

Workplace Health and Safety Checklist

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I know my legal obligations under the <i>Occupational Health and Safety Act</i> (or <i>Canada Labour Code</i>).				
I have a health and safety policy and procedures, and communicate these to all my employees.				
All my employees know their health and safety responsibilities and are held accountable for meeting them.				
All my employees receive health and safety training so they can meet their responsibilities.				
If I have between 5 and 19 employees, I have a health and safety representative selected by the workers to carry out specific duties such as workplace inspections and accident investigations.*				
If a designated substance regulation applies to my workplace, I have a joint health and safety committee.				
I have provided WHMIS training to my employees, where required.				
I regularly communicate with my workers about health and safety.				
There are regular inspections for hazards in my workplace.				
When hazards are found or anticipated, they are removed or controls are put in place to protect workers.				
Equipment is always checked for safety before use.				
There are safe operating procedures for all work processes, and workers fully understand how to comply with them.				
If there is an injury, illness, or a near miss, it is thoroughly investigated so we can learn how to prevent similar incidents in the future.				
I have emergency response plans for dealing with fire, chemical spills, and other major incidents.				
Staff trained in first aid and first aid equipment are always available in case of injury.				
When contractors work in my workplace, I always make sure they meet all health and safety requirements.				
I have a return to work plan to help injured or ill workers get back on the job as soon as it is safe for them to do so.				
I periodically evaluate the performance of our health and safety programs, recognize individuals who are doing well, and make improvements where needed.				

* If the business grows to employ 20 or more workers, there is a requirement to have a joint health and safety committee.

Pour obtenir ces renseignements en français composez le 1-800-465-5606.