How's Your Workplace Doing?

An Owner/Manager's Checklist

	Yes	Yes, but improvement is needed	No
I know my legal obligations under the Occupational Health and Safety Act (or Canada Labour Code).	☐	☐	☐
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 more than 5 workers, but less than 20, I have a Health and Safety Representative selected by the workers to carry out specific duties such as workplace inspections and accident investigations.	☐	☐	☐
If I have 20 or more workers, I have a joint health and safety committee, and at least one worker and one management certified member.	☐	☐	☐
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 it is used.	☐	☐	☐
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 "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.	☐	☐	☐
Trained first aiders 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 – then recognize those who are doing well, and make improvements where needed.	☐	☐	☐

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