



Health and Safety Checklist

HEALTH AND SAFETY CHECKLIST															
Title	Health & Safety Coordinator														
Task	Action	Form	Measurement	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Conducting an information session (safety talks, staff meetings)	Conduct a meeting and maintain a record of the items discussed on the Meeting Minutes Form	JHSC meeting minutes	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Conduct a physical inspection of the workplace	Use the workplace inspection form and complete all sections	Inspection form	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Review the supervisor's responsibilities documents	As part of the supervisor's performance evaluation check that the Health and Safety responsibilities have been completed	H&S checklists for supervisors	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Complete required training	Attend required training as per the training matrix		Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Ensure accident investigations are completed	Review and sign accident and incident investigations from your area		Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Ensure training for employees is completed	Check that training is being done as required for the workers in your area		Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Ensure that any substandard conditions are corrected	Review any hazard reports or workplace inspections. If there are substandard conditions, then ensure that they are corrected		Yes-Completed No-Not Completed												



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Continuous Improvement Plan	Ensure that a Continuous Improvement plan is implemented for the upcoming year		Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Evacuation Drill	Ensure that an evacuation drill takes place each year for all employees		Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Ensure that qualified first aiders are going to be present on every shift	Work with the supervisors and managers to ensure that first aiders are scheduled each week		Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Inspect the workplace for the required posted documentation	Use the H&S Documents Checklist	Inspection Form	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Compile injury statistics	Prepare statistics for review with the JHSC and senior management		Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Inspect first aid kits	Use the first aid checklist to verify that all first aid kits are full	First Aid kit checklist	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Workplace incident summaries	Post in a conspicuous location		Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Review the emergency contact list	Check the list to ensure that the numbers are accurate	Emergency contact list form	Yes-Completed No-Not Completed												



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Conduct a meeting of the JHSC	Conduct the JHSC meeting and maintain minutes of the meeting	Minutes form	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Complete workplace inspections	Use the inspection checklist and recording form and complete monthly workplace inspections	H&S checklists for supervisors	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Review the company's health and safety manual	Review the manual and make recommendations to the employer for necessary changes	Policy 001	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Review the emergency equipment list	Ensure that all emergency equipment is listed and that it is correct for the need of the working environment		Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Evaluate training methods	Review the training methods records sheet to determine if the training method continues to be acceptable. If deficiencies are found then make recommendations to the employer		Yes-Completed No-Not Completed												



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Review the training matrix	Review the matrix to determine if the training being given to each level of the organization is correct. If deficiencies are found, then make recommendations to the employer		Yes-Completed No-Not Completed												
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