

Health and Safety Activity Checklist



HEALTH & SAFETY ACTIVITY CHECKLIST

Instructions:

1. Review information explaining 5*22 prior to the completion of this checklist. The 5 fundamentals of health & safety are divided into 22 health & safety topics which are the basis for this checklist.
2. To complete this checklist check off each activity that applies to your workplace. Do not assume it is being done unless you know it is operational in your work area.
3. This checklist can be administered or completed by management representatives, JHSC members, worker representatives and/or health and safety professionals; independently or as a small group.
4. The activities for each topic listed above the line are considered essential health and safety activities that include both legislative and basic requirements.
5. The activities for each topic listed below the line should improve current health and safety practices, when implemented along with the legislative and basic requirements.
6. There are 7 primary health and safety (H&S) topics (H&S policy, H&S plan, general H&S rules, H&S communication, identification of hazards & risks, accident reporting, H&S inspections and H&S educational needs) that should to be addressed, if the results of this checklist indicate these topics are not operational in the workplace.
7. When this checklist is completed, copies should be made available to management and worker representatives and/or JHSC members.
8. The information gathered from this completed checklist is intended to be used to assist a company in meeting their legislative requirements and to improve their current health and safety practices.
9. A plan of action (H&S plan) needs to be developed to address any practices that require improvement.
Follow-up must be done on all non-compliance issues.
10. For more information on the 22 topics of health and safety visit our website at www.whscc.nb.ca under the heading Health and Safety Resources.

THIS DOCUMENT IS NOT MEANT TO BE USED AS A SURVEY AND THE ANSWERS PROVIDED ARE CONSIDERED ONLY THE OPINION OF THE PERSON(S) COMPLETING THE CHECKLIST AT THAT TIME.

Complete the information requested below, if so desired:

Company Name:	Date:
Address:	
Contact:	

HEALTH & SAFETY RESPONSIBILITY

1 – Health & Safety Policy

[OHS Act Sections 8, 7 (1)]

A **health and safety policy** is a statement of the intention and commitment by the employer toward the health and safety of all employees at the workplace.

- The H&S policy addresses the health and safety expectations of management.
 - The H&S policy addresses the health and safety needs of the workforce.
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- The H&S policy contains a statement of the organization's general health and safety commitment.
 - The H&S policy contains a statement of the organization's general health and safety goals.
 - The H&S policy is signed by our senior person at the workplace.
 - The H&S policy is signed by our joint health and safety committee members or H&S representative.
 - The H&S policy is posted throughout our workplace.
 - The H&S policy is read and reviewed by all employees on a yearly basis.

2 – Health & Safety Plan

A **health and safety plan** describes the health and safety work to be done and measures progress made in the workplace on a yearly basis.

Goals are what you plan to do.

Objectives are how you plan to meet your goals.

- The H&S plan addresses the health and safety goal(s) that our workplace wants to achieve this year.
 - The H&S plan addresses the health and safety objectives that describe the actions to be taken this year.
 - The H&S plan explains the reasons for selecting actions to be taken this year.
 - The H&S plan identifies the employees responsible for accomplishing the objectives in the Plan.
 - The H&S plan identifies a time frame to accomplish these objectives.
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- The H&S plan explains management commitment to the identified goals and objectives.
 - The H&S plan states employee involvement in the actions to be taken.
 - The H&S plan addresses specific hazard and risk control actions to be taken.
 - The H&S plan identifies health and safety educational and training needs to be met.
 - The H&S plan addresses methods for measuring and reviewing progress.

3 – General Health & Safety Rules

General health and safety rules are recognized health and safety practices that are mandatory and enforced throughout the entire workplace.

- Time has been taken to explain the general H&S rules to me.
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- Our general H&S rules are written down.
 - A copy of the general H&S rules is made available to me.
 - Failure to comply with the general H&S rules results in disciplinary action.
 - I follow and support the general H&S rules.

