

Industrial Safety Trainers Inc.


# Health and Safety Checklist

For Workplaces with 6 to 19 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.

## WORKPLACE SAFETY

| <b>HEALTH &amp; SAFETY POLICY STATEMENT</b><br><div style="border: 1px solid black; height: 150px; width: 100%;"></div>            | <b>VIOLENCE &amp; HARASSMENT POLICY STATEMENT</b><br><div style="border: 1px solid black; height: 150px; width: 100%;"></div> | <b>Emergency Information</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th colspan="3" style="text-align: left; padding: 2px;">QUALIFIED FIRST AID PERSONS</th> <th colspan="1" style="text-align: left; padding: 2px;">EMERGENCY PHONE NUMBERS</th> </tr> <tr> <td style="font-size: 8px; padding: 2px;">NAME</td> <td style="font-size: 8px; padding: 2px;">WORK LOCATION</td> <td style="font-size: 8px; padding: 2px;">EXPIRY OF CERTIFICATE</td> <td style="font-size: 8px; padding: 2px;">FOR ALL EMERGENCIES CALL 911</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">FIRE DEPARTMENT</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">LOCAL POLICE</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">HOSPITAL</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">FARMERLANDS</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">TAXI COMPANY</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">GAS COMPANY</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">HYDRO</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;"></td> </tr> <tr> <th colspan="3" style="text-align: left; padding: 2px;">HEALTH &amp; SAFETY REPRESENTATIVES</th> <td style="font-size: 8px; padding: 2px;">MINISTRY OF LABOUR</td> </tr> <tr> <td style="font-size: 8px; padding: 2px;">NAME</td> <td style="font-size: 8px; padding: 2px;">WORK LOCATION</td> <td></td> <td style="font-size: 8px; padding: 2px;">MINISTRY OF ENVIRONMENT</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">POISSON CONTROL CENTER</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">SECURITY COMPANY</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">AFTER HOURS CONTACT</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;"></td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">INDUSTRIAL SAFETY TRAINERS<br/>1-800-219-8660</td> </tr> </table> | QUALIFIED FIRST AID PERSONS                  |  |  | EMERGENCY PHONE NUMBERS | NAME | WORK LOCATION | EXPIRY OF CERTIFICATE | FOR ALL EMERGENCIES CALL 911 |  |  |  | FIRE DEPARTMENT |  |  |  | LOCAL POLICE |  |  |  | HOSPITAL |  |  |  | FARMERLANDS |  |  |  | TAXI COMPANY |  |  |  | GAS COMPANY |  |  |  | HYDRO |  |  |  |  | HEALTH & SAFETY REPRESENTATIVES |  |  | MINISTRY OF LABOUR | NAME | WORK LOCATION |  | MINISTRY OF ENVIRONMENT |  |  |  | POISSON CONTROL CENTER |  |  |  | SECURITY COMPANY |  |  |  | AFTER HOURS CONTACT |  |  |  |  |  |  |  | INDUSTRIAL SAFETY TRAINERS<br>1-800-219-8660 |
|--|---|---|--|--|--|-------------------------|------|---------------|-----------------------|------------------------------|--|--|--|-----------------|--|--|--|--------------|--|--|--|----------|--|--|--|-------------|--|--|--|--------------|--|--|--|-------------|--|--|--|-------|--|--|--|--|---------------------------------|--|--|--------------------|------|---------------|--|-------------------------|--|--|--|------------------------|--|--|--|------------------|--|--|--|---------------------|--|--|--|--|--|--|--|--|
| QUALIFIED FIRST AID PERSONS  |   |   | EMERGENCY PHONE NUMBERS                      |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
| NAME   | WORK LOCATION   | EXPIRY OF CERTIFICATE   | FOR ALL EMERGENCIES CALL 911                 |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   |   | FIRE DEPARTMENT                              |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   |   | LOCAL POLICE                                 |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   |   | HOSPITAL                                     |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   |   | FARMERLANDS                                  |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   |   | TAXI COMPANY                                 |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   |   | GAS COMPANY                                  |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   |   | HYDRO  |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
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| HEALTH & SAFETY REPRESENTATIVES  |   |   | MINISTRY OF LABOUR                           |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
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|  |   |   | POISSON CONTROL CENTER                       |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   |   | SECURITY COMPANY                             |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   |   | AFTER HOURS CONTACT                          |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
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|  |   |   | INDUSTRIAL SAFETY TRAINERS<br>1-800-219-8660 |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
| <b>MONTHLY SAFETY INSPECTIONS</b><br><div style="border: 1px solid black; height: 150px; width: 100%;"></div>                      | <b>MINUTES OF SAFETY MEETINGS</b><br><div style="border: 1px solid black; height: 150px; width: 100%;"></div>                 | <b>EVUACTION ASSEMBLY AREA IS LOCATED:</b><br><div style="border: 1px solid black; height: 30px; width: 100%;"></div>   |  |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   | <b>MSDS SHEETS ARE LOCATED:</b><br><div style="border: 1px solid black; height: 30px; width: 100%;"></div>  |  |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
|  |   | <p style="text-align: center; font-size: 8px;">Occupational Health &amp; Safety Act</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p style="font-size: 8px; margin: 0;">Better Safe Than Sorry!<br/>1-800-219-8660</p> </div> <div style="border: 1px dashed black; padding: 5px; font-size: 8px;"> <p style="margin: 0;">To order your current copy of the<br/>Occupational Health &amp; Safety Act<br/>call Industrial Safety Trainers Inc.<br/>at 800-219-8660</p> </div> </div>  |  |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |
| <a href="http://www.thesafetybus.com" style="border: 1px solid black; padding: 2px 10px; font-size: 8px;">www.thesafetybus.com</a> |   |   |  |  |  |                         |      |               |                       |                              |  |  |  |                 |  |  |  |              |  |  |  |          |  |  |  |             |  |  |  |              |  |  |  |             |  |  |  |       |  |  |  |  |                                 |  |  |                    |      |               |  |                         |  |  |  |                        |  |  |  |                  |  |  |  |                     |  |  |  |  |  |  |  |  |

