



## Health and Safety Checklist

### HEALTH AND SAFETY CHECKLIST

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Title	Supervisor														
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 with staff and maintain a record of the items discussed	Safety talk record	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Perform inspections	Inspect your areas of the workplace and record any deficiencies that are found and the action taken to correct them	Inspection checklists and inspection form	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Review the worker JHSC members inspections for your area and take corrective actions	Review and sign inspections. Take necessary actions to correct substandard conditions and maintain records of the actions taken	Inspection form	Yes-Completed No-Not Completed												
Task	Action	Form	Measurement												
Ensure accident investigations are completed	Review and sign accident and incident investigations from your area	Accident investigation forms	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	Hazard reporting forms, inspection forms, accident investigation forms	Yes-Completed No-Not Completed												