



HEALTH & SAFETY EMPLOYEE CHECKLIST

The checklist is designed to ensure all employees in your unit receive a review of Health and Safety in the work place. Please have employees sign to verify their understanding. Your signature and date of completion are also required.

	Review unit employee hazard analysis for duties to be performed
	Inform employees of personal protective equipment required for job
	Show employees how to properly wear personal protective equipment
	Explain to the employee where to find WHMIS Material Safety Data Sheets
	Inform employee of any designated substances that may be present
	Explain where Health and Safety board is located
	Review Health and Safety inspection form
	Review procedures for notifying supervisor(s) of hazards
	Review with the employee, his/her rights & responsibilities under the Ontario Health & Safety Act
	Review your designated Health and Safety representatives
	Review your Joint Occupational Health and Safety certified members
	Show employee where to find the members list and telephone numbers
	Explain who, in the unit, is First Aid Certified
	Show where the First Aid kit is located
	Review non-slip shoe policy
	Show the Emergency exits
	Review Emergency evacuation plan and where to meet outside
	Show where to find the Emergency list of phone numbers
	Show employee where to locate fire extinguisher(s) and review how to use
	Show employee where eye wash station is located & show how to operate
	Emphasize that it is everyone's responsibility to be active in health and safety to ensure a safe environment

Date: _____

Employee Signature: _____

Supervisor Signature: _____

Manager Signature: _____

Copy: In Unit
To HS Personnel at Lambton Hall, for Employee file