

# My Safety and Health Checklist

- I received a safety and health orientation when:
  - I was first hired.
  - I was moved to a new area of the same workplace with different tasks.
  - I was moved to a different workplace.
  - I returned to the workplace and the tasks and hazards have changed while I was away.
  
- I know my legal workplace safety and health rights as a worker, including my:
  - Right to know about hazards in the workplace and how to protect myself.
  - Right to participate in safety and health activities in the workplace.
  - Right to refuse dangerous work.
  - Right to exercise my safety and health rights, free from discriminatory action.
  
- I know that my employer has the responsibility to:
  - Provide and maintain a safe workplace, safe equipment, tools and systems.
  - Provide workers with competent supervision.
  - Take precautions to ensure other persons are not exposed to safety or health risks due to workplace activities.
  
- I know that my supervisor has the responsibility to ensure workers:
  - Follow safe work procedures and safety and health laws.
  - Use all safety devices and wear all personal protective equipment required for their job tasks.
  - Receive appropriate training if moved to another area and are made aware of the hazards before beginning work.
  
- I know my legal workplace safety and health responsibilities as a worker, including my responsibility to:
  - Take reasonable care to protect myself and others who may be affected by my actions or omissions.
  - Make proper use of safety equipment, clothing and devices.
  - Co-operate with my workplace's safety and health committee or representative.
  - Co-operate with others on workplace safety and health matters.

*continued*

## **My Safety and Health Checklist (*continued*)**

- I know how to exercise my safety and health rights and responsibilities, including:
  - How to look out for hazards.
  - How to refuse dangerous work.
  - How to report dangerous or unsafe conditions and actions.
  
- I know who my supervisor is and I have their contact number.
  
- My workplace has a joint safety and health committee or a safety and health representative. I know who the committee members are or who the representative is.
  
- I have been made aware of and understand the workplace safety and health policies and rules at my workplace.
  
- I received information on the hazards specific to my job.
  
- I received training on how to do my job safely and understand the specific safe work procedures for the tools, equipment and materials I use in my job.
  
- I work with a WHMIS-controlled substance and received WHMIS [Workplace Hazardous Materials Information System] training, including where to find the MSDSs (Material Safety Data Sheets) and how to review an MSDS before handling a WHMIS-controlled substance.
  
- I received training on the personal protective equipment (PPE) I need to wear and how to use it properly.
  
- I received training on emergency procedures including where the exits and first aid stations are located.
  
- I am aware of any activities I am prohibited from doing, and any areas that I am prohibited from entering in my workplace.