

Expanded Reach Checklist

How many employees do you regularly employ in New Brunswick?			
Orientation and training of new employees		New employees include those who are: <ul style="list-style-type: none"> • New to a position or new to a workplace; • Returning to a workplace where the hazards have changed during their absence; • Anyone under 25 years of age and returning to a workplace after more than six months' absence (summer students); or • Anyone affected by any change in hazards in a position or workplace. 	
Section A			
Referring to the definition above, have you hired any new employees since June 1, 2014?	Yes	No	If yes, continue. If no, skip to Section B
Did your new employees receive safety orientation and job training before beginning their work?	Yes	No	
Section B			
Does your orientation program include the following:			
• Name and contact information of new employee's supervisor?	Yes	No	The Health and Safety Orientation Guide for Employers is available at worksafenb.ca/new-legislation-now-in-effect .
• Contact information of joint health and safety committee (JHSC) or health and safety representative?	Yes	No	
• Information on employee rights, liabilities, reporting requirements and duties under the <i>OHS Act</i> and regulations?	Yes	No	
• Information on the safe work procedures and any codes of practice related to the job tasks (including hazards identified)?	Yes	No	
• The location of first aid facilities and how to obtain first aid assistance?	Yes	No	
• Workplace procedures for reporting injuries and illnesses?	Yes	No	
• Emergency plans and procedures?	Yes	No	
• Required personal protective equipment (PPE)?	Yes	No	
Do you keep records of orientation and training for at least three years?	Yes	No	

Accident/Incident Reporting			
Section C			
Do you have a workplace procedure informing your employees that they must notify you of any accident?	Yes	No	If yes, continue. If no, one must be developed. An example of a procedure is available at worksafenb.ca/new-legislation-now-in-effect . Skip to Section D
Does the procedure indicate that employees must notify you if they experience an injury that may entitle them to compensation or medical aid from WorkSafeNB?	Yes	No	
Does the procedure indicate that employees must notify you if they are diagnosed with an occupational disease?	Yes	No	
Are you aware that you must notify WorkSafeNB using a <i>Form 67</i> for these types of injuries?	Yes	No	
Does the procedure also include the immediate reporting of the following types of incidents to WorkSafeNB?	To immediately report an incident, call WorkSafeNB at 1 800 222-9775.		
Immediate reporting of:			
• Loss of consciousness	Yes	No	
• Amputation	Yes	No	
• Fractures, other than to fingers/toes	Yes	No	
• Burns requiring medical attention beyond first aid	Yes	No	
• Loss of vision	Yes	No	
• Deep lacerations requiring medical attention beyond first aid	Yes	No	
• Admission to hospital	Yes	No	
• Death	Yes	No	
• Accident explosions and exposures	Yes	No	
• Catastrophic events or equipment failures, whether or not anyone is injured	Yes	No	
Does the procedure instruct employees to preserve the scene of an accident that results in serious injury or death except to attend to the injured, prevent further injury or protect property?	Yes	No	
Are hazardous incidents investigated by your workplace?	Yes	No	
If yes, is the JHSC involved in the investigation?	Yes	No	

Joint Health and Safety Committees	Section D only applies to employers with 20 or more employees regularly employed in a place of employment. If you have fewer than 20 – skip to Section E		
Section D	Resources about JHSCs can be found at worksafenb.ca/Joint-Health-and-Safety-Committees .		
Does your JHSC have equal representation from employer and employee reps?	Yes	No	
Have the committee representatives elected their respective co-chairs?	Yes	No	
Does your JHSC meet monthly?	Yes	No	
Are the names of the committee members and the most recent meeting minutes posted?	Yes	No	
Are the meeting minutes signed by the co-chairs and a copy sent to WorkSafeNB?	Yes	No	
Have all committee members attended the free, mandatory three-day training provided by WorkSafeNB within 12 months of becoming a committee member?	Yes	No	
Have you developed a program for workplace inspections in consultation with the JHSC?	Yes	No	
Section E – Workplace Inspections			
Are workplace inspections completed on the entire workplace each month?	Yes	No	
Section F – Posting of the OHS Act and Regulations and First Aid Information			
Is a copy of the <i>OHS Act</i> and its regulations posted or provided in the place of employment?	Yes	No	
Have you identified your requirements for first aid responders, kits and first aid rooms?	Yes	No	
Have all first aid responders attended training/refreshers as appropriate?	Yes	No	
Are the names/contact information of first aid responders posted in the workplace?	Yes	No	
Do you have the appropriate number of first aid kits available?	Yes	No	
Safety Policy	Section G only applies to employers with 20 or more employees regularly employed in New Brunswick. If you have 5 to 19 employees – skip to Section H		
Section G			
Do you have a written safety policy?	Yes	No	If yes, continue. If no, one must be developed. Some examples of safety policies can be viewed at worksafenb.ca/new-legislation-now-in-effect .
Does the safety policy indicate the employer and employee responsibilities with respect to safety in the workplace?	Yes	No	
Was it developed in consultation with the employees?	Yes	No	
Is it posted or available to employees at any time?	Yes	No	

Section H			
Do you have a written safety policy?	Yes	No	If yes, continue. If no, one must be developed. Some examples of safety policies can be viewed at worksafenb.ca/new-legislation-now-in-effect .
Does the safety policy include a provision for a health and safety representative?	Yes	No	If yes, continue. If no, the checklist is complete.
Is the health and safety representative selected by the employees?	Yes	No	
Is the name of the health and safety representative posted?	Yes	No	
Checklist is complete.			

For topic areas that your workplace has identified as a “No”, guides and examples are available at worksafenb.ca.