

NEW WORKER HEALTH AND SAFETY CHECKLIST

Health and Safety Program

- The names and workplace contact information for the Health and Safety Representative or members of the Joint Health and Safety Committee are posted.
- The company's health and safety policy is signed, dated within the last year and posted in the workplace.
- Competent supervisors have been appointed to oversee work.
- Regular workplace inspections are conducted and results are available to workers.
- Health and safety orientation for new workers is conducted and includes the company's policies and procedures.
- Job specific safety training is provided to new workers before they begin working.

Office

- Filing cabinets and bookcases are securely fastened to prevent tipping or falling.
- Storage units have heavier articles stored on the lower shelves.
- Workstations are ergonomically designed with adjustable chairs, secure five point legs, keyboards on adjustable tray, and the monitor directly in front of the worker.
- Ladders are in good repair and suitable for the task.
- The workplace is organized, well planned and the aisles, hallways and exits are clear.

Personal Protective Equipment [PPE]

- The employer has assessed the workplace to see where personal protective equipment may be required. For example: head, eye, face, hand or foot protection.
- Employees are trained on the PPE that is necessary for specific tasks, when to use it and how to properly fit it if required.
- Eye wash facilities, hearing protection and protective clothing are provided when required?

Walking-Working Surfaces

- All work surfaces are kept clear of scrap, debris or liquids and there is evidence of good housekeeping?
- Aisles and walkways are kept clear of furniture and tripping hazards.
- Guardrails are provided wherever a walkway is elevated.
- Steps and stairs are designed with a slip resistant surface.
- Material is piled, stacked or in racks to prevent tipping, falling or collapsing.