

Step 1:

Start Here!



INSTRUCTIONS FOR USING THE SELF-ASSESSMENT

When you're completing the self-assessment, it's important that you're completely honest. It's for your eyes only. These questions are intended to highlight the areas that you need to work on. Some of them will be quick fixes — like posting a document you already have; others will require more time and effort. Determine your priorities and get people involved. The legal requirements don't say anything about having to do all of this yourself. Put your internal responsibility system to work.

Self-Assessment Checklist

Question	Do we have this written down? (Y/N)	Do we do what's written down? (Y/N)	Did we even know we had to do this? (Y/N)	When will this be written down?	When will we start doing what's written down?
SETTING THE STAGE					
<p>1. Do we have a written Occupational Health & Safety Policy statement which is signed, dated and posted in a conspicuous location(s) in the workplace?</p>					
<p>2. Do we have at least one current copy of the occupational health & safety legislation, the regulations that cover this workplace and explanatory materials (from the Ministry of Labour) posted in a conspicuous location(s) in the workplace? (Do I know which regulations cover this workplace?)</p>					
<p>3. Do all employees know their responsibilities when it comes to reporting injuries? (Do you have a copy of the WSIB "In Case of Injury" poster hanging in a visible location?)</p>					
<p>4. Do we have valid first aid certificates posted in the workplace where every worker can see them?</p>					
<p>5. Do we have an Emergency Phone Numbers list posted in strategic locations throughout the workplace for reference, in case of an emergency?</p>					

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HEALTH & SAFETY IN ACTION					
10. Do we have an incident investigation process? Do we know what to do in the event of a critical injury or fatality? Do we involve an employee representative in the investigation?					
11. Do we inform all employees of the hazards they will be working with and of all of their duties and responsibilities under the Occupational Health & Safety Act? Can we prove it?					
12. Do we have proper written procedures prepared for all tasks that involve hazards to workers? Do we train all workers who perform these tasks?					
13. Do we have a an inventory of all hazardous materials, a current Material Safety Data Sheet for these materials and appropriate training for employees who use or work closely to the materials as outlined in the Workplace Hazardous Materials Information System (WHMIS)?					

Notes

Self-Assessment Checklist (continued)

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HEALTH & SAFETY IN ACTION					
14. Do we make sure that all contractors/ subcontractors on site have their own WSIB coverage or private insurance coverage? Do we always make them aware of the hazards that they will be working with or nearby?					
15. Do we have a written Emergency Plan that meets the required standards? Is everyone trained to the plan? Do we practice the plan regularly?					
16. Do we use or store any hazardous chemicals? Do we keep track? What about physical hazards like noise or extremes in temperature?					
17. Do we have written standard operating procedures for regularly performed tasks? Do employees receive training?					
18. Do we ensure that every reasonable precaution is taken to protect workers who are required to work alone on a regular or occasional basis? Do we exercise due diligence?					

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HEALTH & SAFETY IN ACTION					
19. Do we have a system in place to allow an employee to refuse work if they feel their life, or the life of another employee, is in immediate danger if they continue that work?					
20. Do we take all reasonable precautions to prevent acts of violence and aggression against employees? Do employees know how to respond to protect themselves from potentially violent or aggressive acts?					
21. Do we take all reasonable precautions to prevent workplace harassment?					
22. Do we design work processes and match equipment and tasks to the capabilities of the employee? Do we eliminate or control work-related health & safety hazards wherever possible?					
23. Do we always review any machinery, equipment or process in a complex/hazardous situation to ensure the safe operation before work begins?					
24. Do we identify, eliminate or control all workplace and job/task hazards not mentioned elsewhere in this evaluation?					

Self-Assessment Checklist (continued)

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HEALTH & SAFETY IN ACTION					
<p>25. Do we meet the standard required by legislation for either a Health & Safety Representative or Joint Health & Safety Committee? Are the names and their respective work locations posted where everyone can see them? (Not sure of the requirements? Check the QUICK REFERENCE at the end of this guide.)</p>					
<p>26. Do we make sure that the Joint Health & Safety Committee members have the time they need to carry out their duties, including establishing an agenda before their meetings, keeping accurate minutes of their meetings and holding their meetings at least every three months?</p>					
<p>27. Do we have a way to allow for the Health & Safety Representative or Joint Health & Safety Committee members to make recommendations to the employer on workplace health & safety issues?</p>					

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HEALTH & SAFETY IN ACTION					
28. Do Health & Safety Representatives/Joint Health & Safety Committee members receive documented general training in planned workplace inspections, investigation techniques and health & safety law?					
29. Do we make sure that Health & Safety Representatives or Joint Health & Safety Committee members receive the appropriate training?					
30. Does the Joint Health & Safety Committee conduct regular, monthly workplace inspections and communicate their documented findings to management?					

Notes
