

## SAFETY CHECKLIST

# Supervisor Due Diligence Checklist

A practical self-audit tool for Ontario supervisors to demonstrate compliance with their OHSa obligations.

Due Diligence

Supervisor Duties

OHSa

Compliance

Inspections

Documentation

Due diligence means taking every reasonable precaution to protect workers — and being able to prove it. Under Ontario's OHSa, supervisors can face personal liability if they fail to meet their obligations. This checklist helps you identify gaps, maintain compliance, and build a documented record of your safety activities.

## Workplace Inspections

- Inspected the workplace for hazards at least monthly
- Documented all hazards identified during inspections
- Assigned follow-up corrective actions with timelines
- Tracked all follow-up actions to completion

## Worker Training and Education

- All workers received safety orientation training before starting work
- Workers trained on hazard-specific procedures relevant to their tasks
- Training is documented and kept on file for each worker
- Refresher training provided after incidents or procedure changes

## Safety Procedures and Hazard Assessment

- Written safety procedures are in place for all tasks
- Workers are aware of and following established procedures
- Procedures are reviewed at least annually
- A current hazard assessment has been completed for the workplace
- High-risk hazards are identified, controlled, and documented
- Hazard assessment updated after any change in work or equipment

## Incident Investigation and Communication

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- All incidents and near-misses are reported and documented promptly
- Incidents investigated within required timelines; root causes identified
- Corrective actions assigned and tracked to completion
- JHSC consulted or informed as required
- Workers are able to report safety concerns without fear of reprisal
- Safety concerns communicated to management in writing

## Equipment, PPE, and Safety Meetings

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- Equipment inspections conducted as per manufacturer and regulatory requirements
- Defective or unsafe items removed from service and tagged
- Workers trained on the safe operation of all equipment they use
- Appropriate PPE available, in good condition, and replaced as needed
- Workers trained on proper PPE use and care
- Safety meetings held regularly; minutes documented; action items followed up

## Records and Documentation

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- Incident records maintained and accessible

- Training records kept for all workers

- Inspection records documented and dated

- Health and safety records available to workers and the JHSC

***Due diligence is demonstrated through consistent action and documented evidence. If you cannot show it was done, it may as well not have been done. Review this checklist regularly — not just when an inspector arrives.***