

# Health and Safety Checklist

This checklist will give you some idea of the issues you need to address to improve health and safety.

## WORKPLACE HAZARDS

- Do you have an effective method for identifying hazards? This includes checking equipment safety.
- Do you have effective methods for eliminating, controlling or minimizing hazards?

## EDUCATION AND TRAINING

- Are you and your employees familiar with the health and safety regulations that apply to the business?
- Do your employees have information about hazards that they are, or could be, exposed to?
- Are your employees adequately trained in safety procedures for the operation? Is this information written and available to them?

## EMERGENCY PREPARATION

- Are emergency procedures in place? Are you and your employees familiar with these procedures?
- Are emergency exits clearly marked?
- Are fire extinguishers properly located and regularly serviced? Do your workers know how to operate them?
- Do you have adequate first aid supplies? Do your workers know where to find and how to use them?

Cont'd

## Health and Safety Checklist Cont'd

### INCIDENTS

- Do you report all serious incidents to the Workers' Compensation Board?
- Do you investigate all incidents?
- Do you keep a written record of all incidents?

### YOUR WORK ENVIRONMENT

- Are your employees adequately supervised in the safe performance of their duties?
- Are workstations designed to suit your workers' physical requirements?
- Do you train employees to prevent repetitive strain injuries?
- Are all work areas kept free of tripping and slipping hazards?
- Do you control noise at the source, where possible? Is loud machine noise controlled?
- Do your employees have access to current material safety sheets for all the chemicals that require these?
- Are all chemical containers properly labelled?
- Do your employees have access and know how to use appropriate personal protective clothing and equipment?