



Supervisor Due Diligence Checklist

To: _____

One level up and/or Unit Head

Completed by: _____ Title: _____

Unit: _____ Division/Faculty: _____

#	Description	Yes	No	N/A
	General			
1.	Employees are made aware of the location of Health and Safety (H&S) bulletin boards.			
2.	H&S bulletin boards contain required and up-to-date postings. A list is available from the EHS website: https://ehs.utoronto.ca/jhsc/jhsc-listing-resources/			
3.	A joint health and safety committee (JHSC) inspection has been assigned to your specific areas and conducts inspections at least once per year. For a list of JHSC Building coverage, please refer to: https://ehs.utoronto.ca/jhsc-building-coverage/ .			
	Accident reporting and investigation			
4.	Employees have been reminded to report incidents and health and safety issues immediately to the supervisor. Employees have been made aware of the incident reporting procedure, including the definition of Critical Injuries, and have been instructed to report these types of injuries immediately to their supervisor: https://ehs.utoronto.ca/report-an-incident/ .			
5.	The supervisor is aware of the online incident reports on the EHS website for employees and non-employees (e.g. students, contractors, visitors) and their duties to report incidents/injuries/illnesses within 24 hours, to investigate, to implement preventive measures and where applicable, to work with Health and Well-Being on any WSIB/modified duties/accommodation requirements: https://ehs.utoronto.ca/report-an-incident/ . Note: Work-study students who are injured in the course of employment/work-study activities are employees.			
	Training/Communications			
6.	All employees have completed EHS002 Basic Health and Safety Awareness Training (accessed through the My EHS Training website: https://ehs.utoronto.ca/training/my-ehs-training/).			
7.	Training records are reviewed annually to ensure training is up-to-date and new training is identified where applicable. EHS training registration and records are available from the MY EHS Training website (https://ehs.utoronto.ca/training/my-ehs-training/) and Training Matrices are also available from EHS Training webpage .			
8.	Supervisors are aware they responsible for assessing hazards and determining the type of training required for a particular role. In addition to EHS provided training, a process is in place to ensure that all employees receive department-specific training and information on department-specific procedures. For department-organized training, supervisors are aware they are responsible to document the training (date, name of attendees, content of the training, etc.).			
9.	The supervisor is aware of the EHS Supervisor Toolkit and other H&S resources for supervisors on the EHS website: https://ehs.utoronto.ca/home/i-am-a-supervisor/ .			

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10	H&S-related department training, meetings, etc., are documented (e.g. who attended, content, date, resolution).			
11	A process is in place to ensure that NEW employees are provided with appropriate information/training and to ensure existing employees are provided with updated information/training where applicable. Supervisors are aware that they are responsible for maintaining these records (e.g., memos, emails, meeting minutes, signage, training, etc.)			
12	A process is in place to inform employees about building-related issues (e.g. upcoming construction, ventilation shutdowns, testing of emergency generators, etc.). Employees are encouraged to subscribe to F&S Alerts for their building.			
	Hazard Identification/Risk Assessment/Control			
13	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.			
14	Written work procedures, manufacturer's labels and manuals, etc. are available and employees have been made aware of how to access them.			
15	Safety Data Sheets (SDS) are available either digitally or in print, are up-to-date and employees have been made aware of how to access them: https://ehs.utoronto.ca/resources/hazardous-materials-information/			
16	All hazardous chemicals in the workplace are properly identified and labeled.			
17	Procedures are in place to ensure safe disposal of all hazardous materials and employees are aware of them: Bucket-List-Poster (utoronto.ca)			
18	Personal protective equipment (PPE) and other safety equipment are accessible to workers. Workers are reminded to inspect before each use, to report any damaged PPE to their supervisor, to use and to maintain PPE per the manufacturer's instruction. PPE are assessed to ensure that right type/level of protection is provided and that PPE fits properly (e.g. not too loose or tight) and do not pose additional hazards (e.g. tripping, caught in moving machinery).			
19	All changes and disturbances to the building fabric (e.g. walls, floor, ceiling tiles) are vetted through the appropriate facilities department to ensure that appropriate safety procedures are followed. Employees have been informed not to disturb the building fabric on their own .			
20	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.			
21	Records of job-specific licenses/certification, as they pertain to health and safety (e.g., G license to drive a car), are available.			
22	Where inspection of equipment is required as part of a work procedure, a log or checklist is used, and records are available.			
23	For departments involved in student placements, supervisors are aware of the Student Placement Checklist .			
	Emergency Procedures			
24	Supervisor is aware of and incorporated any relevant campus-wide emergency preparedness resources into department emergency procedures: https://preparedness.utoronto.ca/ .			
25	Emergency phone numbers have been posted (e.g. Campus Safety, building/facilities, chemical spills).			
26	A first aid station is available, inspected every three months, and employees have been informed of their location. A list of currently trained first aiders (within 3 yrs.) and required postings is posted at the first aid station. https://ehs.utoronto.ca/training/first-aid-training/			
	Alternate supervisor			
27	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.			

28	The alternate supervisor has access to information that they may require when you are away (e.g. risk assessments, manuals, work procedures, training records).			
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Comments (if applicable):

Signature: _____

Date: _____