

Industrial Safety Trainers Inc.

## Health and Safety Checklist

For workplaces with 20 or more 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 in to add clarity to some of the questions you should be asking yourselves.

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

<b>WORKPLACE SAFETY</b>																																																																																			
<b>HEALTH &amp; SAFETY POLICY STATEMENT</b> <div style="border: 1px solid black; height: 150px;"></div>	<b>VIOLENCE &amp; HARASSMENT POLICY STATEMENT</b> <div style="border: 1px solid black; height: 150px;"></div>	<b>Emergency Information</b> <table border="1" style="width: 100%;"> <tr> <th colspan="3">QUALIFIED FIRST AID PERSONS</th> <th colspan="2">EMERGENCY PHONE NUMBERS</th> </tr> <tr> <td style="font-size: small;">NAME</td> <td style="font-size: small;">WORK LOCATION</td> <td style="font-size: small;">EXPIRY OF CERTIFICATE</td> <td colspan="2" style="text-align: center;"><b>FOR ALL EMERGENCIES CALL 911</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">FIRE DEPARTMENT</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">LOCAL POLICE</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">HOSPITAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">AMBULANCE</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">TAXI COMPANY</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">GAS COMPANY</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">HYDRO</td> </tr> <tr> <td colspan="3">HEALTH &amp; SAFETY REPRESENTATIVES</td> <td colspan="2">MINISTRY OF LABOUR</td> </tr> <tr> <td style="font-size: small;">NAME</td> <td style="font-size: small;">WORK LOCATION</td> <td></td> <td colspan="2">MINISTRY OF ENVIRONMENT</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">POISON CONTROL CENTER</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">SECURITY COMPANY</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">AFTER HOURS CONTACT</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">INDUSTRIAL SAFETY TRAINERS 1-800-219-8660</td> </tr> </table>		QUALIFIED FIRST AID PERSONS			EMERGENCY PHONE NUMBERS		NAME	WORK LOCATION	EXPIRY OF CERTIFICATE	<b>FOR ALL EMERGENCIES CALL 911</b>					FIRE DEPARTMENT					LOCAL POLICE					HOSPITAL					AMBULANCE					TAXI COMPANY					GAS COMPANY					HYDRO		HEALTH & SAFETY REPRESENTATIVES			MINISTRY OF LABOUR		NAME	WORK LOCATION		MINISTRY OF ENVIRONMENT					POISON CONTROL CENTER					SECURITY COMPANY					AFTER HOURS CONTACT										INDUSTRIAL SAFETY TRAINERS 1-800-219-8660	
QUALIFIED FIRST AID PERSONS			EMERGENCY PHONE NUMBERS																																																																																
NAME	WORK LOCATION	EXPIRY OF CERTIFICATE	<b>FOR ALL EMERGENCIES CALL 911</b>																																																																																
			FIRE DEPARTMENT																																																																																
			LOCAL POLICE																																																																																
			HOSPITAL																																																																																
			AMBULANCE																																																																																
			TAXI COMPANY																																																																																
			GAS COMPANY																																																																																
			HYDRO																																																																																
HEALTH & SAFETY REPRESENTATIVES			MINISTRY OF LABOUR																																																																																
NAME	WORK LOCATION		MINISTRY OF ENVIRONMENT																																																																																
			POISON CONTROL CENTER																																																																																
			SECURITY COMPANY																																																																																
			AFTER HOURS CONTACT																																																																																
			INDUSTRIAL SAFETY TRAINERS 1-800-219-8660																																																																																
<b>MONTHLY SAFETY INSPECTIONS</b> <div style="border: 1px solid black; height: 150px;"></div>	<b>MINUTES OF SAFETY MEETINGS</b> <div style="border: 1px solid black; height: 150px;"></div>	<b>EVUACATION ASSEMBLY AREA IS LOCATED:</b> <div style="border: 1px solid black; height: 30px;"></div>																																																																																	
		<b>MSDS SHEETS ARE LOCATED:</b> <div style="border: 1px solid black; height: 30px;"></div>																																																																																	
		<b>Occupational Health &amp; Safety Act</b>  <p><b>Better Safe Than Sorry!</b> 1-800-219-8660</p> <div style="border: 1px dashed black; padding: 5px; font-size: x-small;">             To order your current copy of the Occupational Health &amp; Safety Act, call Industrial Safety Trainers Inc. at 800-219-8660.         </div>																																																																																	
<a href="http://www.thesafetybus.com">www.thesafetybus.com</a>																																																																																			

