

## Supervisor Due Diligence Checklist

<b>Accident reporting and investigation</b>	
Employees* have been reminded to report incidents and health & safety issues immediately to the supervisor. Employees have been made aware of the <a href="#">incident reporting procedure</a> , including the definition of Critical Injuries, and have been instructed to report these types of injuries immediately to their supervisor.	<input type="checkbox"/>
The supervisor is aware of the <a href="#">online incident report procedures</a> on the EHS website and their duty to report all H&S incidents, injuries, and illness within 24 hrs.	<input type="checkbox"/>
The supervisor is aware that non-employee (e.g. students, contractors, visitors) health and safety incidents, injuries and illness must also be reported to <a href="#">EHS</a> within 24 hrs.	<input type="checkbox"/>
<b>Training/Communications</b>	
All employees have completed mandatory <a href="#">health &amp; safety training</a> .	<input type="checkbox"/>
Training records are reviewed annually to ensure training is up-to-date and new training is identified where applicable. Training records are available in <a href="#">Carleton Central</a> .	<input type="checkbox"/>
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.	<input type="checkbox"/>
The supervisor is aware of the <a href="#">resources</a> on the EHS website.	<input type="checkbox"/>
Health & Safety-related training, meetings, etc. are documented (attendees, content, date).	<input type="checkbox"/>
An onboarding process is in place to ensure that new personnel are provided with appropriate information & training.	<input type="checkbox"/>
<b>Hazard Identification/ Risk Assessment/ Control</b>	
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.	<input type="checkbox"/>
The workplace is inspected on a regular basis, deficiencies identified and corrective actions completed.	<input type="checkbox"/>
Written work procedures, manufacturer's labels and manuals, etc. are available and personnel have been made aware of how to access them.	<input type="checkbox"/>
All hazardous materials in the workplace are properly identified and labeled.	<input type="checkbox"/>
Procedures are in place to ensure safe disposal of all hazardous materials and workers are aware of them.	<input type="checkbox"/>
Personal protective equipment (PPE) and other safety equipment are available and accessible to workers.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Where inspection of equipment is required as part of a procedure, a log or checklist is used, and records are available.	<input type="checkbox"/>
<b>Emergency Procedures</b>	
Emergency procedures have been developed and reviewed by all persons in the workplace.	<input type="checkbox"/>
Emergency phone numbers have been posted (CSS, FMP, Health & Safety).	<input type="checkbox"/>
<b>Alternate Supervisor</b>	
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.	<input type="checkbox"/>
The alternate supervisor has access to information that they may require when you are away (risk assessments, manuals, work procedures, training records).	<input type="checkbox"/>

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