



Université d'Ottawa | University of Ottawa

Bureau de dirigeante principale de la gestion des risques
Office of Risk Management
139, Louis-Pasteur (pièce 265) | 139 Louis Pasteur (Room 265)

The following checklist is intended to assist managers and supervisors benchmark their operational practices. No checklist is complete; managers and supervisors are encouraged to further develop this checklist to suit their needs.

Criteria	Yes	No
Do you know and understand your health and safety responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have definite procedures in place to identify and control hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Have you integrated health and safety into all aspects of your work?	<input type="checkbox"/>	<input type="checkbox"/>
Do you set objectives for health and safety just as you do for other operational practices?	<input type="checkbox"/>	<input type="checkbox"/>
Have you committed appropriate resources (e.g. financial, human) to health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
Have you implemented appropriate control measures for identified hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Have you explained health and safety responsibilities to all workers and made sure that they understand it?	<input type="checkbox"/>	<input type="checkbox"/>
Have workers been trained to work safely and use proper protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers encouraged to report all unsafe conditions and unsafe practices to their supervisor?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers, supervisors, and workers held accountable for health and safety as they are held accountable for quality?	<input type="checkbox"/>	<input type="checkbox"/>
Is health and safety a factor when acquiring new equipment or changing a process?	<input type="checkbox"/>	<input type="checkbox"/>
Is a preliminary risk assessment conducted before a new process, experiment or equipment is commissioned?	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors, volunteers and visitors in the workplace held to the same health and safety standards?	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep records of your health and safety activities and improvements?	<input type="checkbox"/>	<input type="checkbox"/>
Do you address concerns and recommendations made by workers, the health and safety committee and others?	<input type="checkbox"/>	<input type="checkbox"/>
Have items from reports such as inspections or incident reports been reviewed and corrective actions implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep records of the education and training each worker has received, including workplace specific training?	<input type="checkbox"/>	<input type="checkbox"/>
Do you check to confirm that all university policies and procedures are being followed regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Do your records show that you take disciplinary action if a worker violates safety procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Do you review your workplace specific health and safety practices at least once a year and make improvements as needed?	<input type="checkbox"/>	<input type="checkbox"/>

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