## Health and Safety Checklist Workplaces with 20 or more workers

### Part 1 Roles and responsibilities

- 1 a) Do you post copies of the Occupational Health and Safety Act (OHSA), mandatory “Prevention Starts Here” poster and resource material prepared by the Ministry of Labour 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)]

Resources: [IST Posted Materials Checklist](#), [Posting requirements](#)

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

Are other parties at your workplace aware of their duties and responsibilities under the OHSA?

- 2 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

Resources: [Duties of Employers and Other Persons](#), [Constructor Guideline: Health and Safety](#)

If yes to any of the above, how are you doing this? This is most commonly communicated through the company’s health and safety program or for smaller companies through the employee health and safety hand book.

Have you appointed supervisors that:

- 3 • 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  
[OHSA Section 1(1) and 25(2)(c)]

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?  Yes  No

- 4 [OHSA Section 50] How do they know this or is it just common sense they would not retaliate against a worker. Do they understand what a reprisal would look like?  Yes  No

Resources: [Reprisals](#)

Do you prepare and review at least annually a written occupational health and safety policy?  Yes  No

- 5 a) Do you develop and maintain a program to implement that policy? A program is basically our companies’ health and safety manual that describes how your business will manage the safety of its workers. [OHSA Section 25(2)(i)]  Yes  No

b) Is your occupational health and safety policy posted in your workplace?  
[OHS Section 25(2)(k)]  Yes  No

Has your business conducted a Violence Risk Assessment as required?  
Have you developed policies and procedures for Violence and Harassment that is reflective of your workplace?  Yes  No

6 Are your workplace violence and workplace harassment policies reviewed at least annually and posted? [OHS Section 32.01]  Yes  No

Have you trained all your staff in your policy and procedures?  
Resources: [Workplace Violence and Harassment: Understanding the Law, A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace](#)  Yes  No

7 Do you have a Joint Health and Safety Committee (JHSC)?  Yes  No  
Was he/she selected by the workers who do not exercise managerial functions?  
[OHS Section 8(1) and Section 8(5)]  Yes  No

8 Does your JHSC consist of:  
At least 2 people if your workplace has 49 or fewer workers?  Yes  No  
At least 4 if your workplace has 50 or more workers?  
[OHS Section 9(6)]  Yes  No

9 Do you have at least one certified management and one certified worker member on your JHSC?  
[OHS Section 9(12)]  Yes  No  
Resources: [JHSC Certification Training](#)

10 Do your JHSC members understand the functions(s) of a JHSC Committee and its members?  
[OHS Section 9(18) and 9(19.1)]  Yes  No

11 Does your JHSC meet at least once every three months?  Yes  No  
Are minutes of the meeting recorded?  
[OHS Section 9(33) and 9(22)]  Yes  No

12 Are the names and work locations of your JHSC members posted in your workplace?  
[OHS Section 9(32)]  Yes  No

13 Is your workplace inspected at least once a month by a worker JHSC member?  
OHS Section 9(26)  Yes  No

14 Do you co-operate with JHSC members and help them carry out their functions?  
[OHS Section 25(2)(e)]  Yes  No

## Part 2 Reporting and Records Management

15 Do you encourage your workers (supervisors are also workers) to report hazards and violations in your workplace?  Yes  No  
How do you do this?  
[OHS Section 28(1)(c) and 28(1)(d)]  Yes  No