4 – Health & Safety Procedures or Practices

[OHS Act Sections 50(1)(2)(3) Reg. 91-191 Sections 5(1) 51(4) 55(1) 81(c) 94(2) 105-110 158(2) 171(1) 179(1) 180 (2) 196-201 202-206 207(2) 211(2) 213 21(1) 228 239-240 262-265 286(d) 292 298 300-342 344 353 Reg. 88-221 5(1)(2) Reg. 92-133]

Health and safety procedures or practices are written step-by-step instructions to be followed in a certain order for particular tasks and handling of equipment (i.e. tag & lockout, manual handling, working alone).

- The H&S procedures address existing hazards as required by legislation (*Occupational Health & Safety Act* and regulations).
- The H&S procedures are available to the affected workforce.

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- The H&S procedures address identified hazards in your workplace when needed.
 - The H&S procedures are reviewed by the applicable front-line supervisor(s) with their workers.
 - The H&S procedures are reviewed by our joint health and safety committee or our H&S representatives.
 - The H&S procedures are revised as necessary by the workforce that it affects.

5 – Health & Safety Obligations

[OHS Act Sections 9(2) 10 11 12 13]

Legal obligations are health and safety duties every employee is responsible to carry out, as stated in the legislation (*Occupational Health and Safety Act* and regulations).

- My tools, equipment, machines, devices, and materials are kept in good condition to minimize risk.
- I am made aware of any known hazards at my place of employment.
- I am provided with information, instruction, training, and supervision to ensure their health and safety.
- I am provided with well-maintained personal protective equipment when it is necessary.
- My employer ensures that I use personal protective equipment when it is necessary.
- I co-operate with anyone who is responsible for health and safety in the workplace.

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- I do all of my job duties in a safe manner to protect myself and others.
 - I follow safe work practices to minimize risk.
 - I report all health and safety hazards and concerns to a front-line supervisor, management or my employer.

6 – Health & Safety Actions

[OHS Act Section 9 (1) Reg. 91-191 Sections 12-13 45(1) 51(4) 55(1) 81(c) 94(2) 105-110 158(2) 171(1) 179(1) 180(2) 196-201 202-206 207(2) 211(2) 213.21(1) 228 239-240 262-265 286(d) 292 298 300-342 344 353 Reg. 88-221 5(1) 5(2) Reg. 92-133]

Action means doing activities to improve health and safety at the workplace.

- The front-line supervisor enforces the legal health and safety requirements that affect my work area.
 - The front-line supervisor enforces the legal health and safety requirements for specific jobs.
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- The front-line supervisor acknowledges the safe work practices of workers.
 - My workplace has a written disciplinary procedure to deal with non-compliance of safe work practices.
 - The senior management at my workplace acknowledge the safe work practices of myself and my fellow employees.

MANAGEMENT COMMITMENT

7 – Health & Safety Communication

[OHS Act Sections 9(2) 14(9) 17(4) 35(1) 35(2) 44]

Communication means to provide all employees with current, timely information and progress updates on health and safety issues.

- The *Occupational Health & Safety Act* and regulations are posted or accessible to me.
 - I have been informed about the known hazards in my workplace.
 - The health and safety policy of this workplace has been explained to me.
 - The general health and safety rules of this workplace have been explained to me.
 - The names of the employees who are members of the joint health and safety committee (JHSC) or our health and safety representatives are posted.
 - The minutes from the JHSC meetings in this workplace are posted.
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- I am provided with timely updates on health and safety concerns raised by myself or any other employees.
 - Management provides health and safety information at least once every three months.
 - The front-line supervisor reinforces health and safety information in my work area.
 - In my work area, monthly or bi-monthly health and safety talks are conducted.
 - I am given the opportunity to give feedback and make comments when discussing health and safety information.

8 – Management Support

[OHS Act Sections 9(1) 9(2) 19 20 21 22 23]

Support means that management actively promotes and resolves health and safety (H&S) issues in the workplace. (i.e. management talks to employees about H&S issues, participates in H&S activities, provides H&S information, provides resources, acknowledges employees' H&S practices).

