

Written Procedures Checklist for a Health and Safety Program

1. Policy Statement			
Does the written policy statement meet the following requirements?			
		Yes	No
1.	Contain a statement of principles and goals		
2.	Recognize the need to comply with the <i>Occupational Health & Safety Act</i>		
3.	Acknowledge the right of every employee to work in a safe and healthy environment		
4.	Reflect management's commitment to providing a safe and healthy work environment by eliminating or minimizing the hazards		
5.	Recognize the priority of safety in relation to other organizational goals		
6.	Encourage cooperation with unions and workers to involve all employees in putting H & S policy into practice		
7.	Statement is signed by the CEO		
8.	Statement is dated		

2. Responsibilities			
Are health and safety responsibilities written for			
		Yes	No
1.	Managers?		
2.	Supervisors?		
3.	Workers?		
4.	Subcontractors?		

3. Enforcement			
Are there written disciplinary procedures to deal with H & S infractions and violations?			
		Yes _____	No _____
1.	Who will enforce the safety program?		
2.	What penalties will apply?		
3.	What procedure will be established to ensure compliance and to administer penalties?		

4. Health and Safety Rules			
		Yes	No
1.	Are safety rules written in clear, easily understood terms?		
2.	Are rules written in positive terms?		
3.	Are written safety rules available to all?		

5. Safe Practices and Procedures			
Are there written procedures for:			
		Yes	No
1.	Fall-arrest rescue?		
2.	Traffic protection?		
3.	Hot work permits?		
4.	Manual and mechanical lifting?		
5.	Confined space entry?		
6.	Access and egress?		
7.	Housekeeping and material storage?		
8.	Vehicle safety?		
9.	Lifting and hoisting?		
10.	Equipment and machinery?		
11.	Designated substances?		
12.	Trenching and excavating?		
13.	Tagging and lockout??		

6. Emergency Procedures			
Are written procedures established for unexpected events such as:			
		Yes	No
1.	Fire or explosion?		
2.	Critical injury?		
3.	Fall-arrest rescue?		
4.	Toxic spill or release?		

7. First Aid and Medical Care			
Are there written procedures or instructions:			
		Yes	No
1.	Requiring workers to report all injuries to the supervisor?		
2.	For transportation of injured workers?		
3.	Identifying the qualified first aider?		
4.	Specifying location of first aid stations?		

8. Worker Orientation

		Yes	No
1.	Are there written procedures establishing an orientation program that will introduce the new worker to the company's health and safety program?.		
2.	Is there a standard checklist form for the worker orientation program?		

9. Training

Is health and safety training provided for:

		Yes	No
1.	WHMIS?		
2.	New worker orientation?		
3.	New management orientation?		
4.	Accident investigation & reporting?		
5.	5-minute site safety talks		
6.	Supervisory personnel?		
7.	OH&S Act and Construction Regulations?		
8.	First aid?		
9.	Personal protective equipment?		
10.	Specific accident problems?		
11.	Other?		
12.	Other?		

10. Reporting and Investigating Accidents

Are there written procedures for an accident/incident?

		Yes	No
1.	Use of a standard form?		
2.	Participation of the supervisor?		
3.	Interviewing the workers involved?		
4.	On-site assessment of the scene?		
5.	Identifying primary and secondary causes?		
6.	Recommended prevention and remedial action?		
7.	Ensuring recommendations are acted upon?		

11. Inspections & Hazard Assessments

Are there written procedures for corporate site inspections that specify:

		Yes	No
1.	The persons who are to perform the inspections?		
2.	The focus of their inspections?		
3.	The occasions for inspections?		
4.	The persons to whom inspections are to be reported?		
5.	Use of a standard checklist or form?		
6.	What records are to be kept?		
7.	How to follow up on deficiencies?		
8.	Classification of hazard potential?		

12. Health and Safety Representative

		Yes	No
1.	Selection?		
2.	Monthly inspections?		
3.	Recommendations?		

13. Joint H & S Committees

Are there written procedures for Joint H & S Committee activities that include:

		Yes	No
1.	Composition?		
2.	Selection?		
3.	Term of membership?		
4.	Meeting frequency?		
5.	Monthly inspections?		
6.	Recommendations?		

14. WHMIS

Are there written instructions that specify:

		Yes	No
1.	Labeling requirements for supplier and workplace labels?		
2.	Worker training requirements?		
3.	Where MSDSs (Material Safety Data Sheets) will be located?		