have you established an effective workplace safety and health committee?
- Do you maintain workplace safety and health committee minutes?
- Do you follow-up on concerns brought forward by the committee and ensure corrective action is effective?
- Do you keep records of committee inspections?
- Do you keep records of audits conducted by the committee?
- Do you keep records of worker participation in the development and implementation of policies, plans, and procedures required by the regulations?

Regularly evaluate and revise your program

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

Manitoba Workplace Safety & Health Downloadable Program Assessment Tool

[http://safemanitoba.com/safety\\_and\\_health\\_program\\_assessment\\_tool.aspx](http://safemanitoba.com/safety_and_health_program_assessment_tool.aspx)

## Occupational Safety and Health Program Checklist

Use this checklist to make sure that you have all the necessary information in your health and safety program.

Occupational Health and Safety Program Checklist			
	OK	NOT OK	Recommended Action
<b>COMPANY SAFETY POLICY</b>			
Written, communicated, posted, reviewed			
Understood by everyone			
Specifies responsibilities			
Establishes accountability			
Sets company goals			
<b>MANAGEMENT LEADERSHIP</b>			
Budget			
Information			
Personnel			
Expertise			
Means to hold employees accountable			
Periodic program review			
<b>HEALTH AND SAFETY LEGISLATION</b>			
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			
<b>WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM</b>			
MSDS sheets readily available			
Product labels on all containers			
Workplace WHMIS labels			
Employee training, understanding			



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## Occupational Safety and Health Program Checklist

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	OK	NOT OK	Recommended Action
<b>JOB SAFETY ANALYSIS (JSA)</b>			
Written procedures			
Define responsibilities			
Used to develop safe work practices			
Routine job hazard analysis			
<b>JOINT SAFETY AND HEALTH COMMITTEE</b>			
Terms of reference established			
Training provided			
Regular meetings			
Minutes posted			
Recommendations followed			
<b>WORKPLACE INSPECTIONS</b>			
Inspection team established			
Regular inspections done			
Checklist for inspections established			
Reports presented in committee meetings			
Action taken on recommendations			
<b>HAZARD REPORTING</b>			
Reporting system and format established			
Responsibility for follow-up assigned			
Management responds to hazard reports			
<b>INCIDENT AND ACCIDENT REPORTING</b>			
All employees understand the purpose of investigations			
All incidents and accidents reported			
Established procedure understood by all			
Clearly defined responsibility for investigation			



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## Occupational Safety and Health Program Checklist

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	OK	NOT OK	Recommended Action
<b>INVESTIGATION AND FOLLOW UP</b>			
Written investigation procedures			
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			
<b>ACCIDENT AND INJURY RECORDS</b>			
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			
<b>EMERGENCY PROCEDURES</b>			
All potential emergencies identified			
Trained emergency response team on site			
Written procedures communicated			
Responsibilities assigned			
Evacuation procedure established			
Responsibility for all clear signal known			



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## Occupational Safety and Health Program Checklist

Occupational Health and Safety Program Checklist			
	OK	NOT OK	Recommended Action
<b>FIRST AID</b>			
First aid facilities clearly indicated			
Responsibilities for first aid assigned			
Trained first aid staff available			
First aid register maintained			
Procedure for seeking medical aid established, communicated and understood by everyone			
<b>TRAINING AND TRANSFERRED EMPLOYEES</b>			
OH & S part of employee orientation			
Safety part of the orientation package			
On the job training:			
Responsibility for training needs assigned			
Knowledgeable person conducting training			
Training focus on workplace specific needs			
Periodic training provided and updated			
<b>COMMUNICATION</b>			
Planned safety meetings			
Safety on management meeting agenda			
Seminar, newsletter promotion			
OH & S criteria in buying new equipment			
<b>WORKPLACE MONITORING</b>			
Defined responsibility for monitoring			
Chemical, physical and biological hazards			
Established procedures for needs analysis			
Resources provided			
Records communicated and maintained			
<b>WCB CLAIMS MANAGEMENT PROGRAM</b>			
Responsibilities assigned			
Progress of injured workers monitored			



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## Health and Safety Activity Summary

Company Name: \_\_\_\_\_  
\_\_\_\_\_

Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Yearly \_\_\_\_\_ Report

For the period ending: (month/year) \_\_\_\_\_  
\_\_\_\_\_

Number of workers hired	
Number completed orientation	
Number of safety meetings scheduled	
Number conducted	
Number attended (%)	
Number of form inspections scheduled	
Number completed	
Total unsafe acts/conditions identified	
Number of incidents	
Damage only	
Injury only	
No-loss	
Number of investigations	
Completed	
Outstanding	
Number of emergency drills	
Number of safety recommendations made	
Completed	
Outstanding	

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Safety and Health Program Framework Summary

Your Safety and Health Program is your summary of how you are planning to address safety and health in your workplace. To meet the requirements as set out in Section 7.4(5) of the Workplace Safety and Health Act (W210), you must be able to summarize how you have addressed the following elements.

1. How do you communicate your safety and health policy statement that reflects the company's commitment to the safety and health of workers at the workplace?
2. How do you plan to identify and control hazards that workers may be exposed to? How do you plan to identify, prepare, and train workers in the safe work procedures that are required at the workplace?
3. How do you plan to deal with each emergency situation that may occur including how an emergency is declared, how workers will be evacuated, who are internal contacts, who contacts outside agencies, and how workers are trained in the emergency response procedures?
4. How do you plan to communicate to all workplace parties their safety and health responsibilities and how do you plan to ensure they are fulfilling those responsibilities?
5. How do you plan to inspect the workplace including what type of inspections will be done, when they will be done, who will be doing them, what records will be kept, and how you plan to follow-up on identified deficiencies?
6. How do you plan to identify and control chemical and biological hazards that workers may be exposed to, including a summary of your WHMIS program and how you are ensuring workers are not over exposed to those hazards?
7. How do you plan to address the safety and health of contracted employers or self employed persons coming into the workplace including how they are evaluated, selected, and monitored?
8. How do you plan to train workers and supervisors, including both before performing a work activity and continually where required?
9. How do you plan to investigate incidents, accidents, other dangerous occurrences and right to refuse situations?
10. How do you plan to involve workers in safety and health at the workplace including how concerns are handled and a summary of your safety and health committee?
11. How do you plan on evaluating your program at least once every three years including how effectively your program is implemented?