

**Ministry of Labour**

**Health and Safety Checklist**

**Note**

This resource has been prepared to assist workplace parties in understanding their obligations under the *Occupational Health and Safety Act* (OHSA). It is not intended to replace the OHSA or the regulations and reference should always be made to the official version of the legislation. The official version of the OHSA and links to the official versions of the regulations can be found at: <http://www.ontario.ca/laws/statute/90o01>.

It is the responsibility of the workplace parties to ensure compliance with the legislation. This resource does not constitute legal advice. If you require assistance with respect to the interpretation of the legislation and its potential application in specific circumstances, please contact your legal counsel.

---

**Introduction****What is this checklist?**

Everyone – employers, supervisors and workers – has a key role in taking responsibility for health and safety in the workplace. Understanding your duties, responsibilities and rights under *Ontario's Occupational Health and Safety Act* (OHSA) is integral to ensuring all workers stay safe and healthy at work. The goal is to prevent workplace injuries, illnesses and deaths.

The purpose of this checklist is to help employers increase their knowledge about their main responsibilities under the Occupational Health and Safety Act (OHSA), and to evaluate how well they are complying with their duties to ensure their workplaces are healthy and safe.

The checklist is primarily designed to assist small business owners with 1-5, 6-19, or 20 or more workers. Some of the OHSA requirements change depending on the number of workers and activities in your workplace:

- A workplace with fewer than twenty (20) workers who are regularly employed typically does not need to have a Joint Health and Safety Committee (JHSC);<sup>1</sup> however, if your workplace uses designated substances,<sup>2</sup> you are required to have a JHSC unless the workplace is a construction project.
- Workplaces with six (6) to nineteen (19) workers are required to have at least one (1) Health and Safety Representative who is selected by the workers they represent.
- Workplaces with twenty (20) or more workers who are regularly employed are required to have a JHSC. If your workplace has less than fifty (50) workers, the JHSC must have at least two (2) members, but if your workplace has fifty (50) or more workers, then your JHSC must have at least four (4) members.

The number of workers that your business employs may change over time, which may result in your responsibilities under the OHSA changing. The [small business web page](#) can provide you with further information and materials.

**How to use this checklist:**

The checklist is composed of questions that are organized into four (4) parts titled: Roles and Responsibilities, Reporting and Records Management, Hazards in the Workplace, and Instruction and Training. It also includes links to relevant sections in the OHSA and resource materials to help employers understand their duties. The [small business web page](#) can provide you with further information and materials.

You can print out this checklist and answer the questions at your convenience. You can also download and save this checklist to your computer.

**\*To begin using this checklist, please indicate the number of workers at your workplace:**

Number of Workers

Please select

---

<sup>1</sup> A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace  
<http://www.labour.gov.on.ca/english/hs/pubs/jhsc/index.php>

<sup>2</sup> See: subsection 9(2)(c) - *Occupational Health and Safety Act*; O. Reg. 490/09 Designated Substances  
[http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_090490\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_090490_e.htm)



# Health and Safety Checklist Workplaces With 6-19 Workers

## Part 1 - Roles and Responsibilities

1.	<p>a) Do you post copies of the <i>Occupational Health and Safety Act</i> (OHSA), mandatory "Prevention Starts Here" poster and resource material prepared by the Ministry of Labour in your workplace?</p> <p>b) Do you provide this material both in English and in a language best understood by your workers?</p> <p>[OHSA Section 25(2)(i)]</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><a href="#">Posting Requirements</a></li> </ul>	<table border="1"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
<input type="checkbox"/> Yes	<input type="checkbox"/> No											
<input type="checkbox"/> Yes	<input type="checkbox"/> No											
2.	<p>As an employer, are you aware of your duties and responsibilities under the OHSA?</p> <p>[OHSA Section 25 and 26]</p> <p>Are other parties at your workplace aware of their duties and responsibilities under the OHSA? (Answer all that are applicable to your workplace)</p> <p>Supervisors [OHSA Section 27]</p> <p>Workers [OHSA Section 28]</p> <p>Directors [OHSA Section 32]</p> <p>Constructor [OHSA Section 23 and 30]</p> <p>Owner [OHSA Section 29 and 30]</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><a href="#">Duties of Employers and Other Persons</a></li> <li><a href="#">Constructor Guideline: Health and Safety</a></li> </ul>	<table border="1"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No											
<input type="checkbox"/> Yes	<input type="checkbox"/> No											
<input type="checkbox"/> Yes	<input type="checkbox"/> No											
<input type="checkbox"/> Yes	<input type="checkbox"/> No											
<input type="checkbox"/> Yes	<input type="checkbox"/> No											
3.	<p>Have you appointed supervisors that:</p> <ul style="list-style-type: none"> <li>are familiar with the health and safety legislation?</li> <li>have experience, training and knowledge to oversee the work?, and</li> <li>have knowledge of any potential or actual hazards associated with the work?</li> </ul> <p>[OHSA Section 1(1) and 25(2)(c)]</p>	<table border="1"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
<input type="checkbox"/> Yes	<input type="checkbox"/> No											
<input type="checkbox"/> Yes	<input type="checkbox"/> No											
<input type="checkbox"/> Yes	<input type="checkbox"/> No											
4.	<p>Are you, your supervisors and workers aware that you cannot discipline your workers for obeying the OHSA, refusing unsafe work, seeking enforcement of the Act or regulations or giving evidence in an enforcement or related proceeding?</p> <p>[OHSA Section 50]</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><a href="#">Reprisals</a></li> </ul>	<table border="1"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<input type="checkbox"/> Yes	<input type="checkbox"/> No											



