

Annual Review of Health and Safety Program

Use this checklist to review the effectiveness of your health and safety program.

PURPOSE

The purpose of reviewing your health and safety program is to make sure it's up-to-date and effective. A program review helps you identify the strengths and weaknesses of your program and allows you to focus on the areas that need improvement. Involve employees in the review process.

HOW TO USE THIS CHECKLIST

- If you answer "no" to any of these questions, take action to correct the deficiency in your program.
- If you are unsure what a question means, read the relevant section in the guide, refer to the Occupational Health and Safety Regulation, or contact the Prevention Information Line at 604-276-3100 (Lower Mainland) or toll-free 1-888-621-SAFE (7233).

Company name: _____

Date of review: _____

Conducted by: _____

Written Program	Yes	No	Safe Work Procedures	Yes	No
1. Do you have a written program?			8. Have you posted safe work procedures near any hazardous equipment or machinery used in your business?		
2. Do you keep a copy in a handy location?			9. If any employee works alone, have you developed written procedures for safeguarding the worker's well-being when working alone?		
3. Have you posted a copy of your program?			10. Have you conducted a risk assessment and developed procedures for preventing violence in the workplace?		
4. Does your written program include a policy statement?			11. Do you have written rules prohibiting horseplay and the use of drugs and alcohol at work?		
5. Does your policy clearly state the responsibilities of: • The employer? • Managers and supervisors? • Workers?			12. Do you enforce rules prohibiting horseplay and the use of drugs and alcohol at work?		
Safe Work Procedures	Yes	No	13. Do you keep records when you discipline workers for not following these rules?		
6. Does your written program list all the written safe work procedures that you have developed for your business?					
7. Have you reviewed these safe work procedures in the last year?					

Identifying Hazards and Assessing Risks	Yes	No
14. Do you have a method of identifying hazards?		
15. When hazards have been identified, do you conduct a risk assessment to help determine the best way to eliminate or control these hazards?		
Education and Training	Yes	No
16. Does your orientation of new workers include information and instruction on your health and safety program?		
17. Does your orientation of new workers include training on the safe work procedures used in your business?		
18. Do you inform new workers about work rules prohibiting horseplay and the use of alcohol and drugs at work?		
19. Have you observed workers to determine if they need refresher training in safe work procedures?		
20. Did you provide instruction and training for any new procedures, processes, equipment, or machinery that you introduced in the last year?		
21. Have supervisors and workers received training in how to conduct safety inspections and accident investigations?		
Safety Inspections	Yes	No
22. Do you regularly inspect your workplace?		
23. Do a supervisor and a worker conduct the inspection?		
24. Do you observe workers during inspections?		
25. Do you have a method of reporting hazards between inspections?		
26. Do you have a system of rating hazards?		
27. Do you discuss the results of inspections at monthly safety meetings?		
28. Do you have a system of following up on hazards to ensure that they have been corrected?		
Hazardous Materials	Yes	No
29. Do you have a written inventory of controlled products used in your workplace?		
30. Does each controlled product have a corresponding MSDS?		
31. Are MSDSs readily available to workers and do they know where to get them?		

Hazardous Materials	Yes	No
32. Do you have a way to check that new controlled products are accompanied by MSDSs?		
33. Do workers understand how to read MSDSs and know what they mean?		
34. Do you check all controlled products for supplier labels when received?		
35. Are decanted products labelled?		
36. Are labels legible?		
37. Do workers know what hazardous materials are used in your business?		
38. Do workers know how to safely handle, store, and dispose of hazardous materials used in your business?		
Investigating Accidents and Incidents	Yes	No
39. Do you have a method for workers to report accidents and near misses?		
40. Do you investigate all accidents and near misses?		
41. Do you focus on finding the root cause during accident investigations?		
42. Do you take recommended corrective action identified during accident investigations?		
First Aid	Yes	No
43. Have you confirmed that all workers know the location of the first aid kit?		
44. Do workers know who the first aid attendant is (if one is required) and how to contact first aid?		
45. Have you instructed workers to report all injuries?		
46. Do you record all injuries?		
47. Have you confirmed that workers know how to obtain assistance in emergencies?		
Records and Statistics	Yes	No
48. Do you keep records of the following: <ul style="list-style-type: none"> • Orientation of new workers? • Training sessions? • Accidents and incidents? • Injuries? • Inspection reports? • Accident and investigation reports? • Monthly health and safety meetings? 		
49. Do you review accident statistics to see if trends are developing?		
Monthly Meetings	Yes	No
50. Do you hold monthly safety meetings?		
51. Do workers attend most of these meetings?		
52. Do you include an educational topic on your agenda?		