

HEALTH and SAFETY DUE DILIGENCE CHECKLIST

QUESTION	YES	NO
Do you understand your health and safety responsibilities?		
Do you have definite procedures in place to identify and control hazards?		
Have you integrated safety into all aspects of your work?		
Do you set objectives for safety and health just as you do for quality, production and sales?		
Have you committed appropriate resources to safety and health?		
Have you explained safety and health responsibilities to all employees and made sure they understand those responsibilities?		
Have employees been trained to work safely and use proper protective equipment?		
Is there a hazard reporting procedure in place that encourages employees to report all unsafe conditions and unsafe practices to their supervisors?		
Are managers, supervisors and workers held accountable for safety and health just as they held accountable for quality?		
Is safety a factor when acquiring new equipment or changing a process?		
Do you keep records of your program activities and improvements?		
Do you keep records of the training each employee has received?		
Do you record that you take appropriate administrative or disciplinary action when an employee violates a safety procedure?		
Do you review your OH&S program at least once a year and make improvements as needed?		