Individual Responsibilities Checklist

Here is a checklist for individual workers that you can adapt and share with your workers. They can use it before they begin work to check if they are ready to safely start a job.

- ❑ I know my responsibilities under the Occupational Safety and Health Act and General Safety Regulations.

- ❑ I attended the toolbox safety meeting this morning.

- ❑ I know if I require a work permit before entering work. I have reviewed the work permit that I am working under and understand its content.

- ❑ I have discussed the work to be done with my supervisor.

- ❑ I am wearing the appropriate clothing and I have the necessary personal protective equipment to do the work safely. I have checked this clothing and equipment to ensure it will protect me if I need it.

- ❑ I have the necessary tools and associated equipment to do the job. I have checked these tools and equipment to ensure that they are safe to use. I have identified the risks associated with their use and the activity I am about to perform.

- ❑ I have checked to see what other people and equipment are working around me and have communicated with them.

- ❑ I have checked my work area to identify any unsafe conditions. For those that I personally cannot correct, I will ensure my supervisor is notified because I will not work under unsafe conditions.