| **REQUIRED ELEMENT** | **YES** | **NO** | **COMMENTS** |
| --- | --- | --- | --- |
| General |  |  |  |
| Is the program workplace specific? |  |  |  |
| Does it have commitment at the highest level of management? |  |  |  |
| Does it have worker input and involvement? |  |  |  |
| Has it been developed in consultation with the workplace safety and health committee? |  |  |  |
| Does it have a mechanism to assign specific responsibilities and a system for accountability? |  |  |  |
| Does it include an evaluation mechanism? |  |  |  |
| Is each of the program elements in writing? |  |  |  |
| Is it readily available to workers and the WSH committee? |  |  |  |
| Does it include a statement of the safety and health responsibilities of contracted employer(s) and self-employed person(s)? |  |  |  |
| WSH Policy Statement |  |  |  |
| Has it been written by senior management? |  |  |  |
| Is the policy written, communicated, and posted? |  |  |  |
| Do all workers understand it? |  |  |  |
| Does it specify who is responsible and accountable? |  |  |  |
| Are resources allocated? |  |  |  |
| Identify and control hazards and emergencies |  |  |  |
| Have the hazards of work processes, equipment, and materials been proactively examined and the risks assessed? |  |  |  |
| Has a job hazard analysis been done for all critical jobs? |  |  |  |
| Has a mechanism been set up to address the concerns of workers? |  |  |  |
| Has safety and health been incorporated into all work procedures? |  |  |  |
| Have specific responsibilities been assigned for dealing with the concerns of workers and following-up on the effectiveness of corrective action? |  |  |  |
| Is a mechanism in place to communicate to workers information about hazards and their risks? |  |  |  |
| Have hazard controls been put in place (elimination, engineering, etc.)? |  |  |  |
| Are equipment logbooks maintained? |  |  |  |
| Are maintenance records kept? |  |  |  |
| Are applicable plans, policies, and procedures required by the regulations in place? |  |  |  |
| Are statistics kept and appropriate reports regularly compiled? |  |  |  |
| Are responsibilities for each task assigned to specific people? |  |  |  |
| Identify people and resources required to deal with emergencies |  |  |  |
| Does the WSH Program identify and address potential emergencies? |  |  |  |
| Is there a written fire safety/evacuation plan? |  |  |  |
| If applicable, is there written procedures for controlling emergencies involving chemicals and biological hazards? |  |  |  |
| Are records kept of emergency training? |  |  |  |
| Prepare a statement of responsibilities |  |  |  |
| Are there up to date written duties and responsibilities regarding workplace safety and health? |  |  |  |
| Is there a means of ensuring accountability? Is it working? |  |  |  |
| Do you keep records of managers, supervisors and workers safety and health performance? |  |  |  |
| Schedule inspections |  |  |  |
| Are there written procedures and schedules in place for inspections?  Of Equipment? Processes? People? |  |  |  |
| Are there clearly defined responsibilities for carrying out inspections? |  |  |  |
| Has training been provided to all those responsible for carrying out inspections? |  |  |  |
| Are written inspection reports and checklists kept on file? |  |  |  |
| Develop plans to control chemicals and biological hazards |  |  |  |
| Is there a prepared and up to date inventory of chemicals and biological hazards? |  |  |  |
| Is the MSDS control system prepared and up to date? |  |  |  |
| Are MSDS readily available to workers? |  |  |  |
| Are records of worker training kept? |  |  |  |
| Are records of environmental monitoring kept, if needed? |  |  |  |
| Are records of ventilation system maintenance kept, if needed? |  |  |  |
| Is a plan for control of infectious substances kept, where required? |  |  |  |
| Develop a plan to safeguard contracted employer(s) or self-employed person(s) |  |  |  |
| Is there evidence that the contracted employer or self-employed person is in compliance with *The Workplace Safety and Health Act* and regulations? |  |  |  |
| Does the contracted employer(s) have a written workplace safety and health program in place, if required? |  |  |  |
| Do workers of contracted employer(s) receive adequate orientation, instruction, training and competent supervision? |  |  |  |
| Does the contracted employer(s) or self-employed person(s) provide safe systems of work and working environments? |  |  |  |
| Is there effective ongoing communication with the contracted employer(s) or self-employed person(s) regarding hazards at the workplace and the measures to prevent and control them? |  |  |  |
| Is there effective communication with the contracted employer(s) or self-employed person(s) regarding hazards they may bring to the work site? |  |  |  |
| Is there a system in place for the selection & evaluation of contracted employer(s) or self-employed person(s)? |  |  |  |
| Are safety and health policies and procedures being followed by the contracted employer(s) and their workers or self-employed person(s)? |  |  |  |
| Develop a training plan for supervisors and workers |  |  |  |
| Are records of worker orientation kept? |  |  |  |
| Are records of training required by the regulations kept? i.e.WHMIS |  |  |  |
| Are records of worker talks kept? |  |  |  |
| Are responsibilities for training clearly assigned? |  |  |  |
| Are records kept of training provided to workplace safety and health committee members |  |  |  |
| Develop a procedure to investigate incidents, dangerous occurrences, and refusals to work |  |  |  |
| Have responsibilities been assigned in writing for conducting investigations? |  |  |  |
| Are records of training kept? |  |  |  |
| Are there written procedures for conducting investigations? |  |  |  |
| Are incident investigation reports kept on file? |  |  |  |
| Are records of corrective action and follow-up measures that have been taken to ensure the action is effective maintained? |  |  |  |
| Develop a strategy to involve workers |  |  |  |
| Is an effective workplace safety and health committee established? |  |  |  |
| Are workplace safety and health committee minutes maintained? |  |  |  |
| Are concerns brought forward by the committee followed up and is corrective action is effective? |  |  |  |
| Are records of inspections kept? |  |  |  |
| Are records of audits conducted by the committee kept? |  |  |  |
| Are records kept of worker participation in the development and implementation of policies, plans, and procedures required by the regulations? |  |  |  |
| Regularly evaluate and revise your Safety Management System? |  |  |  |
| Is the process to evaluate and revise the SMS within the time intervals specified in the regulations effective? |  |  |  |

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Owner Date

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Committee Review Date