<b>16</b>	Do you keep track of actions you take to correct reported hazards and violations in your workplace? [OHSa Section 25(2)(h)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>17</b>	Do you Respond in writing to recommendations of Joint Health and Safety Committee within 21 days? [OHSa Section 9(20)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>18</b>	Do you know how to report fatalities, critical injuries and occupational illnesses at your workplace to the MOL? [OHSa Section 51(1) and 52(2)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you know when you have to report to the MOL? What kinds of injuries have to be reported? Resources: <a href="#">Report an Injury to MOL</a> , <a href="#">Report an Injury to WSIB</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	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
<b>19</b>	If they were to show up for an inspection, do you think they would find safety violations? If you think they would find safety violations, what impact do you think it would have on your business? Resources: <a href="#">Occupational Health and Safety Inspections, Enforcement</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>20</b>	a) Do you know 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
	c) If your business are found to be in non-compliance with OHSa, do you know 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
	d) Did you know that if orders are written up against a company from the MOL, that they are in fact notifying you that the company is in non-compliance with OHSa and that fines or penalties could fall out of those orders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	e) Did you know that the MOL has the authority to fine workers, supervisors and employers on the spot for observed safety violations? It is a ticketing system similar to the kind you would get for traffic violations.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Part 3 Hazards in the Workplace

21 Have you determined what health and safety hazards exist for the types of work performed at your workplace? [OHS Act Sections 24(2)(d) and 32.0.3]  Yes  No  
 Resources: [Frequently asked questions](#), [Occupational Health Hazards and Illnesses](#)

Have you told your workers of the hazards they may be exposed to at your workplace? [OHS Act Sections 25(2)(a) and 25(2)(d)]  Yes  No

22 How do you communicate safety hazards to your workers?  
 • Employee Health and safety hand book  Yes  No  
 • Safety postings  Yes  No  
 • In-house training on safety hazards  Yes  No  
 • Safe Work instructions  Yes  No  
 • Other  Yes  No

23 Have you put into place measures and procedures to control these hazards? [OHS Act Section 25(2)(h)]  Yes  No  
 Resources: [Find regulations that apply to your workplace](#)

24 a) Are your workers working with, or in proximity to, hazardous substances (i.e. biological, chemical or physical agents)  Yes  No  
 b) Have you put into place measures to control these hazardous substances in your workplace?  Yes  No  
 Resources: [Occupational Exposure Limits](#), [Workplace Hazardous Materials Information System \(WHMIS\): A Guide to the Legislation](#)

### Part 4 Instruction and Training

Have **both** your **supervisors** and **workers** completed mandatory occupational health and safety awareness training? [OHS Regulation 297/13]  Yes  No  
 Have you provided your supervisors with training in understanding the regulations in the OHS Act 25 (2)(c)  Yes  No  
 25 Have you provided training to supervisors on how to identify hazards in the workplace?  Yes  No  
 Have you provided your supervisors with training in Accident investigation?  Yes  No  
 Resources: [Health and Safety Awareness Training for Workers and Supervisors](#)

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

27 Have you provided your workers with information and instruction on preventing workplace violence and harassment? [OHS Act Section 32.0.1 to 32.0.7]  Yes  No  
 Resources: [Workplace Violence and Workplace Harassment](#)

28 Do you provide information, instruction and supervision to your workers to protect their health and safety?[OHS Act Sections 25(2)(a)]  Yes  No  
 How do you communicate safety hazards to your workers?  
 • Employee Health and safety hand book  Yes  No

• Safety postings	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• In-house training on safety hazards	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Safe Work instructions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What other training do you provide to your workers?

• Training to non -certified safety representatives.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Fire Extinguisher Training	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• First Aid	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Forklift	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>28</b> • Crane	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Lock out Tag out Safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Fall Arrest or Working At Heights	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Ladder Safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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](mailto:randy@istcanada.ca)

Industrial Safety Trainers Inc.

1-800-219-8660

Providing safety training and consulting services anywhere in Ontario.

Ministry of Labour Approved Training Provider

TSSA Approved Training Providers.

[www.industrialsafetytrainers.com](http://www.industrialsafetytrainers.com)

[www.Constructionsafetytrainers.ca](http://www.Constructionsafetytrainers.ca)