## Health and Safety Checklist Workplaces with 6 to 19 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: [Posting requirements](#) If you go to <http://thesafetybus.com/images/uploads/Monthly%20Posted%20Materials%20Checklist.pdf> you can download a copy of the required postings.

- 2 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?
- 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.  Yes  No

- 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

[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
- 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?

Resources: [Reprisals](#)

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

- 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? [OHSa Section 25(2)(k)]  Yes  No
- 6 Has your business conducted a Violence Risk Assessment as required?  Yes  No  
 Have you developed policies and procedures for Violence and Harassment that is reflective of your workplace?  Yes  No  
 Are your workplace violence and workplace harassment policies reviewed at least annually and posted? [OHSa Section 32.01]  Yes  No  
 Have you trained all your staff in your policy and procedures?  Yes  No  
 Resources: [Workplace Violence and Harassment: Understanding the Law](#)
- 7 Do you have a health and Safety Representative at your workplace?  Yes  No  
 Was he/she selected by the workers who do not exercise managerial functions?  Yes  No  
 [OHSa Section 8(1) and Section 8(5)]  
 Resources: [A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace](#)
- 8 Does your Health and Safety Representative conduct monthly workplace inspections? This is to be done monthly and the inspection report must be posted on your health and safety notice board. [OHSa Section 8(6)]  Yes  No
- 9 Does the Health and Safety Representative in your workplace understand their role as a Health and Safety Representative? Has this person been trained in how to carry out the functions of a safety representative? [OHSa Section 8(11)]  Yes  No  
 Yes  No
- 10 Do you co-operate with the Health and Safety Representative and help them carry out their functions? [OHSa Section 25(2)(e)]  Yes  No

