

# Checklist

## *A Health & Safety Due Diligence Checklist for Your Workplace*

- | Y                     | N                     |  |
|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | Does your company have a written Health & Safety Policy and is it signed by the chief operating officer? |
| <input type="radio"/> | <input type="radio"/> | Is your Health & Safety program communicated to every employee in your workplace?                        |
| <input type="radio"/> | <input type="radio"/> | Are workers, supervisors and managers trained to understand their responsibilities under the Act?        |
| <input type="radio"/> | <input type="radio"/> | Is there an active hazard identification and reporting system in place?                                  |
| <input type="radio"/> | <input type="radio"/> | Are there written job safety procedures for every job in your workplace?                                 |
| <input type="radio"/> | <input type="radio"/> | Does your Health & Safety Program contain provisions for disciplinary action to enforce safety rules?    |
| <input type="radio"/> | <input type="radio"/> | Are hiring, placement and return to work procedures in compliance with obligations under the Act?        |
| <input type="radio"/> | <input type="radio"/> | Do you have a reward or incentive program in place to recognize employee safety?                         |

***If you have answered "NO" to any of these questions, you may not be meeting all of the requirements of the Occupational Health & Safety Act.***

(IAPA, 1996)

**Due diligence is your main defence. Be prepared!**

