

Below is an easy to use preliminary checklist. By selecting “yes”, “no” or “not sure” you will be able to see at a glance legislative issues you may need to address. If you have any “no’s” or “not sure’s” – contact WSPS for assistance at 1-877-494-9777.

ITEM	Yes	No	Not Sure
Are you familiar with health and safety legislation that applies to your workplace?			
Do you have a copy of the Occupational Health and Safety Act and Regulations posted in the workplace?			
Do you have a health and safety policy that is signed, dated and posted in the workplace?			
Do you have the WSIB poster “In the Case of Injury” posted in the workplace?			
Do you have a first aid kit that is adequately stocked, inspected and accessible to workers?			
If you have 6 – 19 employees do you have a Health and Safety Representative?			
If you have 20 or more employees, do you have a Joint Health and Safety Committee?			
Are monthly workplace inspections being done by your Health & Safety Representative or Joint Health and Safety Committee (JHSC)?			
Do you have procedures for investigating and reporting accidents and illness to the WSIB and MOL?			
If you have a JHSC, do you have at least two members who have received Certification Training Parts I and II?			
Do you have a WHMIS program?			
Have your employees received relevant WHMIS Training?			
Are current Materials Safety Data Sheets (MSDS) available for all the hazardous products in your workplace?			
Do you know your legal obligations under the Occupational Health and Safety Act?			
Do your employees know your legal obligations under the Occupational Health and Safety Act?			
Do you have an Emergency Response Plan to deal with fire, chemical spills and any other emergency?			
Have you evaluated all the risks and hazards in your workplace in order to provide adequate training and supervision?			
Is appropriate Personal Protective Equipment (PPE) provided and maintained?			
Are your employees aware of the Three Basic Rights under the Occupational Health and Safety Act?			
Do you have a program for controlling hazards in your workplace?			
Do your employees have the proper PPE for the jobs they do?			