

## Ten-Minute Health & Safety Program Check

The Ten-Minute Health & Safety Program Check helps you to assess the current standard of the health and safety program at your organization. Each section of this questionnaire contains a health and safety-related subject. Read each question and answer with YES, PARTLY or NO by circling the number under the appropriate column. When completed, tally your total score by adding together the subtotals of all three columns. The interpretation key is at the end of the questionnaire.

	Yes	Partly	No
<b>Section 1 Management Support</b>			
1. Does your organization have a written health and safety policy?	1	0.5	0
2. Does your organization have a written program to implement the policy?	1	0.5	0
3. Do managers encourage workers to work safely and follow the rules?	1	0.5	0
4. Do supervisors encourage workers to work safely and follow the rules?	1	0.5	0
5. Does senior management take a personal interest in health and safety?	1	0.5	0
<b>Section 2 Rules</b>			
1. Does your organization have general health and safety rules?	1	0.5	0
2. Are all employees aware of the general health and safety rules?	1	0.5	0
3. Have specific rules for hazardous jobs been developed?	1	0.5	0
4. Are the rules enforced?	1	0.5	0
<b>Section 3 Training</b>			
1. Is an orientation training program provided to all your new employees?	1	0.5	0
2. Is health and safety part of all employee training programs?	1	0.5	0
3. Is specific health and safety training provided for supervisors and managers?	1	0.5	0
4. Are training guidelines and standards documented?	1	0.5	0
5. Is all training provided to employees properly documented?	1	0.5	0
<b>Section 4 Joint Health &amp; Safety Committee (JHSC) / Health and Safety Representative</b>			
1. Does your organization have a JHSC/ Health and Safety Representative?	1	0.5	0
2. Do committees or representatives conduct workplace inspections?	1	0.5	0
3. Do committees or representatives assist with incident investigations?	1	0.5	0
4. Is there a training schedule for committee members or representatives?	1	0.5	0
5. Are accurate minutes of JHSC meetings kept?	1	0.5	0
<b>Section 5 Inspections</b>			
1. Does your organization conduct monthly workplace inspections?	1	0.5	0
2. Are employees trained in conducting workplace inspections?	1	0.5	0
3. Are employees trained to identify health and safety hazards?	1	0.5	0
4. Are employees trained to identify controls for hazards?	1	0.5	0
5. When hazards are identified, are controls implemented quickly?	1	0.5	0
6. Are inspections documented and shared with all workplace parties?	1	0.5	0

Column Subtotals

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**Yes Partly No**

**Section 6 Incident Investigations**

1. Are all workplace incidents investigated?	1	0.5	0
2. Are all investigations documented?	1	0.5	0
3. Is the JHSC/ health and safety representative involved in the investigation and development of controls to prevent re-occurrences?	1	0.5	0

**Section 7 Workplace Hazardous Materials Information System (WHMIS)**

1. Do employees receive generic WHMIS training?	1	0.5	0
2. Do employees receive workplace specific WHMIS training?	1	0.5	0
3. Are all WHMIS controlled products labeled?	1	0.5	0
4. Can employees access Material Safety Data Sheets (MSDS)?	1	0.5	0

**Section 8 Personal Protective Equipment (PPE)**

1. Are employees trained in the use and care of PPE?	1	0.5	0
2. Do managers/supervisors and employees wear PPE when required?	1	0.5	0
3. Is PPE readily available?	1	0.5	0

**Section 9 First Aid**

1. Does your organization train individuals in first aid?	1	0.5	0
2. Are first aid kits available for all employees?	1	0.5	0
3. Are records of all treatments kept?	1	0.5	0

**Section 10 Emergency Procedures**

1. Are employees trained to respond to any emergency?	1	0.5	0
2. Are drills performed to practice effectiveness of emergency response?	1	0.5	0
3. Does your organization have adequate fire fighting and detection devices?	1	0.5	0
4. Are all fire inspections performed and documented as required?	1	0.5	0

**Section 11 Promotion**

1. Does your organization have a library of health and safety material?	1	0.5	0
2. Are there adequate signs and posters in the workplace?	1	0.5	0
3. Is off-the-job safety promoted?	1	0.5	0

Column Totals 

Grand Total 

**How do you rate?**

<b>Total</b>	<b>Interpretation</b>
38-45	Sound, effective program.
30-37	Good program with some room for improvement.
25-29	Fair program, but in need of some redesign
0-24	Weak program. Assistance is needed

- Action Required** *Check one based on your score*
- Re-evaluate in 120 days using the Ten-Minute Check.
  - Call the Public Services Health and Safety Association (PSHSA) for more information
  - Call the PSHSA to schedule a comprehensive Health and Safety Management Systems Audit