# 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? |  |  |
| 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]) |  |  |
| 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.) |  |  |
| 1. Are objectives set for health and safety? Similar to that which is set for quality, production or any other performance? |  |  |
| 1. Has your site committed appropriate resources (financial, time and personnel) to health and safety? |  |  |
| 1. Does your site explain health and safety responsibilities to employees, to ensure that they understand them? |  |  |
| 1. Are employees trained to work safely and use proper protective equipment? |  |  |
| 1. Is there a hazard reporting procedure in place that encourages employees to report all unsafe conditions and practices? |  |  |
| 1. Are managers, supervisors and workers held accountable for health and safety just as they are held accountable for quality? |  |  |
| 1. Are safety factors considered when acquiring new equipment or changing a process? (Hazard Assessments) |  |  |
| 1. Does the site keep records of your safety program activities and improvements? |  |  |
| 1. Does the site keep training records for each employee? |  |  |
| 1. Does your site take disciplinary action when an employee violates safety procedures? Are records kept of this? |  |  |
| 1. Does your site review your safety program at least once every 3 years and make improvements as required? |  |  |

*Source: (Various, Volume 1: Overview of Best Practices in Occupational Health and Safety in the Healthcare Industry, 2009, p. 36)*