	a) Do you prepare and review at least annually a written occupational health and safety policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b) Do you develop and maintain a program to implement that policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	[OHSa Section 25 (2)(j)]		
	c) Is your occupational health and safety policy posted in your workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[OHSa Section 25 (2)(k)]		
	Are your workplace violence and workplace harassment policies reviewed at least annually and posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	[OHSa Sections 32.01 to 32.07]		
	<b>Resources:</b>		
	<ul style="list-style-type: none"> <li><a href="#">Workplace Violence and Harassment: Understanding the Law</a></li> </ul>		
	a) Do you have a Health and Safety Representative at your workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b) Was he/she selected by the workers who do not exercise managerial functions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	[OHSa Section 8(1) and Section 8(5)]		
	<b>Resources:</b>		
	<ul style="list-style-type: none"> <li><a href="#">A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace</a></li> </ul>		
	Does your Health and Safety Representative conduct monthly workplace inspections?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	[OHSa Section 8(6)]		
	<b>Resources:</b>		
	<ul style="list-style-type: none"> <li><a href="#">Health and Safety Representatives</a></li> </ul>		
	Does the Health and Safety Representative in your workplace understand their role as a Health and Safety Representative?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	[OHSa Section 8(11)]		
	Do you co-operate with the Health and Safety Representative and help them carry out their functions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	[OHSa Section 25(2)(e)]		
<b>Part 2 – Reporting and Records Management</b>			
	Do you encourage your workers (supervisors are also workers) to report hazards and violations in your workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	[OHSa Section 28(1)(c) and 28(1)(d)]		
	Do you keep track of actions you take to correct reported hazards and violations in your workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	[OHSa Section 25(2)(h)]		
	Do you respond in writing to recommendations of the Health and Safety Representative within 21 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.	[OHSa Section 8(12)]		
	Do you know how to report fatalities, <u>critical injuries</u> and <u>occupational illnesses</u> at your workplace to the MOL?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14.	[OHSa Section 51(1) and 52(2)]		
	<b>Resources:</b>		
	<ul style="list-style-type: none"> <li><a href="#">Report an Incident to MOL</a></li> </ul>		
	<ul style="list-style-type: none"> <li><a href="#">Report an Incident to WSIB</a></li> </ul>		

15.	Are you aware a Ministry of Labour inspector has the authority to inspect your workplace for compliance at any time? [OHSa Section 54] <b>Resources:</b> • <a href="#">Occupational Health and Safety Inspections</a> • <a href="#">Enforcement</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16.	a) Do you know that you are required to comply with orders of an MOL inspector within the timeframe specified in the order? [OHSa Section 57 (1)] b) Do you know that MOL orders and field visit reports issued by an MOL inspector are required to be posted in your workplace in a conspicuous place where they are most likely to come to the attention of workers? [OHSa Section 57 (10) (a)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Part 3 – Hazards in the Workplace

17.	Have you determined what health and safety hazards exist for the types of work performed at your workplace? [OHSa Sections 25(2)(d) and 32.0.3] <b>Resources:</b> • <a href="#">Frequently Asked Questions</a> • <a href="#">Occupational Health Hazards and Illnesses</a> • <a href="#">Health and Safety Partners</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18.	Have you told your workers of the hazards they may be exposed to at your workplace? [OHSa Sections 25(2)(a) and 25(2)(d)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.	Have you put into place measures and procedures to control these hazards? [OHSa Section 25(2)(h)] <b>Resources:</b> • <a href="#">Find regulations that apply to your workplace</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20.	a) Are your workers working with, or in proximity to, hazardous substances (i.e. biological, chemical or physical agents)? b) Have you put into place measures to control these hazardous substances in your workplace? <b>Resources:</b> • <a href="#">Workplace Hazardous Materials Information System (WHMIS): A Guide to the Legislation</a> • <a href="#">Occupational Exposure Limits</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Part 4 – Instruction and Training

21.	Have your supervisors and workers completed mandatory occupational health and safety awareness training? [OHSa Regulation 297/13] <b>Resources:</b> • <a href="#">Health and Safety Awareness Training for Workers and Supervisors</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22.	Do you and your supervisors provide workers at your workplace with workplace-specific training on identified hazards? [OHSa Sections 25(2)(d) and 27(2)(a)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No

23.	Have you provided your workers with information and instruction on preventing workplace violence and harassment? [OHS Section 32.0.1 to Section 32.0.7] <b>Resources:</b> • <a href="#">Workplace Violence and Workplace Harassment</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24.	Do you provide information, instruction and supervision to your workers to protect their health and safety? [OHS Section 25(2)(a)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Always...

