



Workplace Safety and Health Assessment Checklist

Reviewing and updating your Workplace Safety and Health Program will ensure that it is current and effective. This review will help you to identify the strengths and weaknesses of your current program, and allow you to focus on areas of improvement. Please ensure to involve your employees in this process.

Safety and Health Assessment				
Date:	Inspected By:			
Written Safety and Health Program	Yes	No	N/A	Comments
Does your establishment have a written Workplace Safety and Health Program?				
Do you keep a copy easily accessible? Is it posted?				
Does your policy clearly state responsibilities of:				
The employer				
Managers and supervisors				
Workers				
Does your program include a policy statement regarding your commitment to safety?				
Safe Work Procedures	Yes	No	N/A	Comments
Do you have safe work procedures developed for all tasks that involve hazards?				
Do you review your safe work procedures yearly?				
Do you have a working alone plan?				
Do you have an emergency plan?				
Does your plan enforce the prohibition of horseplay and the use of drugs/alcohol while in the workplace?				
Are your employees involved in the development of your safe work procedures?				
Are your safe work procedures posted in areas considered most hazardous?				
Identifying Hazards and Assessing Risks	Yes	No	N/A	Comments
Do you have clear methods of identifying hazards?				
Do your employees do regular workspace inspections?				
Are regular risk assessments done to eliminate/control hazards?				
Education and Training	Yes	No	N/A	Comments
Does your new worker orientation include:				
Health and safety program training?				
Training regarding how to read and follow safe work procedures?				
Clearly define information on how to identify workplace hazards				



Safety Inspection	Yes	No	N/A	Comments
Is your workplace inspected on a regular basis?				
Do you have a method in place to report hazards?				
Are results of inspections regularly discussed with staff?				
Do supervisor(s) and employees complete inspections together?				
Are identified hazards followed up correctly?				
Hazardous Materials	Yes	No	N/A	Comments
Is a current inventory of controlled products kept in your workplace?				
Does each controlled product have a current MSDS?				
Are MSDS sheets easily accessible for your workers?				
Do you regularly check that all new products have MSDS?				
Are supplier labels checked when controlled products are received?				
Are decanted products labelled?				
Are all labels clearly marked and easy to read?				
Do employees know proper procedure for handling, storing and disposing of hazardous materials?				
In the event of a chemical spill, is there an emergency plan?				
Investigating Incidents	Yes	No	N/A	Comments
Do employees report all incidents and close calls?				
Do you investigate all incidents and close calls?				
Do you focus on the root cause of all incidents and close calls?				
Is corrective action taken to identify incident investigations?				
First Aid	Yes	No	N/A	Comments
Do all employees know the location of all first aid kits?				
Are first aid trained employees easily identified?				
Do employees know who and how to contact for emergency assistance?				
Are all injuries recorded?				
Are employees knowledgeable on injury reporting?				
Records and Statistics	Yes	No	N/A	Comments
Do you keep documentation of the following:				
Orientation of new workers				
Education and training of all employees				
Injuries and other incidents				
Inspection reports				
Monthly safety meetings				
Additional Topics:	Yes	No	N/A	Comments