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| **Checklist** |
| **Always** | * when Completed
 |
| Be pro-active. Anticipate rather than react. |  |
| Set a good example. Promote health and safety awareness. Practice what you preach. Promptly correct all hazards and use PPE when needed. |  |
| Encourage workers to report hazards, close calls, and injuries and illnesses. Respond promptly to all reports. Maintain open communication and encouraging atmosphere. |  |
| Provide orientation to new or transferred workers |  |
| Advise workers of immediate hazards |  |
| Investigate near misses or accidents |  |
| Conduct worker training or arrange for it. |  |
| **Daily** |
| Inspect the workplace informally, looking at equipment, machinery, housekeeping, and general conditions. Make a note of anything requiring attention |  |
| Inspect the workplace formally Use the workplace checklist provided with this program |  |
| Observe worker competency and compare to safe work procedures. Make a note of areas that require re-training or further attention |  |
| Review records of first aid reports, incident investigations, other inspection reports, and concerns raised by workers. Ensure hazards are corrected. Follow up on delegated tasks. |  |
| **Monthly** |
| Review training of workers, and ensure everyone is up to date. |  |
| Review hazardous materials. Make sure all Workplace Hazardous Material Information System (WHMIS) labels are legible and in place  |  |