

MANAGERS' GUIDE TO HEALTH AND SAFETY AT WORK

CHECKLIST OF RESPONSIBILITIES

A safe and healthy workplace is an important goal for your organization. Use this checklist to ensure your workplace safety program runs smoothly and is reviewed annually.

Occupational Health and Safety Act

The Occupational Health and Safety Act requires you to:

- Operate a safe and healthy workplace,
- Do everything reasonable to protect the health and safety of your workers.

HEALTH AND SAFETY CHECKLIST

Health and Safety Policies

- Establish H&S Policies; demonstrate commitment of senior management; communicate with workers; post in the workplace; and review annually.

Set Health and Safety Goals

- Set H&S goals annually; assign responsibility for H&S program; hire competent supervisors; H&S budget.

Joint Health and Safety Committee

- Establish a Joint H&S Committee; equal numbers of worker and management members; trained representatives; goal of committee is to monitor and improve H&S conditions in workplace; hold monthly meetings and post meeting minutes.

Workplace Inspections

- Inspect the workplace monthly; post inspection results; correct unsafe conditions.

Emergency Plan and Fire Safety

- Develop emergency and fire safety plans; post in the workplace; review annually.

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HEALTH AND SAFETY CHECKLIST

Hazard Identification

- Review jobs to identify work related hazards; develop safe operating procedures; train; review hazards annually.

Workplace Injury, Accident, or Incident

- Annually review data on workplace injuries, accidents and incidents; review prevention options; develop safe operating procedures; train.

Workplace Hazardous Material Information System (WHMIS)

- Annually review WHMIS program; provide refresher training for workers on working with hazardous materials.

Personal Protective Equipment (PPE)

- Annually review workers use of PPE; update equipment as required; train on proper use as required.

Audit Lock Out / Tag Out Procedures

- Annually review procedures for the lock out / tag out of machinery and equipment; provide training as required.

Preventative Maintenance

- Monthly, quarterly or annually, as required, conduct preventative maintenance on machinery or equipment.

Training

- Annually review H&S training plans – including new worker awareness training, H&S orientation, workplace violence and harassment prevention, job hazard specific training, first aid, and other on the job H&S training; review and update worker certifications.

Communication

- Communicate with workers on an on-going basis about safety in the workplace: start a safety newsletter; hold monthly safety talks; invite guest speakers; participate in health and safety initiatives in the community.

The information provided is an overview. Your situation is unique. Refer to the applicable legislation or contact Fusion Career Services for advice.