

## McMaster Due Diligence Checklist

This checklist will help aid you in assessing your internal Health and Safety program. Need help? Contact [EOHSS @ eohss@mcmaster.ca](mailto:EOHSS@eohss@mcmaster.ca) or ext 24352

	Do you know, understand and follow the duties set out in the <a href="#">Occupational Health &amp; Safety Act and Regulations</a> ?
	Have you implemented an effective safety program to identify, assess and control hazards (following the hierarchy of controls: first, elimination of the hazard: second, use of engineering controls: third, use of administrative controls: and fourth, use of PPE)?
	Are you informed on the potential sources of hazards and appropriate hazard controls from <ul style="list-style-type: none"> <li><input type="checkbox"/> The applicable <i>OH&amp;S Act and Regulations</i></li> <li><input type="checkbox"/> The experience of others (e.g., for the industry standards and best practice)?</li> <li><input type="checkbox"/> Your own internal OH&amp;S program (e.g., from inspections, reports, investigations and employee concerns)?</li> <li><input type="checkbox"/> Any previous incidents in your department?</li> <li><input type="checkbox"/> Is this documented through the <a href="#">McMaster Job Hazard Analysis Program</a>?</li> </ul>
	Are your workers encouraged to bring forward their concerns and are those concerns treated seriously?
	Do you develop appropriate systems of work within your OH&S management system (such as safety objectives, policies, rules, procedures, etc.) that contribute to or are essential to safety?
	Do you provide safety information to workers, including hazards, hazard controls, safety policies, rules, procedures and any applicable regulations?
	Regarding <a href="#">training</a> , do you: <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide the required orientation and training for your young or new workers?</li> <li><input type="checkbox"/> Use appropriate testing to verify that your training is effective?</li> <li><input type="checkbox"/> Provide ongoing training as needed for all employees – whether front-line or management?</li> </ul>
	Have you ensured that corrective and preventive actions have been taken as a result of any <a href="#">incident investigation</a> ?
	Do you take reasonable steps to ensure that your safety program is working, committing appropriate resources towards safety accountability, and providing monitoring and correction through: <ul style="list-style-type: none"> <li><input type="checkbox"/> Formal, planned observations with respect to specific tasks?</li> <li><input type="checkbox"/> General observations of work going on by a supervisor or manager in the field?</li> <li><input type="checkbox"/> Formal reports, such as near-miss and incident reports?</li> <li><input type="checkbox"/> Informal reports, such as verbal reports?</li> <li><input type="checkbox"/> <a href="#">Supervisor or JHSC inspections</a>?</li> </ul>
	Have you documented and kept records on all the work you do to ensure workplace health and safety?