

Due Diligence Checklist for Employers*

How can employers feel confident that they are capable of demonstrating due diligence? If you can answer yes to the following questions without hesitation, you are on the right path toward meeting the test of due diligence:

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you know and understand your health and safety responsibilities as an employer? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have effective systems in place to identify and control or eliminate hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you integrated health and safety into all aspects of your business? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you set objectives for health and safety just as you do for quality, production, and sales? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you committed appropriate resources to health and safety? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you assigned health and safety responsibilities to workers? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have workers been given sufficient training so they can successfully discharge their health and safety responsibilities? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you hold managers, supervisors, and workers accountable for health and safety just as you do for productivity? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you keep records of your health and safety program activities and improvements? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you keep records of the training each worker has received? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do your records show that you take disciplinary action when necessary? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you review your OHS program at least once a year and make improvements as needed? |

***Source:** WorkSafeBC booklet *Effective Health and Safety Programs: The Key to a Safe Workplace and Due Diligence*