- Urgent health and safety concerns of the workforce are addressed immediately.
 - Health and safety information is circulated or posted in the workplace (bulletins, hazard alerts, posters).
 - Some employees from our workplace go to health and safety workshops and conferences.
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- Instruction is given to affected employees when changes are made to equipment, materials, and processes.
 - Management includes health and safety on the agenda of all business meetings.
 - New health and safety initiatives or projects are identified and acted upon on a yearly basis.
 - Recognition is given to individuals for health and safety accomplishments.

9 – Well-being of Employees

[OHS Act Sections 9(2) 19 20 21 22 23 24 42(1)]

The **well-being of employees** means the employer implements activities and programs which supports the overall health of their employees.

- I am told about hazards and risks involved in doing a particular task or duty.
 - I am told how to protect myself from known hazards and risks in my work area.
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- My workplace has an employee assistance program (EAP) that is available to all employees.
 - My workplace has a harassment policy that I understand.
 - My workplace has a non-smoking policy that is enforced.
 - My workplace has a disability management program.
 - My workplace participates in wellness initiatives for all employees.

EMPLOYEE INVOLVEMENT

10 – Health & Safety Orientation

[OHS Act Sections 9(1)(2) 19 20 21 22 23 43(1)(2)(3)(4)
WC Act Sections 444(4)(5)]

Health and safety orientation means becoming familiar with the hazards and risks of your workplace by being provided with health and safety information, explanations on how to use this information and instructions on health and safety roles and responsibilities.

- The health and safety policy of your workplace.
- The general health and safety rules of your workplace.
- Employee's legal health and safety rights and responsibilities (*OHS Act* and regulations).

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- Health and safety procedures or practices.
 - Hazard and accident reporting procedures for your workplace.
 - The health and safety management practices of your workplace.
 - Health and safety education or training given to employees.

11 – Employee Participation

[OHS Act Sections 9(2) 14(1)(1.1)(3)(6)(11)(12) 17(1)(3) 43(1)(2)(3)(4)]

Participation refers to the active involvement of employees in the improvement of their health and safety in their workplace.

- Workers report any accidents to the front-line supervisor.
- My workplace has a Joint Health & Safety Committee or a H&S representative (JHSC/H&S rep.).
- My workplace JHSC/H&S rep.(s) have been selected by the employees.
- My workplace JHSC/H&S rep.(s) are given time to complete JHSC/H&S rep. training.
- My workplace JHSC/H&S rep.(s) meets once a month.
- My workplace JHSC/H&S rep.(s) are able to perform their assigned tasks.

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- Workers are encouraged to make health and safety suggestions to the front-line supervisor.
 - I am asked to attend and/or participate in monthly or bi-monthly health and safety talks.
 - I am asked to participate in health and safety initiatives, projects, or meetings.

12 – Required Safe Work Practices

[OHS Act Section 12]

Required means that management expects all employees to follow safe work practices when performing their jobs duties.

- I am expected to report any existing hazards in my work area.
- I am expected to wear personal protective equipment when it is required for my safety.
- I am expected to support the health and safety recommendations made by our JHSC/H&S rep.(s).
- I am expected to cooperate with anyone responsible for the enforcement of the *OHS Act* and regulations.

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- Our health and safety disciplinary procedure for non-compliance has been explained to me.
 - My work area is inspected regularly to see if I am performing my job duties safely.
 - The health and safety inspections of my work area are documented and filed.

HAZARD & RISK MANAGEMENT

13 – Identification of Hazards & Risks

[OHS Act Sections 9(2)(b) 42(1)(2)(3)]

Identification means to recognize hazards and risks.

A **hazard** is a practice, behavior, physical condition or a situation that can cause injury, illness or damage to property.

A **risk** is a possibility or probability of injury, illness or damage to property.

- My employer has written lists that identify all of the hazards in my work area.

- The hazards in my work area have been identified by a person(s) knowledgeable, trained, and experienced in health and safety matters.
- The hazards in my work area have been assessed for potential risks.
- Priorities have been set to resolve any health and safety risks in my work area.
- When my workplace addresses risks in my work area, they ask for input from those of us who would be affected.

