

Due Diligence Manager / Supervisor

Leadership Team



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OH&S Due Diligence Checklist

(To score see page 8)

- 1) Do you know and understand your safety and health responsibilities?

- 2) Do you have specific procedures in place to identify and control hazards?

- 3) Have you integrated safety into **all** aspects of your work?

- 4) Do you have a set of **objectives** for safety and health just as you do for quality, production and sales?

- 5) Are managers, supervisors and workers held accountable for safety and health?
Are the individual accountability criteria objectively measurable?

6) Have you committed appropriate resources to safety and health?

7) Are there adequate job descriptions for all major jobs and do these fully address health and safety issues?

8) Have you explained safety and health responsibilities to all employees and made sure they understand them?

9) Have employees been trained to work safely and to use the correct protective equipment?

10) Does someone in authority confirm this training rather than leaving the decision regarding their own competence to individual workers?

11) Is this training updated at regular intervals (re-training or reminders depending on severity of hazard)?

12) Is training changed and updated as equipment and procedures are updated?

13) Is re-training of workers conducted (or used as part of discipline) for workers or departments not following procedures?

14) Are the **supervisors properly oriented and trained** in hazards and safe work procedures for all tasks they supervise?

15) Is there a hazard reporting procedure that requires employees to report all unsafe conditions and practices to their supervisors?

16) Are health and safety criteria included in decisions about equipment acquisitions or changes in production processes?

17) Do you keep records of your program activities and improvements?

18) Do you keep records of the health and safety training each employee has received?

19) Do your records show that you take disciplinary action when an employee violates safety procedures?

20) Do you review your occupational health and safety program at least annually and make improvements as needed?

21) Does someone know and apply the definition of a "competent" employee, supervisor?

22) Does someone know the provisions of the Occupational Health and Safety Act and its Regulations for work, protective devices, and procedures which apply to each location in our company?

23) Does someone know the actual or potential dangers to workers in our company, and are the workers advised/reminded of these on an ongoing?

24) Does someone regularly consider whether the company is **taking every reasonable precaution** for protection of workers relating to work practices, procedures, protective devices and equipment?

25) Does someone have a process to regularly assess work areas within the company from the perspective of "what could go wrong", or "have we identified all hazards" so that all hazards (procedural or physical) are known?

26) Does someone review minutes of joint committee meetings or inspections and take steps to correct hazards identified within reasonable time frames?

27) Are there written policies, procedures, rules for all hazardous activities performed by company employees (i.e., if a Department of Environment and Labour inspector asked, "Where is your procedure?" after an accident, could you produce one for the subject of the accident)?

28) Do I regularly monitor compliance with expected procedures (i.e., start of shift and as appropriate to risk throughout shift)? Use this test: would workers tell a Department of Environment and Labour inspector after an accident that I am "on top of" what they are doing or that I didn't know about or ignored unsafe practices?

29) Do I conduct my own audits or spot checks of equipment safety or safe work practices (especially where there have been compliance problems)? Do I use a form for this or **keep a record of this**?

30) **Do I document** (notebook for reminders, letters or forms for written warnings or suspension) my efforts to remind workers of important safety rules and procedures?

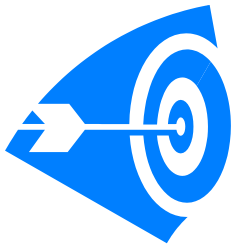
31) Is there a schedule of expected topics for supervisors to follow for regular reminders (safety talks or demonstrations)?

32) Is there a process to coordinate work involving several departments, supervisors, maintenance, and any outside contractors? Does this communication include timing of work, procedural issues (i.e., lockouts), protective gear (i.e., equipment that must be worn in my area)?

33) Does someone document all steps taken by the company (records of worker training, hazard assessment, monitoring, discipline or reminding, communication) in notes or memos?

34) Are the above steps followed by any and all workers of contractors who enter company property?

35) Does someone monitor occupational health and safety laws, or applicable industry standards, as part of the safety system.



Suggested Score Analysis - Count up the number of "YES" responses

31 to 35	You know your "due diligence" steps and are following these
26 to 30	"Due diligence" requires improvement
25 and below	Corporate and individual "due diligence" require immediate improvement

Action Plan – What will you do?

Item	Issue	Action	Date / Priority	Responsibility

Notes:

Notes :



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