# Due Diligence Checklist

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| Standard | Yes/No/Unsure | If **yes**, how would your organization demonstrate this? If **no**, what can we do? |
| 1. Do you know and can you describe your health and safety responsibilities?
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| 1. Are you familiar with Hazard Assessment? If so, does your site have procedures in place to identify and control hazards? (i.e. Hazard Assessment Policy, Safe Work Procedures [SWP])
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| 1. Is safety a part of all aspects in your work? (other work site parties; inspections look at more than things, look for behaviours, situations etc.)
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| 1. Are objectives set for health and safety? Similar to that which is set for quality, production or any other performance?
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| 1. Has your site committed appropriate resources (financial, time and personnel) to health and safety?
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| 1. Does your site explain health and safety responsibilities to employees, to ensure that they understand them?
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| 1. Are employees trained to work safely and use proper protective equipment?
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| 1. Is there a hazard reporting procedure in place that encourages employees to report all unsafe conditions and practices?
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| 1. Are managers, supervisors and workers held accountable for health and safety just as they are held accountable for quality?
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| 1. Are safety factors considered when acquiring new equipment or changing a process? (Hazard Assessments)
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| 1. Does the site keep records of your safety program activities and improvements?
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| 1. Does the site keep training records for each employee?
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| 1. Does your site take disciplinary action when an employee violates safety procedures? Are records kept of this?
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| 1. Does your site review your safety program at least once every 3 years and make improvements as required?
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*Source: (Various, Volume 1: Overview of Best Practices in Occupational Health and Safety in the Healthcare Industry, 2009, p. 36)*