- Regularly review health and safety in the workplace, in consultation with your workers
- Take corrective action when health and safety issues are identified
- Understand health and safety is something that should be continually improved

### Additional Resources

Visit [www.Ontario.ca/healthandsafetyatwork](http://www.Ontario.ca/healthandsafetyatwork) and scroll down to the "Key Resources" to view the following documents:

- Occupational Health and Safety Act Guide to the OHS
- Guide for JHSCs and Health and Safety Representatives in the Workplace
- Guide to WHMIS
- Health and Safety Training
- Mandatory Workplace Poster
- Integrated Health and Safety Strategy
- JHSC Certification Training
- Report an Incident
- Reprisals
- Posting Requirements
- Frequently Asked Questions

Visit [www.Ontario.ca/LearnToWorkSafe](http://www.Ontario.ca/LearnToWorkSafe) to view the following health and safety awareness training resources:

- Worker Health and Safety Awareness in 4 Steps
- Supervisor Health and Safety Awareness in 5 Steps
- A Guide to OHS Requirements for Basic Awareness Training
- Keeping Ontario's Workers Healthy and Safe
- Frequently Asked Questions
- Occupational Health and Safety Awareness and Training (O. Reg. 297/13)

### Health and Safety Partners:

The MOL works closely with its partners to protect workers' health and safety on the job.

**Workplace Safety & Insurance Board (WSIB):** WSIB provides no-fault workers' compensation and promotes workplace health and safety. For information about claims forms, health issues, return-to-work programs, and links to other health and safety organizations, visit the WSIB website.

**Occupational Health Clinics for Ontario Workers (OHCOW):** OHCOW provides comprehensive occupational health services - to workers concerned about work-related health conditions and to workers, unions and employers who need support to prevent these health conditions from developing. OHCOW services are free of charge.

**Workers Health & Safety Centre (WHSC):** As Ontario's designated health and safety training centre, the WHSC provides training for workers, their representatives and employers from every sector and region of the province.



**Infrastructure Health & Safety Association (IHSA):** IHSA comprises the former Construction Safety Association of Ontario, Electrical & Utilities Safety Association of Ontario, and Transportation Health and Safety Association of Ontario. Serves: construction, electrical and utilities, aggregates, natural gas, ready-mix concrete and transportation.

**Public Services Health & Safety Association (PSHSA):** PSHSA comprises the former Education Safety Association of Ontario, Municipal Health and Safety Association, and Ontario Safety Association for Community and Healthcare. Serves: hospitals, nursing and retirement homes, residential and community care, universities and colleges, school boards, libraries and museums, municipalities, provincial government and agencies, police, fire and paramedics and First Nations.

**Workplace Safety North (WSN):** WSN comprises the former Mines and Aggregates Safety and Health Association, Ontario Forestry Safe Workplace Association, Ontario Mine Rescue, and Pulp and Paper Health and Safety Association. Serves (province wide): forestry, mining, smelters, refineries, paper, printing and converting.

**Workplace Safety & Prevention Services (WSPS):** WSPS comprises the former Farm Safety Association, Industrial Accident Prevention Association, and Ontario Service Safety Alliance. Serves: agriculture, manufacturing, and service sectors.

#### **More Information...**

Call the Ministry of Labour Health & Safety Contact Centre:

Toll-free: 1 877 202-0008 / TTY: 1 855 653-9260

Call any time to report critical injuries, fatalities or work refusals.

Call 8:30 a.m. – 5 p.m., Monday – Friday, for general inquiries about workplace health and safety.

#### **Your Feedback Is Important to Us...**

Please access our [online survey](#) and tell us about your experience with the Health and Safety Checklist.

**Note:** The Checklist is not a Ministry of Labour assessment of your workplace. It is provided for informational and educational purposes only. Completion of this Checklist does not establish compliance with the OHSA or regulations. Ministry of Labour inspectors will apply and enforce the OHSA and its regulations based on the facts as they may find them in the workplace. This Checklist does not affect their enforcement discretion in any way. It is the responsibility of the workplace parties to ensure compliance with the legislation. This resource does not constitute legal advice. If you require assistance with respect to the interpretation of the legislation and its potential application in specific circumstances, please contact your legal counsel.

