

GENERAL REQUIREMENTS

- Health & Safety Policy is documented and accessible
- Designated Health & Safety Officer appointed
- Safety representatives elected (where applicable)
- First aiders trained and appointed
- Emergency contact numbers clearly displayed

RISK MANAGEMENT

- Regular risk assessments conducted and documented
- Hazard identification process in place
- Incident reporting and investigation system in use
- Preventative measures implemented based on risk findings

TRAINING & COMMUNICATION

- Induction training provided for all new employees
- Annual refresher training conducted
- Toolbox talks held regularly (for high-risk environments)
- Employees know how to report unsafe conditions

EMERGENCY PREPAREDNESS

- Fire evacuation plans displayed and communicated
- Fire extinguishers serviced and easily accessible
- Fire drills conducted at least twice a year
- First aid kits available and fully stocked
- Emergency exits clearly marked and unobstructed

EQUIPMENT & PPE

- PPE provided where necessary (helmets, gloves, masks, etc.)
- PPE usage monitored and enforced
- Equipment inspected regularly for defects
- Machinery and tools have required safety guards

Workplace Health & Safety Checklist

WELLBEING & OFFICE SAFETY

- Ergonomic workstations provided (for office staff)
- Mental health support or referral channels available
- Adequate lighting, ventilation, and cleanliness maintained
- Clear protocols for harassment, bullying, or discrimination

COMPLIANCE & RECORDKEEPING

- OHSA compliance file maintained and up to date
- Incident logs maintained for at least 3 years
- Inspection reports filed and reviewed regularly
- Contractors and visitors follow safety procedures



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CARING FOR THE HEART OF YOUR WORKPLACE- YOUR PEOPLE