

Workplace Self-Evaluation Checklist

1. Why do I need this checklist?

- This checklist is designed to help you understand if your workplace health and safety program is improving and where more work is needed.

2. How long will it take to complete?

- It should take you about one to two hours to complete the checklist and develop an action plan based on your results.

3. How do I complete the checklist?

- Review each question and check off either “yes” or “no”.
- Only answer “yes” if your business meets the requirements under the column “what’s needed for a yes answer”.
- If you’re not sure whether you have done something on the checklist, answer “no”.

It’s important to be honest when answering.
By answering truthfully, you’ll find ways to improve your
health and safety program.

4. What happens if I don’t answer “yes” to all the questions?

- The first time you fill out the checklist you may not be able to answer “yes” to all questions and that’s okay. The checklist is not a test. It’s a tool to help you make your health and safety program better.
- If you can’t answer “yes” to a question add it to your Health and Safety Action Plan and write down the steps you need to take to fill the gap.

5. What do I do with the checklist after I’ve finished filling it out?

- Hand in your checklist, along with all other program requirements within ten days of completing your Building Your Health and Safety training.
- Look at your action plan regularly. If you’ve completed something, check it off. Make sure you are also adding to it as needed.



Make sure to keep a copy of your checklist and action plan to help you build and grow your health and safety program.

Self-Evaluation Checklist

Account No.:

Firm No.:

No. Employees:

Training Location:

Company Name:

Participant:

Phone No.:

Email:

Element: SECTION 1 Hand in completed checklist along with program requirements.

QUESTION	WHAT'S NEEDED FOR A "YES" ANSWER	YES/NO
1.1 Do you have a health and safety policy statement?	Policy must be current (dated within 1 year) and posted in the workplace.	
1.2 Has the statement been communicated to all employees?	If asked, all employees would be able find the policy.	
1.3 Have employees been trained on the policy statement?	If asked, employees would be able to tell you why your business has the policy.	
1.4 Have you set goals for health and safety?	You have a written health and safety action plan designed to improve your health and safety program.	
1.5 Have your health and safety goals been communicated to all employees?	The action plan is posted in the workplace and all employees understand why you have the policy.	
1.6 Do you have a workplace violence and harassment policy statement?	Policy must be current and posted in the workplace.	
1.7 Have you posted a copy of the Occupational Health and Safety Act and relevant regulations in your workplace?	The Occupational Health & Safety Act and related regulations should be posted in a location that all employees can access.	
1.8 Have you posted mandatory health and safety information?	You must post the following: "Health and Safety at Work: Prevention Starts Here" poster, Guide to the Occupational Health & Safety Act and the Guide to JHSC/H&S Rep	
1.9 Do you have written roles and responsibilities for the Employer, Supervisor, Employee and JHSC/H&S Rep?	You could include them in an employee handbook, job descriptions, or post them on a safety bulletin board.	
1.10 Have the rights and legal duties of employees been communicated to all employees?	Employees have three rights: (1) Right to Know, (2) Right to Participate; and (3) Right to Refuse Unsafe Work. The legal duties listed in the OHSA must also be communicated to all employees.	
1.11 Have all employees and supervisors completed a basic occupational health and safety awareness training program?	Go to www.labour.gov.on.ca and search for "A Guide to OHSA Requirements for Basic Awareness Training" to determine your requirements.	

Element: SECTION 2

QUESTION	WHAT'S NEEDED FOR A "YES" ANSWER	YES/NO
<p>2.1 <i>If you have 6-19 employees:</i> Do you have an employee health and safety rep? <i>If you have 20 or more employees:</i> Do you have a JHSC (Joint Health and Safety Committee)?</p>	<p>At least one employee has been selected. This employee is conducting monthly health and safety inspections and is a voice for all employees.</p>	
<p>2.2 Have you posted the name(s) of your employee health and safety rep / JHSC members?</p>	<p>The name(s) of your health and safety rep / JHSC members are posted somewhere all employees can see it.</p>	
<p>2.3 Do you know what hazards or possible risks exist at your workplace?</p>	<p>A documented hazard assessment of your workplace has been completed and reviewed as necessary to identify new hazards.</p>	
<p>2.4 Do you conduct regular inspections of your workplace to ensure all protective measures are in place and working to identify new hazards?</p>	<p>Your inspections must be completed, documented and posted monthly by your health and safety employee representative or JHSC.</p>	
<p>2.5 Have you explained to all employees why workplace inspections take place?</p>	<p>Employees should be told why these inspections take place through group meetings, employee newsletters and new employee orientation.</p>	
<p>2.6 Do you have a written procedure for reporting employee health and safety concerns?</p>	<p>Your procedure should be documented and all employees should know how to report health and safety concerns.</p>	
<p>2.7 Have you provided WHMIS training?</p>	<p>Generic and workplace-specific WHMIS training is necessary. You should be able to provide up-to-date WHMIS training records. Refer to the WHMIS Regulation for more details.</p>	
<p>2.8 Do you have control activities in place to protect employees from workplace hazards?</p>	<p>Control activities include the following procedures: Safe Operating Procedures, Lock out, Confined Space, Workplace Violence Program, Driver Safety Program.</p>	
<p>2.9 Do you have an Emergency Response plan?</p>	<p>Your emergency plan should be in writing and updated regularly.</p>	
<p>2.10 Has the Emergency Response plan been communicated to all employees?</p>	<p>All employees should know your emergency response procedures. Include emergency procedures in new employee orientation, safety talks and group meetings.</p>	
<p>2.11 Do you conduct emergency drills?</p>	<p>Regular drills should be scheduled with all employees in order to ensure appropriate response and to find areas for improvement.</p>	

Element: SECTION 3

QUESTION	WHAT'S NEEDED FOR A "YES" ANSWER	YES/NO
<p>3.1 Do you have a procedure for reporting and conducting Injury/Illness and Near Miss investigations?</p>	<p>Your Incident and Near Miss reporting and investigation procedure should be documented. Employees should understand the reporting & investigation procedures.</p>	
<p>3.2 Do you have enough first aid trained employees, and first aid kits as required by the Workplace Safety & Insurance Board First Aid Regulation 1101?</p>	<p>First aid certificates should be posted and current. First aid kits must be available as required by Regulation 1101.</p>	
<p>3.3 Do you inspect your first aid kit(s) as required by First Aid Regulation 1101?</p>	<p>First Aid kits are inspected at least quarterly and you keep a record of the date and signature of the person that completed it.</p>	
<p>3.4 Do you have a return-to-work policy and procedure that includes roles/responsibilities?</p>	<p>Your return-to-work policy and procedure should be in writing.</p>	
<p>3.5 Has the return-to-work policy and procedure been communicated to all employees?</p>	<p>Employees should know the requirements of the return-to-work policy and procedure.</p>	