**Health and Safety Management System Checklist Example**

Source: <http://employment.alberta.ca/documents/WHS/WHS-YW_teachers_resource_c3.pdf>

Once you are done your assessment, identify with a star which of these items you think should be the top three most important.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Management Leadership** |  |  |
| 1. Is there a written health and safety manual? |  |  |
| 2. Is a copy kept in a handy location? |  |  |
| 3. Do workers have access to it? |  |  |
| 4. Is there a written health and safety policy? |  |  |
| 5. Does the policy clearly state the responsibilities of  • the employer  • managers and supervisors  • workers |  |  |
| **Hazard Identification and Assessment** |  |  |
| 6. Has each department identified all the hazards associated with the activities it performs? |  |  |
| 7. Are the hazard assessments reviewed regularly? |  |  |
| **Hazard Control** |  |  |
| 8. Have all identified hazards been controlled? |  |  |
| 9. Is the hierarchy of controls followed when determining how to control hazards? |  |  |
| **Worker Orientation and Training** |  |  |
| 10. Is there a written orientation program? |  |  |
| 11. Have all employees received orientation? |  |  |
| 12. Have all employees been trained on how to do their job safely? |  |  |
| **Work Site Inspection** |  |  |
| 13. Are inspections conducted regularly? |  |  |
| 14. Are both workers and supervisors involved in the inspection process? |  |  |
| **Emergency Response** |  |  |
| 15. Have emergency response plans been developed for each work site? |  |  |
| 16. Have workers been trained in their roles in the event of an emergency? |  |  |
| 17. Have drills been conducted to test the effectiveness of the plan? |  |  |
| **Incident Investigation** |  |  |
| 18. Are incidents investigated? |  |  |
| 19. Do investigations focus on identifying causes and making corrections (and not focus on blame)? |  |  |
| **Management System Administration** |  |  |
| 20. Are records of health and safety activities kept? |  |  |
| 21. Are these records reviewed to evaluate the effectiveness of the health and safety management system? |  |  |