

Are you prepared when the Ministry of Labour visit?

Use the following checklist to reinforce your health & safety policies and procedures.

An ORFA member shares the following checklist following a recent visit by a Ministry of Labour inspector and is provided for member awareness and to encourage a safe workplace. The inspection also included discussions with employees to determine level of awareness in each of these areas.

1. **Violence** - Show a copy of the Workplace Violence Prevention Policy, an assessment of the potential violent related risks to staff, any controls in place to protect staff from the potential threats, any training provided to staff on violence prevention, any site specific procedures provided to staff on violence prevention or response.
2. **WHMIS** - Have staff completed WHMIS training? Have staff who handle controlled products received specific training on the use of the product and the personal protective equipment expected to be worn as outlined on the product label? Are all other controls in place to prevent exposure? Are employees able to access copies of MSDS either electronically or hard copy?
3. **Accident Investigation - injuries** Do employees know their responsibility to report? Are supervisors aware of their responsibilities to investigate along with any additional responsibilities in the event of a critical injury+to preserve the accident scene and make immediate notifications to the Joint Health & Safety Committee (JHSC) and the Ministry of Labour?
4. **Lock Out / Tag Out** - Do staff have access to the written procedure, and understand when lock out of equipment is required (e.g. maintenance, clearing jams, adjustments, etc.), and knowledge of the potential energy sources in addition to electrical (e.g. hydraulic, air pressure)?
5. **Confined Space Entry** . Do staff have access to the written procedure, a completed work permit which includes an assessment of the space, equipment available and inspected, rescue equipment standing by?
6. **Traffic Control** - Have you completed traffic control plans in place?
7. **Asbestos** . Are staff able to identify where in a facility they might have contact with asbestos, supervisor able to access the Asbestos Registry to determine when asbestos exits in a facility
8. **Postings in the Work** . Make sure that a copies of the OHSA, most recent JHSC minutes, Health and Safety Policy Statement, listing of JHSC members, WSIB %a Case of Injury+poster and Employment Standards poster *are all posted in a conspicuous area where they will come to the attention of all staff.*
9. **Operational Procedures** - Do staff have access to all operational work instructions/procedures?
10. **Workplace Inspections** - Do supervisors know when they have last conducted a workplace inspection and when the JHSC for their facility last completed a workplace inspection?

NOTE: JHSC - Supervisors need to be able to identify which JHSC covers their facility/staff and how they would access a worker member from the JHSC when required.