



The OHS Program MINI-Check helps you to assess the current state of your organisation’s OHS program. Each section of the questionnaire contains a health and safety-related subject. Read each question and answer with YES, PARTLY or NO by circling the number under the appropriate column. Be honest. When done, add the subtotals of all three columns to get your total score, then see “How Do You Rate?” at the end of the questionnaire.

	Yes	Partly	No
Section 1 Management Support			
1. Does your company have a written health and safety policy?	1	0.5	0
2. Is there a written OHS program to implement the policy?	1	0.5	0
3. Do owners/managers encourage workers to work safely and follow the rules?	1	0.5	0
4. Do captains/supervisors encourage workers to work safely and follow the rules?	1	0.5	0
5. Does senior management demonstrate a personal interest in health and safety?	1	0.5	0
Section 2 Rules			
1. Does your company have general health and safety rules?	1	0.5	0
2. Are all employees aware of the health and safety rules?	1	0.5	0
3. Have specific rules for hazardous jobs been developed?	1	0.5	0
4. Are the rules enforced and documented?	1	0.5	0
Section 3 Training			
1. Is an orientation training program provided to all new employees?	1	0.5	0
2. Is health and safety part of all employee training programs?	1	0.5	0
3. Is specific health and safety training provided for supervisors and managers?	1	0.5	0
4. Are training guidelines and standards documented?	1	0.5	0
5. Is all employee training properly documented?	1	0.5	0
Section 4 Joint OHS Committee (JOHSC) / Health and Safety Representative			
1. Do you have a JOHSC (20+ workers) or an H&S Representative (5-19 workers)?	1	0.5	0
2. Do committees or representatives conduct workplace inspections?	1	0.5	0
3. Do committees or representatives assist with incident investigations?	1	0.5	0
4. Is there a training schedule for committee members or representatives?	1	0.5	0
5. Are minutes of safety meetings maintained?	1	0.5	0
Section 5 Inspections			
1. Does your organization conduct monthly workplace inspections?	1	0.5	0
2. Are employees trained in conducting workplace inspections?	1	0.5	0
3. Are employees trained to identify hazards?	1	0.5	0
4. Are employees trained how to control such hazards?	1	0.5	0
5. When hazards are identified, are controls implemented quickly?	1	0.5	0
6. Are inspections documented and shared with all workplace parties?	1	0.5	0
Column Subtotals	<input type="text"/>	<input type="text"/>	<input type="text"/>



MINI OHS Program Check, continued

Section 6 Incident Investigations

1. Are all workplace injuries and incidents investigated?	1	0.5	0
2. Are all investigations documented?	1	0.5	0
3. Are causes and contributing factors identified?	1	0.5	0
4. Is the JHSC/OHS representative involved in the investigation and development of controls to prevent re-occurrences?	1	0.5	0

Section 7 Hazardous Materials (WHMIS, GHS)

1. Do employees receive generic training on hazardous materials?	1	0.5	0
2. Do they receive specific training on hazardous materials they use?	1	0.5	0
3. Are all containers of hazardous materials and products labelled?	1	0.5	0
4. Can employees readily access Safety Data Sheets (SDS)?	1	0.5	0

Section 8 Personal Protective Equipment (PPE)

1. Are workers trained in the use and care of PPE? E.g. PFD, fall protection, etc.?	1	0.5	0
2. Does EVERYONE wear proper PPE when required?	1	0.5	0
3. Is PPE readily available where needed?	1	0.5	0

Section 9 First Aid

1. Is at least one person trained in standard or marine basic first aid?	1	0.5	0
2. Are first aid kits and adequate supplies available?	1	0.5	0
3. Are records of all treatments kept?	1	0.5	0

Section 10 Emergency Procedures

1. Are employees trained to respond to any potential emergency situation?	1	0.5	0
2. Are drills performed (e.g. fire, MOB) to practice emergency response effectiveness?	1	0.5	0
3. Do you have adequate firefighting equipment and extinguishing systems?	1	0.5	0
4. Are all fire and life safety equipment inspected and documented as required?	1	0.5	0

Section 11 Safety Promotion

1. Do you have access to an assortment of health and safety materials?	1	0.5	0
2. Are signs and posters prominently displayed in the workplace/aboard the vessel?	1	0.5	0
3. Is off-the-job safety promoted?	1	0.5	0

Column Totals

Grand Total

How do you rate?

Total	Interpretation	Action Required
38-46	Solid, effective program	<input type="checkbox"/> Re-evaluate in 120 days
30-37	Good program, room for improvement	<input type="checkbox"/> Call or meet with FSANS for more information
25-29	Fair program, in need of some work	<input type="checkbox"/> Contact FSANS to arrange an operational review, and OHS Program, development and implementation
0-24	Weak program. You need help!	