NEW WORKER HEALTH AND SAFETY CHECKLIST

This checklist outlines the common workplace health and safety hazards and the control measures that an employer should have in place for the new workers.

HEALTH AND SAFETY PROGRAM

☐ The names and workplace contact information for the Health and Safety Representative or members of the Joint Health and Safety Committee are posted.
☐ The company's health and safety policy is signed, dated within the last year and posted in the workplace.
☐ Competent supervisors have been appointed to oversee work.
☐ Regular workplace inspections are conducted, and results are available to workers.
☐ Health and safety orientation for new workers is conducted and includes the company's policies and procedures.
☐ Job specific safety training is provided to new workers before they begin working.

OFFICE

☐ Filing cabinets and bookcases are securely fastened to prevent tipping or falling.
☐ Storage units have heavier articles stored on the lower shelves.
☐ Workstations are ergonomically designed with adjustable chairs, secure five point legs, keyboards on an adjustable tray, and the monitor directly in front of the worker.
☐ Ladders are in good repair and suitable for the task.
☐ The workplace is organized, well planned and the aisles, hallways and exits are clear.

PERSONAL PROTECTIVE EQUIPMENT [PPE]

☐ The employer has assessed the workplace to see where personal protective equipment may be required. For example head, eye, face, hand or foot protection.

☐ Employees are trained on the PPE that is necessary for specific tasks, when to use it and how to properly fit it if required.

☐ Eye wash facilities, hearing protection and protective clothing, are provided when required?

WALKING-WORKING SURFACES

☐ All work surfaces are kept clear of scrap, debris or liquids, and there is evidence of good housekeeping?

☐ Aisles and walkways are kept clear of furniture and tripping hazards.

☐ Guardrails are provided wherever a walkway is elevated.

☐ Steps and stairs are designed with a slip-resistant surface.

☐ Material is piled, stacked or in racks to prevent tipping, falling or collapsing