# **OHS Program Checklist**

The OHS Regulations require that employers have a procedure to review and revise their OHS Programs at least once every three years. If the work environment or job tasks change, you may need to review your program more frequently.

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| **Program Component** | **No** | **Yes** | **Not**  **Documented** |
| 1. Do you have an OHS Policy?  (OHS Policy Statement) |  |  |  |
| 1. Do you, your supervisors, workers, and contractors you hire know and understand their OHS responsibilities? (Workplace Safety: Roles and Responsibilities) |  |  |  |
| 1. Have you identified hazards at your workplace? (Hazard Recognition: Assessment & Control) |  |  |  |
| 1. Have you put hazard controls into place?  (Hazard Recognition: Assessment & Control) |  |  |  |
| 1. Do your workers have the training and supervision to perform their jobs safely? (Have your supervisors taken Supervisor OHS Familiarization Training?) (Worker Orientation & OHS Training) |  |  |  |
| 1. If you have hazardous products at the work site, do workers know how to safely use, handle, and store them?   (Worker Orientation & OHS Training) |  |  |  |
| 1. Do you regularly check, service, and maintain all workplace equipment and tools? (Work Site Inspections) |  |  |  |
| 1. Do you have: | | | |
| * Emergency procedures? (Emergency Response Planning) |  |  |  |
| * First aid kits? |  |  |  |
| * An injury reporting procedure? |  |  |  |
| 1. Do you have an investigation procedure in place?   (Incident Reports and Investigation Procedures) |  |  |  |
| 1. Do you maintain records and review your program regularly or at least every three years? (OHS Policy Statement) |  |  |  |
| 1. Do you have a safe and timely Return to Work program? (Safe and Timely Return to Work) |  |  |  |