

Work Site Due Diligence Checklist

Work Site Name: _____

Location: _____

Date: _____

Part One		
Did the site supervisor ...	Yes	No
Complete training so they can fulfill their Health & Safety responsibilities? (safety training records)		
Complete Risk Assessments/Job Safety Analysis of all hazards in the workplace?		
Was the Risk Assessments/Job Safety Analysis completed daily? (records)		
Evaluate the worker's ability to perform the work? (evaluate)		
Ensure all workers have the correct safety training? (evaluate)		
Ensure all workers have been orientated to the workplace? (orientation)		
Complete job-specific training with workers? (orientation)		
Review the Job Safety Analysis for the work with workers? (records)		
Conduct a Toolbox Talk? (records)		
Complete workplace inspections on a weekly basis? (inspections)		
Monitor the workplace conditions and evaluated the safe working habits of the workers? (interactions)		
Maintain and/or submit any documents or records related to the tasks of a worker?		
Complete accident/incident investigations if necessary?		
Take steps to correct hazards identified at the worksite?		
Maintain the records related to each item on this list?		
Part Two		
Did the worker ...	Yes	No
Complete training so they can fulfill their Health & Safety responsibilities? (safety training records)		
Complete the safety training required of the workplace and their duties? (records)		

Submit records of this safety training to the host employer? (if necessary)		
Demonstrate the skills necessary to perform their tasks?		
Participate in a site/workplace orientation?		
Receive the correct job-specific training?		
Complete a Job Safety Analysis for each day?		
Follow the method statements of the JSA?		
Sign off on the appropriate JSA?		
Receive training to report any incident or accident that occurs in the workplace? (orientation)		
Part Three	Yes	No
Were the tasks accurately identified prior to the work beginning?		
Were the hazards accurately identified prior to the work beginning?		
Were the controls accurately identified prior to the work beginning?		
Were any hazards identified after the work began? Describe.		
Was a new JSA completed for the new hazards?		
Were controls placed on these hazards? Describe.		
Was the work completed without incidents or accidents?		
Was the waste properly segregated and disposed of according to requirements?		
Was the work site cleaned at the end of each day?		
Part Four		
Are the following documents and/or records readily available?	Yes	No
The Health & Safety Policy and Workplace Safety Program?		
Any pre-qualification documents from the subcontractor – Insurance/WSIB clearance etc.		
Is there safety training record for each worker on the site?		
Is there site orientation record for each worker on the site?		
Is there an attendance sheet from a Toolbox Talk that shows the date and subject of the discussion?		
Are there workplace inspection records related directly to the site?		
Are there Safety Data Sheets for any hazardous materials on the site?		
Are there equipment inspection records for each worker and any mobile equipment used?		

Is there a Job Safety Analysis (JSA) from each worker for each day on the site?		
Is there a worksite safety plan specific to the site?		
Are there any incident/accident reports and the investigation details?		
Is there an Emergency Response Plan for the site?		
Is there a Spill Response Plan for the site?		

Summary
