

Industrial Safety Trainers Inc.

Health and Safety Checklist

For workplaces with 1 to 5 workers

This checklist has been created in order to assist various types of workplaces in the understanding of what their obligations are under the Occupation Health and Safety Act.

This list originated from the MOL Web site and we have added a few lines which add clarity to some of the questions you should be asking yourselves.

Follow along with this checklist to discover your obligations under the OHSA.

Health and Safety Checklist Workplaces with 1 to 5 workers

Part 1 Roles and responsibilities

- 1**
- a) Do you have copies of the Occupational Health and Safety Act (OHSA), mandatory “prevention Starts here” poster and resource material prepared by the Ministry of Labour posted in your workplace? Yes No
- b) Do you provide this material both in English and in a language best understood by your workers? Yes No
[OHSA Section 25(2)(i)]

For a list of required posting in your workplace please go to

https://www.labour.gov.on.ca/english/atwork/posting_training.php

As an employer, are you aware of your duties and responsibilities under the OHSA? [OHSA Section 25 and 26]-

Ontario Safety Laws are very clear that any person that is in charge of a worker (employers and supervisors) are required to have an understanding of OHSA and how it applies to your workplace. This means “have you received any training in understanding the Act and Regulations?” Yes No

- 2**
- Are other parties at your workplace aware of their duties and responsibilities under the OHSA?
- Supervisors [OHSA Section 27] Yes No
- Workers [OHSA Section 28] Yes No
- Directors [OHSA Section 32] Yes No
- Constructor [OHSA Section 23 and 30] Yes No
- Owner [OHSA Section 29 and 30] Yes No
- Most small business will have some sort of health & safety procedures hand book that describes the above duties and responsibilities. Yes No

For more information about workplace persons please go to

https://www.labour.gov.on.ca/english/hs/pubs/ohsa/ohsag_part3.php

- 3**
- Have you appointed supervisors that:
- Are familiar with the health and safety legislation? Yes No
 - Have experience, training and knowledge to oversee the work? Yes No
 - Have knowledge of any potential or actual hazards associated with the work? Yes No
 - Can you prove that they are competent as described above? Yes No
- [OHSA Section 1(1) and 25(2)(c)]

- 4**
- Are you, your supervisors and workers aware that you cannot discipline your workers for obeying the OHSA, refusing unsafe work, seeking enforcement of the Act or regulations or giving evidence in an enforcement or related proceeding? [OHSA Section 50] Yes No

For more information, go to <https://www.labour.gov.on.ca/english/hs/topics/reprisal.php>

Part 2 Reporting and Records Management

5	Do you encourage your workers (supervisors are also workers) to report hazards and violations in your workplace? If yes, is this a written procedure or just using common sense? This should be a written procedure. [OHSa Section 28(1)(c) and 28(1)(d)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Do you keep track of actions you take to correct reported hazards and violations in your workplace? How do you prove that you address safety hazards that are brought to your attention or if workers are found to be working unsafely? [OHSa Section 51(1) and 52(2)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Do you know how to report fatalities, critical injuries and occupational illnesses at your workplace to the MOL? Do you know when you are required to notify the MOL of an injury? [OHSa Section 25(2)(h)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Are you aware a Ministry of Labour inspector has the authority to inspect your workplace compliance at any time? [OHSa Section 54]	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	a) Do you know that when you are issued orders to comply by the MOL, you have in effect received a written warning that you are in non-compliance with OHSa requirements and that you are required to comply with orders of an MOL inspector within the timeframe specified in the order? [OHSa Section 57 (1)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b) Do you know that MOL orders and field visit reports issued by an MOL inspector are required to be posted in your workplace in a conspicuous place where they are most likely to come to the attention of workers? [OHSa Section 57 (10)(a)]	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3 Hazards in the Workplace

10	OHSa requires all employers to train their workers on the hazards that could be found with the work they do. To do this they should be conducting some sort of hazard assessment of the jobs and tasks that workers do. Have you determined what health and safety hazards exist for the types of work performed at your workplace? [OHSa Sections 24(2)(d) and 32.0.3] Resources: Frequently asked questions , Occupational Health Hazards and Illnesses ,	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Have you told your workers of the hazards they may be exposed to at your workplace? How have you done this? [OHSa Sections 25(2)(a) and 25(2)(d)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Have you put into place measures and procedures to control these hazards? This is normally done through safety talks or safe work procedures. [OHSa Section 25(2)(h)] Resources: Find regulations that apply to your workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Are your workers working with, or in proximity to, hazardous substances (i.e.	<input type="checkbox"/> Yes <input type="checkbox"/> No

biological, chemical or physical agents)

Have you put into place measures to control these hazardous substances in your workplace? Have you done WHMIS Training? Yes No

Resources: [Occupational Exposure Limits](#), [Workplace Hazardous Materials Information System \(WHMIS\): A Guide to the Legislation](#)

Part 4 Instruction and Training

14 Have your supervisors and workers completed mandatory occupational health and safety awareness training? Yes No
[OHS Regulation 297/13]

Resources: [Health and Safety Awareness Training for Workers and Supervisors](#)

15 Do you and your supervisors provide workers at your workplace with workplace-specific training on identified hazards? Yes No
[OHS Sections 25(2)(d) and 27(2)(a)]

16 Have you provided your workers with information and instruction on preventing workplace violence and harassment? Yes No
[OHS Section 32.0.1 to 32.0.7]

Resources: [Workplace Violence and Workplace Harassment](#)

17 Do you provide information, instruction and supervision to your workers to protect their health and safety? Yes No
[OHS Sections 25(2)(a)]

We hope this questionnaire is useful in helping you understand the requirements that your business must comply with. It can be a daunting task to understand all that your business is required to be doing to demonstrate due diligence.

Industrial Safety Trainers Inc. are approved training providers by the Ministry of Labour. We are not the MOL, nor do we report to them in any way. We are advocates for the employer. The purpose of sending you this questionnaire is to help you understand what you are expected to be doing as a business when it comes to the safety of your workers.

In many cases, asking the above questions, may cause more confusion as to what you are required to be doing to meet compliance under the MOL. For an honest and informative response to your questions you can contact our office. In many cases, we can meet you at your office to discuss what you should be doing to meet compliance and there is no cost involved for those assessments.

Do you have questions? Call 800-219-8660 or email to randy@istcanada.ca

Industrial Safety Trainers Inc.

1-800-219-8660

Providing safety training and consulting services anywhere in Ontario.

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