




Workplace Safety and Health Program Checklist

To set up your Safety and Health Program, there are important criteria that must be met in order to design a policy that will work for you. Use these tips to help evaluate your current Safety and Health Program or to help you create one.

	Safety and Health Program Criteria
	Is your Safety and Health Program workplace specific?
	Is management (at the highest level) involved and committed to your program?
	Does it involve workers input and involvement?
	Was it developed in consultation with your Safety and Health committee?
	Does it include an evaluation component?
	Do you have each program element in writing?
	Do you have written safe work procedures for all tasks?
	Is your program accessible to all workers and committee members?
	Are the rights and responsibilities clearly stated for all workers?
Safety and Health Policy	
	Stated in clear, unambiguous and unequivocal terms
	Dated and signed by the highest level of management
	Kept up to date
	Communicated to each employee and adhered to in all work activities
Identify and Control Hazards and Emergencies	
	Have hazards of work processes, equipment, and materials been examined and risks assessed?
	Do you have a job hazard analysis for each hazardous job?
	Do you have a clear policy to address workers concerns?
	Have Safe Operating Procedures (SOP) been developed, trained, posted and enforced in all work procedures?
	Have responsibilities been assigned to deal with concerns and follow-ups to be addressed?



	Is communication passed along to workers regarding hazards and associated risks?
	Are hazard controls in place; at the source, along the path and at the workers level?
	<ul style="list-style-type: none"> • By elimination
	<ul style="list-style-type: none"> • By redesign / engineered
	<ul style="list-style-type: none"> • By administration controls
	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE)
	Are equipment log books maintained?
	Are maintenance records kept?
	Are all plans, policies and procedures that are required by regulations in place?
	Are statistics and reports completed on a regular basis?
	Have responsibilities and tasks been assigned to specific people?
	<ul style="list-style-type: none"> • First aid responders
	<ul style="list-style-type: none"> • Lock-out, tag-out
	<ul style="list-style-type: none"> • Confined space
Identify People and Resources Required to Deal with Emergencies	
	Have potential emergencies been identified and addressed?
	Do you have written fire safety/evacuation plan?
	Are emergency training records kept? (e.g. fire drills, etc.)
	Are there written procedures for controlling emergencies involving chemicals and biological hazards?
Be Prepared Before an Accident Occurs	
	Have a policy in place
	Assign responsibilities
	Define accident reporting procedures
	Develop forms for investigation and reports



	Have procedures for follow up on recommendations
	Identify specialist
	Update knowledge and skills regularly
	Statement of Responsibilities
	Do you have written duties and responsibilities regarding Workplace Safety and Health?
	Do you have a means of ensuring accountability?
	<ul style="list-style-type: none"> • Behaviour observations
	<ul style="list-style-type: none"> • A written disciplinary policy
	<ul style="list-style-type: none"> • Has it been included in your policy statement
	Are safety and health performance records kept for all staff (including managers)?
	Scheduled Inspections
	Do you have written procedures and schedules for inspections?
	Are responsibilities clearly defined for those completing inspections?
	Is training provided for those completing inspections?
	Are inspection reports kept?
	Plans to Control Chemical and Biological Hazards
	Is an inventory of chemical and biological hazards kept?
	Do you have a MSDS control system?
	Are MSDS readily available to employees?
	Do you have records on: worker training, environmental monitoring and ventilation systems?
	Safeguarding Contracted or Self-Employed Personnel at Your Workplace
	Is the self employed or contracted employee in compliance with the Workplace Safety and Health Act and Regulations?
	Have you provided a contractor guide and an orientation to your health and safety program?
	Does the contracted employee have a written workplace safety and health program in place?
	Have you reviewed the safety program with them, do you have a signed copy of this policy in



	their employee file?
	Is adequate orientation, instruction, training and competent supervision given to contracted employees?
	Are safe systems of work and working environments provided for the contracted or self employed persons?
	Is there effective ongoing communication with regards to hazards they may bring to the work site?
	Do you have a system in place for the selection and evaluation of contracted employers or self employed persons?
	Are your safety and health policies and procedures being followed by the contracted employers and their workers or self employed persons?
	Training plan for supervisor and workers
	Are orientation and/or training records kept?
	Are responsibilities for training clearly assigned?
	Are training records provided to Workplace Safety and Health Committee members?
	Investigation of Incidents, Dangerous Occurrences and Refusals to Work
	Have responsibilities for conducting investigations been assigned?
	Are responsibilities stated in writing?
	Are records of training, incident investigation reports, corrective action and follow up measures kept?
	Involving Workers
	Have you established an effective Workplace Safety and Health Committee?
	Do you maintain committee meeting records?
	Are concerns that are brought forward by the committee followed up on to ensure corrective action is taken?
	Are records of committee inspections and audits kept?
	Do you keep records of workers participation in the development and implementation of policies, plans and procedures required by regulation?



Evaluate and Revise Your Health and Safety Program	
	Have you clearly identified a process to evaluate and revise your safety program within time intervals specified in the regulations?