



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 conducted in your specific area at least once a year (note: JHSCs are required to conduct monthly inspections such that the entire workplace is inspected once per year).			
	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 and their duties to report all H&S incidents, injuries (including Critical Injuries) and illness within 24 hrs: https://ehs.utoronto.ca/report-an-incident/online-accidentincident-eform-for-employees/			
6.	The supervisor is also aware that non-employee (e.g. students, contractors, visitors) H&S incidents, injuries (including Critical Injuries) and illness must also be reported to EHS within 24 hrs: https://ehs.utoronto.ca/report-an-incident/online-accidentincident-eform-for-students-contractors-and-visitors/			
	Training/Communications			
7.	New employees have set up a new profile on the My EHS Training website: https://ehs.utoronto.ca/training/my-ehs-training/			
8.	All employees have completed EHS002 Basic Health and Safety Awareness Training (accessed through the My EHS Training website).			
9.	Training records are reviewed annually to ensure training is up-to-date and new training is identified where applicable. EHS training records are available from the MY EHS Training website and Training Matrices are also available from EHS: https://ehs.utoronto.ca/training/			
10	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.			
11	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/ .			
12	H&S-related department training, meetings, etc., are documented (e.g. who attended, content, date).			

13	Onboarding: a process is in place to ensure that NEW employees are provided with appropriate information and training. Records of on-boarding are available.			
14	A process is in place to inform employees about building-related issues (e.g. upcoming construction, ventilation shutdowns, testing of emergency generators, etc.).			
Hazard Identification/Risk Assessment/Control				
15	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.			
16	Written work procedure, manufacturer's labels and manuals, etc. are available and employees have been made aware of how to access them.			
17	Safety Data Sheets (SDS) are available, up-to-date and employees have been made aware to access them: https://ehs.utoronto.ca/resources/hazardous-materials-information/			
18	All hazardous chemicals in the workplace are properly identified and labeled.			
19	Procedures are in place to ensure safe disposal of all hazardous materials and employees are aware of them.			
20	Personal protective equipment (PPE) and other safety equipment are accessible to workers.			
21	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.			
22	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.			
23	Records of job-specific licenses/certification, as they pertain to health and safety (e.g. G license to drive a car), are available.			
24	Where inspection of equipment is required as part of a work procedure, a log or checklist is used, and records are available.			
Emergency Procedures				
25	Emergency procedures have been developed and provided to all persons in the workplace.			
26	Emergency phone numbers have been posted (e.g. Campus Police, building/facilities, chemical spills).			
27	A first aid station is available. A list of currently trained first aiders (within 3 yrs.) is posted at the first aid station. Employees have been informed of their location.			
Alternate supervisor				
28	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.			
29	The alternate supervisor has access to information that they may require when you are away (e.g. risk assessments, manuals, work procedures, training records).			

Comments (if applicable):

Signature: _____

Date: _____