## Part 2 Reporting and Records Management

- 11 Do you encourage your workers (supervisors are also workers) to report hazards and violations in your workplace? How is this done? Normally this is communicated in the employee health and safety hand book. [OHSa Section 28(1)(c) and 28(1)(d)]  Yes  No
- 12 Do you keep track of actions you take to correct reported hazards and violations in your workplace? [OHSa Section 51(1) and 52(2)]  Yes  No
- 13 If your health and safety representative identifies a safety hazard, how do they communicate those concerns to management? This should be done by using an H&S recommendation form.  Yes  No  
 Do you respond in writing to recommendations of the Health and Safety Representative within 21 days? This is required by law that you respond. It

helps the employer demonstrate that they are working with the safety rep to fix safety hazards that have been identified.

[OHS Section 8(12)]

**14** Do you know when you have to report and how to report fatalities, critical injuries and occupational illnesses at your workplace to the MOL?  Yes  No  
 [OHS Section 25(2)(h)]  
 Resources: [Report an Injury to MOL](#), [Report an Injury to WSIB](#)

Are you aware a Ministry of Labour inspector has the authority to inspect your workplace compliance at any time?

**15** If this happens, what do you think would be the outcome? Would there be any benefit of having an outside party inspect your workplace to help determine if you are in compliance with the safety regulations?  Yes  No  
 [OHS Section 54]

Resources: [Occupational Health and Safety Inspections](#), [Enforcement](#)

**16** a) If your business is found to be in non-compliance with OHS, do you know that you are required to comply with orders of an MOL inspector within the timeframe specified in the order?  Yes  No  
 [OHS Section 57 (1)]

b) 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 OHS and that fines or penalties could fall out of those orders?  Yes  No

c) 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.  Yes  No

d) 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?  Yes  No  
 [OHS Section 57 (10)(a)]

### Part 3 Hazards in the Workplace

**17** Have you determined what health and safety hazards exist for the types of work performed at your workplace? Is this documented?  Yes  No  
 [OHS Sections 24(2)(d) and 32.0.3]

Resources: [Frequently asked questions](#), [Occupational Health Hazards and Illnesses](#),

**18** Have you told your workers of the hazards they may be exposed to at your workplace? This is normally communicated to workers through their health and safety orientation program, safety talks or signs and postings in the workplace.  Yes  No  
 [OHS Sections 25(2)(a) and 25(2)(d)]

**19** Have you put into place measures and procedures to control these hazards? Again, this is normally done by developing safe work procedures and training your workers on those safe work procedures or instructions. This needs to be documented.  Yes  No  
 [OHS Section 25(2)(h)]

Resources: [Find regulations that apply to your workplace](#)

- a) Are your workers working with, or in proximity to, hazardous substances (i.e. biological, chemical or physical agents),  Yes  No
  - b) If so, have you provided them with WHMIS Training? Is the WHMIS training to the new 2015 WHMIS standards?  yes  No
  - 20** c) Have you put into place measures to control these hazardous substances in your workplace? Do you provide specific instructions to workers on how to handle and use chemicals 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

- 21** 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](#)

- 22** Do you and your supervisors provide workers at your workplace with workplace-specific training on identified hazards?  
There are many kinds of training that you may be required to be providing to your workers. These may include training on lifting equipment, fall arrest/ fall protection, Ladder safety and how to use certain kinds of tools.  Yes  No  
Do you know what training you are required to provide to your workers? [OHS Sections 25(2)(d) and 27(2)(a)]  Yes  No  
Contact our office for a no cost assessment of what you are required to be training your workers on.

- 23** 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](#)

- 24** Do you provide information, instruction and supervision to your workers to protect their health and safety? [OHS Sections 25(2)(a)]  Yes  No  
This is normally included in the employee health and safety hand book. Job specific or equipment specific training can be done via safe work instructions or safety talks.



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)