14 – Control of Hazards & Risks

[OHS Act Sections 9(2) 12 Reg. 91-191 Sections 12(1)(6)(7) 22
24(1)(2)(3)(4) 29(1) 38(1)(2) 58 60 61 62 239 (1)(2)(3) (4)(5)(6) 240
Reg. 88-221 Sections 5(2) 7(1) 8(1)(2) 13(1) 15(1)]

Control means to prevent or minimize any potential harm or loss from any hazards and risks in the workplace.

- I am provided with well-maintained personal protective equipment when it is necessary.
- Current material safety data sheets (MSDS) are made available to me.
- In my workplace, the containers of hazardous materials are properly labeled and maintained.
- My workplace has individuals trained in standard first aid and employees know who they are.
- My workplace has first aid supplies that are available and accessible to me.
- Where it is required by legislation, my workplace tests and monitors for hazards and risks.

- My workplace has written guidelines or instructions for the control of hazards and risks.
- My workplace has preventative maintenance protocols in place for equipment.
- My workplace has an emergency plan with responsibilities assigned to individuals.
- My workplace has health and safety purchasing controls in place for materials and equipment.
- My workplace gives priority to design and engineering controls.
- My workplace takes corrective actions that are recommended by a person(s) knowledgeable, trained, and experienced in health and safety matters.
- My workplace takes corrective actions in consultation with the employees that would be affected by them.
- My workplace has programs in place which address occupational health, hygiene, or ergonomic issues.

15 – Hazard & Risk Reporting

[OHS Act Sections 12 15 19 20(1) 21 22 23 24]

Reporting means to inform the front-line supervisor or the person responsible for health and safety in your workplace of a health or safety concern.

- If a hazard or risk is likely to endanger my safety, I would report this concern to the front-line supervisor in my area.
- If a hazard or risk is likely to endanger another employee's safety, I would report this concern to the front-line supervisor in their area.

- Activities are in place in my workplace to encourage myself and other employees to report hazards and risks.

16 – Accident Reporting

[OHS Act Sections 43(1)(2)(3)(4) WC Act Sections 44(4)(5)]

An **accident** is an event that results in harm or damage.

An **incident** is an event that could result in harm or damage (near miss or near hit).

- I would report any accident that resulted in harm or damage to a person or materials or equipment immediately to the front-line supervisor in the area or a manager.
- Accidents in this workplace that cause or may cause – a death, a loss of a limb, an occupational disease, or that requires or may require hospitalization – are reported immediately to WHSCC (Prevention Division).
- Accidents in my workplace that – require medical aid or compensation – are reported to WHSCC (Compensation Division) within three days of the occurrence of the injury or disease.

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- My workplace has a written procedure for reporting accidents.
 - My workplace's JHSC/H&S rep. is notified of any accident that occurs in the workplace.
 - Activities are in place in my workplace to encourage incident reporting.

17 – Accident Investigation

[OHS Act Sections 15(j) 28(1)(f)(g) 43(1) (2)(3)(4)]

An **accident investigation** is a detailed search to find out the factors (who, what, where, when, how) of an accident to determine the cause(s).

- WHSCC (Prevention Division) is notified of any serious accidents and injuries immediately.
- The scene of an accident that results in a serious injury is preserved.
- A JHSC/H&S rep. is notified of any accidents and injuries.
- The accident is documented in writing.

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- The causes of the accident are identified.
 - The findings of the investigation are reported to senior management.
 - A plan for corrective action is developed.
 - Corrective action is completed.
 - The effectiveness of the corrective action is evaluated.
 - Changes are made for continuous improvement.

18 – Accident & Injury Analysis

An **analysis** is the evaluation of accident and injury information (recorded) to find the causes of accidents and injuries and to see if there are any harmful patterns developing in the workplace.

- Some recorded (written) information on accidents and injuries in the workplace is collected.
- The accident and injury information is analyzed to determine immediate and root causes.

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- Recommendations are made based on the results of any analysis of the accident or injury information.
 - The JHSC/H&S rep.(s) participate by reviewing the results of the analysis and any recommendations that are made.
 - The analyzed results and recommendations are used to plan corrective actions.
 - Corrective actions are taken so that future injuries and damages can be prevented.

