# Supervisor Due Diligence Checklist

## Accident reporting and investigation

Employees* have been reminded to report incidents and health & safety issues immediately to the supervisor. Employees have been made aware of the [incident reporting procedure](#), including the definition of Critical Injuries, and have been instructed to report these types of injuries immediately to their supervisor.

The supervisor is aware of the [online incident report procedures](#) on the EHS website and their duty to report all H&S incidents, injuries, and illness within 24 hrs.

The supervisor is aware that non-employee (e.g. students, contractors, visitors) health and safety incidents, injuries and illness must also be reported to EHS within 24 hrs.

## Training/Communications

All employees have completed mandatory [health & safety training](#).

Training records are reviewed annually to ensure training is up-to-date and new training is identified where applicable.

Training records are available in [Carleton Central](#).

In addition to EHS provided training, a process is in place to ensure that all personnel* receive task-specific training and information on how to work safely.

The supervisor is aware of the [resources](#) on the EHS website.

Health & Safety-related training, meetings, etc. are documented (attendees, content, date).

An onboarding process is in place to ensure that new personnel are provided with appropriate information & training.

## Hazard Identification/ Risk Assessment/ Control

Processes/procedures are in place to identify and assess hazards and implement control procedures in the workplace. A review is conducted if there are changes to the workplace, and at least annually to ensure all risk assessments, procedures, etc. are up to date.

The workplace is inspected on a regular basis, deficiencies identified and corrective actions completed.

Written work procedures, manufacturer’s labels and manuals, etc. are available and personnel have been made aware of how to access them.

All hazardous materials in the workplace are properly identified and labeled.

Procedures are in place to ensure safe disposal of all hazardous materials and workers are aware of them.

Personal protective equipment (PPE) and other safety equipment are available and accessible to workers.

All changes and disturbances to the building (walls, floor, ceiling tiles, etc.) are vetted through FMP to ensure that appropriate safety procedures are followed. Personnel have been informed of this requirement.

A process is in place to ensure that equipment is maintained, serviced and/or calibrated per manufacturer’s instruction. Equipment maintenance, service and calibration records are available.

Where inspection of equipment is required as part of a procedure, a log or checklist is used, and records are available.

## Emergency Procedures

Emergency procedures have been developed and reviewed by all persons in the workplace.

Emergency phone numbers have been posted (CSS, FMP, Health & Safety).

## Alternate Supervisor

In the event you are away, an alternate supervisor is identified, and employees are informed how to contact this individual if they have a concern or an incident to report.

The alternate supervisor has access to information that they may require when you are away (risk assessments, manuals, work procedures, training records).

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*Employees/personnel include all staff and students for which you have authority over.*