

# Observation Checklist



Company: \_\_\_\_\_ Worksite location: \_\_\_\_\_

Date: \_\_\_\_\_ # of employees on site: \_\_\_\_\_ # of sub-contractors on site: \_\_\_\_\_

Reference #	Observation Requirement	✓/x	Comments
<b>Health and Safety Policy</b>			
1.4	Is the safety policy posted?		
<b>Hazard Assessment, Analysis, and Control</b>			
2.1	Are site-specific hazard assessments conducted?		
2.8	Are controls implemented in a timely manner?		
<b>Safe Work Practices</b>			
3.1	Do safe work practices reflect the company's activities?		
3.3	Are written safe work practices readily available?		
3.4	Are they followed by employees?		
<b>Safe Job Procedures</b>			
4.2	Have critical safe job procedures been written?		
4.4	Are employees following safe job procedures?		
4.5	Are safe job procedures readily available for the work being performed?		
<b>Company Rules</b>			
5.2	Are company rules prominently posted?		
<b>Personal Protective Equipment</b>			
6.3	Do personnel have access to specialized PPE?		
6.4	Is the correct PPE used by personnel when required?		
<b>Preventative Maintenance</b>			
7.2	Are maintenance schedules/checklists completed?		
7.5 / 14.10	Is there a system to remove defective tools, equipment, and/or vehicles being followed or is there equipment to perform a lockout readily available?		
<b>Inspections</b>			
9.9	Are inspection reports posted?		

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Reference #	Observation Requirement	✓/x	Comments
<b>Investigations and Reporting</b>			
10.2	Are investigation forms readily available/used?		
<b>Emergency Preparedness</b>			
11.1	Are the emergency plans suited for work activities?		
11.5	Are fire extinguishers readily available?		
11.6	Are fire extinguishers regularly inspected and maintained?		
11.7	Is there an appropriate emergency communications system available?		
11.8	Are there adequate first-aid supplies/facilities?		
11.9	Are the required number of qualified first aiders on site?		
11.10	Is there a plan in place for transporting an injured worker to a medical facility?		
<b>Legislation</b>			
13.1	Are copies of relevant legislation readily available?		
<b>Manitoba Supplement</b>			
14.5	Are safety meeting minutes posted?		
14.8	Is appropriate hearing protection made readily available?		
14.13	Are controlled products properly labelled?		
14.14	Are SDSs current and readily available?		
14.20	Is the harassment policy prominently posted?		
14.22	Is the violence policy prominently posted?		
14.26	Are housekeeping techniques appropriate?		
14.27	Is there a site sign that displays required information?		
14.28	Is there evidence of a communication system for information that may affect the safety and health of workers?		

**Additional Observations/Comments:**