19 – Health & Safety Inspections

[Reg. 91-191 Sections 38(2) 49(4) 56(1) 62 68 80-82(2) 89 94.1(7) 98
125(1) 130 136(2) 140(3) 141(1) 142(3) 155-169(1) 207(2)-211(2) 213(1)
216(1) 229(1) 236 266(1) 275(1) 282(1) 295 339 350 374]

A **health and safety inspection** is a planned walk-through of the workplace to identify existing or possible hazards and risks, and to recommend appropriate corrective actions.

- H&S inspections are done when equipment fails.
 - H&S inspections are done when poor working conditions cause problems.
 - H&S inspections are done of our work area.
 - H&S inspections are done on equipment – that is required by the *OHS Act* and regulations – and are documented by front-line supervisors.
 - Work practices are inspected to encourage safe work practices.
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- H&S inspections are done on equipment – that is not specifically required by the *OHS Act* and regulations – and are documented by front-line supervisors.
 - H&S inspections are done jointly by trained management and employee representatives.
 - H&S inspections are conducted at least once a month in our work area.
 - H&S inspections are used to develop key findings, which are summarized in a report to senior management.
 - H&S inspections result in appropriate actions being taken to fix any observed problems or deficiencies.

HEALTH & SAFETY EDUCATION

20 – Health & Safety Educational Needs

[*OHS Act* Section 9(2)]

Educational needs refers to the identification by your employer of any information, instruction or training that would help employees do their job safely and protect their health.

- I know what is legally required in terms of health and safety education according to the *OHS Act* and regulations.
 - All new and transferred employees are identified as requiring a health and safety orientation.
 - I am asked yearly what health and safety education is required for me to do my job safely.
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- My workplace has developed a health and safety educational plan (with learning objectives) for this year.
 - My workplace has allotted resources to carry out the health and safety educational plan.
 - My workplace keeps records to help carry out and track our health and safety educational plan.
 - My workplace has developed a health and safety educational needs assessment for each occupation.

21 –Health & Safety Education Delivery

[OHS Act Sections 9(2) 12 14(11) 15 18(1) 19 20(1)(2)(3) Reg. 91-191
Sections 38(1)(2) 49(4) 56(1) 62 68 80-82(2) 89 91-92 94.1(7) 98 125(1)
130 136(2) 140(3) 141(1) 142(3) 155-169(1) 207(2)-211(2) 213(1) 216(1)
229(1) 236 266(1) 275(1) 282(1) 295 339 350 374]

The **delivery of health and safety education** means providing the necessary information, instruction, and training to help employees do their job safely and to protect their health.

- I am informed of my legal health and safety rights and responsibilities according to the *OHS Act* and regulations.
- The front-line supervisors in my area is informed of his or her legal health and safety rights and responsibilities according to the *OHS Act* and regulations.
- My workplace JHSC/H&S reps. are informed of their legal health and safety rights and responsibilities according to the *OHS Act* and regulations.
- Management is informed of their legal health and safety rights and responsibilities according to the *OHS Act* and regulations.

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- Instruction is given to management on the principles of health and safety.
 - Instruction is given to management on the principles of hazard and risk control.
 - Instruction is given to front-line supervisors on managing health and safety at the workplace.
 - Instruction is given to front-line supervisors on hazard and risk control.
 - My workplace used people who are knowledgeable, trained and experienced and in health and safety matters to deliver instruction.
 - In my workplace, the person(s) assigned to coordinating health and safety has received formal instruction on the principles and management of health and safety and loss control from a recognized organization.

22 – Health & Safety Education Effectiveness

The **effectiveness of health and safety education** involves tracking and recording the delivery of the health and safety education of all employees, and evaluating whether the educational needs of all employees are being met.

- My workplace has documents on file that state what health and safety education employees have received.
- I have received the legally required health and safety education according to the *OHS Act* and regulations.

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- The health and safety education provided to me helps me to do my job safely and protects my health.
 - The educational learning objectives for my workplace are met during the course of a year.
 - I get health and safety refreshers based on my educational needs.

Would you like to make any other comments regarding health and safety at your workplace?
