

Occupational Health & Safety Checklist

Does your organization have the required postings on your health and safety board? (applies to all organizations regardless of size)

- ✓ An Occupational Health & Safety policy that clearly states that the management of the Organization will ensure that there is a safe and healthy workplace for staff, volunteers, placement students, and others who may visit the centre.
- ✓ The OHS policy is reviewed and signed every year.
- ✓ The most recent mandatory Health & Safety at Work – “Prevention Starts Here” poster.
- ✓ A copy of the most recent Occupational Health and Safety Act (2023)
- ✓ A copy of the Organization’s Workplace Harassment Policy has been updated to include language on Sexual Harassment in the workplace.
- ✓ A copy of the Organization’s Workplace Violence Policy
- ✓ All staff and placement students are made aware of where the policies and information are posted.
- ✓ If your organization is covered by WSIB you must post the “In Case of Injury” poster
- ✓ For organizations with twenty or more employees the names and locations of your workplace joint health & safety committee members must be posted.

Mandatory Training Requirements

- ✓ The Organization has ensured everyone has completed the mandatory health and safety awareness training for every worker, placement students, and supervisor (July 1, 2014)
- ✓ Training for workers – Worker Health & Safety Awareness in 4 Steps
- ✓ Supervisor Health & Safety Awareness in 5 steps
- ✓ Anyone who holds OHSA certification is exempt.
- ✓ Placement students receive the same workplace health and safety orientation as staff (November 2014)
- ✓ Training record/documentation that placement students have received workplace safety training as part of their orientation to the organization.
- ✓ The Organization reviews their health and safety policy, workplace violence policy and workplace harassment policy at least once per year. Including training their employees and placement students on preventing workplace violence and harassment.
- ✓ The Organization has conducted a Violence Risk Assessment which is reviewed every year to assess if there are changes to the risk factors that warrant a reassessment.
- ✓ All employees are trained in the hazards that could be found in their workplace.

Training requirements for Organizations with 6 to 19 employees

- ✓ There is a Health and Safety Representative who has been selected by their peers (someone who does not supervise others)
- ✓ The Health and Safety rep has enough training to implement a health and safety program in the childcare centre.
- ✓ There is someone in management who has training in health and safety.
- ✓ There is a document that describes the responsibilities of the health and safety rep.
- ✓ The Health & Safety Rep conducts monthly inspections.

Training requirements for Organizations with 20 to 49 employees

- ✓ There is a joint Health and Safety committee with one management and one staff member.
- ✓ The names of the H & S committee members are posted in the workplace.
- ✓ The staff members have been selected by their peers.
- ✓ The manager and staff member have received training (part 1 & part 2) and obtained certification.
- ✓ There is a document that describes the responsibilities of the JHSC.
- ✓ The Joint Health & Safety Committee meets at least once every 3 months.
- ✓ Minutes are recorded of the JHSC meetings (are available for review by a Ministry of Labour Inspector)
- ✓ The workplace is inspected monthly & documented.
- ✓ Individuals trained after March 2015 have taken their recertification after 3 years.

Training requirements for Organizations with more than 50 employees

- ✓ There is a joint Health and Safety Committee with two management and two staff members.
- ✓ The staff members have been selected by their peers.
- ✓ The managers and staff members have received training (part 1 & part 2) and obtained certification.
- ✓ There is a document that describes the responsibilities of the JHSC.
- ✓ The Joint Health & Safety Committee meets at least once every 3 months.
- ✓ Minutes recorded of the JHSC meetings are available for review by a Ministry of Labour Inspector)
- ✓ The workplace is inspected monthly & documented.

Reviewing Policies

- ✓ The Organizations Occupational Health & Safety policy has been read and signed off by the staff rep and management annually including the Board of Directors or Owner

- ✓ The Staff know what their roles, duties, and responsibilities are under the OSHA and the health and safety policy in your Organization.
- ✓ The Organization reviews their workplace safety, violence, and harassment policies and program annually.
- ✓ The Organization maintains a record of all training completed by employees, placement students, and volunteers.

Management

- ✓ Must take every reasonable precaution in the workplace to protect staff.
- ✓ Can be held responsible under the Act if the Supervisor or Executive Director was found to be negligent in their responsibilities (Duties of Supervisors under Part III section 27 of the Act)
- ✓ Should have part one and part two certified training or the health, law, and safety course training.

WHMIS/GHS Training (Workplace Hazardous Material Information System/Global Harmonized System)

- ✓ Do you have a designated WHMIS/GHS trainer or an effective outsourced process for WHMIS training?
- ✓ All staff have completed WHMIS/Global Harmonizing System (GHS) training once.
- ✓ Safety Data Sheets (SDS) are provided where required in the centre including updated SDS related to increased COVID cleaning.
- ✓ WHMIS 2015 – the Hazardous Products Regulation (HPR) transition - Employers must ensure updated training is provided to employees regarding Safety Data Sheets (SDS) where required.
- ✓ WHMIS 2015 - Global Harmonizing System – Transition has been completed by December 1, 2018

Other questions to ask:

Is new and current health and safety information that is relevant to the childcare organization made available to all staff? How?

Are health and safety responsibilities included in job descriptions and performance reviews?

Are there regular meetings of the Joint Health and Safety committee to discuss health and safety risks?

Does your organization conduct monthly workplace health and safety inspections?

Are there enough resources to fully address workplace safety risks?

Is there an annual review of the Occupational Health & Safety internal management system to ensure that it is effective?

Do all staff, placement students, and volunteers have sufficient knowledge of health and safety practices? How do you know? Are they trained? (July 1, 2014)

Do all staff, placement students, volunteers, parents/guardians, and regular visitors know how to report workplace safety and health concerns?

Are all records of health and safety risk assessments and meetings kept in a safe place?
Are these records made available to all staff?

If you have staff or volunteers with specific requirements for language and/or literacy, have there been arrangements made to ensure that they receive an individualized training program to ensure that they can work in a safe and healthy manner?

Does your organization have up-to-date policies on?

- Serious Occurrences
- Workplace Violence
- Workplace Harassment
- Accident & Injury Reporting
- How to prepare for a Workplace Accident Investigation
- Personal Protective Equipment (PPE)
- Impairment, Alcohol/drugs including recreational marijuana in the workplace.
- Emergencies
- Pandemic Continuity Plan
- Infectious Disease
- Emergency Plan and Evacuation
- Emergency Accessibility Standard – Keeping Employees with Disabilities Safe
- Bill 132 – Ontario’s Sexual Violence & Harassment Action Plan Act – September 8, 2016

The information contained in this handout is intended as a general guide only. It is not intended to replace professional legal advice. If legal advice is required for a specific issue or situation, organizations should contact a lawyer. Please be advised that TJ Solutions does not give legal advice.

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