

Occupational Health and Safety Checklist

The Workplace Environment

- An easily accessible copy of the Occupational Health and Safety Act and appropriate Regulations in the workplace.
- Explanatory material(s) from and prepared by the Ministry of Labor outlining the rights, responsibilities and duties of workers under the Occupational Health and Safety Act are posted in the workplace and easily accessible. This material is in English and/or the majority language in the workplace.
- Prepared a written occupational health and safety policy that is reviewed at least once a year.
- A policy implementation program is posted in the workplace, and is easily accessible.
- Prepared health and safety related policies, e.g. harassment, violence in the workplace, smoking, drugs and alcohol, working alone, shift work, surveillance equipment, stress in the workplace and confined workspaces etc.
- Currently have a Health and Safety Representative or a Joint Health and Safety Committee (JHSC). **Please Note:** Any workplace that regularly employs 20 or more workers must have a JHSC. A health and safety representative is required at a workplace or construction project where six or more workers are regularly employed.
- New employee orientation program in place, to ensure that new employees are given the proper training upon hiring.
- All employees are trained in safe work procedures with the hazards associated with their work.
- Employees are provided with all the rules, policies and procedures for doing the job safely.
- Employees are provided with contacts to help with questions and concerns regarding health and safety issues in the workplace, e.g. joint health and safety committee, supervisor.
- Workplace cleanliness is maintained, and free from items that may cause slips, trips, falls, and other workplace accidents.

- Temporary space heaters are located, operated, inspected, and maintained to prevent the ignition of any materials.
- There is at least one employee on each shift or during work hours with the appropriate first aid certificate and a first-aid kit available.
- The workplace is properly ventilated.
- The lighting is adequate for the type of work being done.
- Clean water is available for drinking and hand washing.
- An adequate number of toilets are provided for each gender.
- Garbage and debris are removed on a regular basis in a suitable container.
- Piled materials such as boxes, sacks, or pipes are stable, and clear of any interference with illumination, sprinklers, access/exits, ventilation, electrical installations, or machine operations.
- All stairways, ramps, floors and passageways are constructed and maintained in such a way that they do not present a hazard for slips, or falls, and are accessible to all employees and visitors.
- Any breaches to the Occupational Health and Safety Act, Regulations, or health and safety policies and procedures and measures are regularly reported to the appropriate person.
- Actions and/or disciplinary measures are followed through with in a timely manner when there is a breach to the Act, Regulations and/or health and safety policies or measures.

Proper Use of Equipment

- Comprehensive instructions and training are provided for employees using all machines and equipment.
- Appropriate lifting equipment and training is provided.
- Instruction is provided relating to machine guarding.
- Instruction is provided on the proper maintenance and storage of machines and equipment.

- Instruction is provided on proper lock-out procedures, as well as the starting and stopping of machines and equipment.
- All operational equipment is inspected and maintained in accordance with manufacturer's specifications.
- Adequate space is provided around all machines to ensure safety.
- All proper guards or safeguards are in place to prevent contact with, or entanglement in moving parts.
- All machines, equipment and electrical meet industry and legal standards.
- Controls on machines are located in an optimal position to prevent unintentional activation while allowing easy access for stopping the machine.

Personal Protective Equipment (PPE)

- The use of PPE is required for any job where a hazard exists.
- PPE is supplied to employees.
- Training is provided on the proper use of PPEs.
- The use of PPE is enforced.
- Appropriate fall protection such as fall harnesses, guardrails, roof brackets etc. are in place for employees working with heights.

Hazards in the Workplace

- Employees are made aware of existing hazards (physical, biological and chemical agents) in the workplace.
- Employees are provided with instruction on reducing and controlling the risks and hazards in the workplace.
- All employees who work with, or near, hazardous products are trained in the safe use, handling and storage of those products.
- Employees are provided with proper instruction and training on handling and disposal of controlled/toxic materials.

- All controlled products and containers are properly labeled with Material Safety Data Sheets (MSDS) through the proper use of Workplace Hazardous Materials Information System/ WHMIS.
- Material Safety Data Sheets (MSDSs) are available and accessible to all employees in the workplace.

Emergency Procedures

- Emergency procedures are in place.
- Emergency procedures are reviewed with employees.
- Fire exits are clearly marked and accessible.
- First-aid kits are on site, readily accessible and maintained.
- Fire extinguishers are on site, clearly marked, readily accessible and checked regularly.
- Employees are provided with instruction on reporting an injury, incident or dangerous situation.
- Emergency lighting is adequate and in good working condition.
- Safe exits are available and kept unlocked and unblocked where locking or blocking them would prevent a person from exiting the work area.
- Emergency showers or eye-wash stations are available and in good working condition, where required.