

Monthly Safety Requirements

- ✓ Complete monthly workplace inspection.
- ✓ Complete first aid kit inspections.
- ✓ Complete fire extinguisher check.
- ✓ Ensure all emergency exits are unblocked both outside and inside your workplace. You must ensure you have cleared exits outside your building for escape.
- ✓ Salt, sand and record. That is the key to preventing slips, trips and falls on your walkways. A simple record of the date, time and what was done to keep your pathways safe.
- ✓ With the extreme cold weather we have been experiencing, ensure workers working outside are given adequate breaks to warm up and are provided proper winter outerwear.
- ✓ Monthly inspections are key to identifying hazards in the workplace. This month pay attention to the dark areas in and around your building. Is lighting adequate? It is getting dark early, make sure your workers get to their vehicles safely.
- ✓ Reflective outerwear is required for all workers that are working in walkways, pathways, alongside a road or travel areas. Ensure your workers are well illuminated!
- ✓ Senior management should complete the annual review of the Health and Safety Policy Statement. They must sign it and have it posted on your health and safety board.
- ✓ Senior management should complete the annual review of the Workplace Violence, Harassment and Bullying policy. They must sign it and have it posted on your health and safety board.
- ✓ January is about preparation; plan your committee meeting dates and times for 2019. Post your committee and First Aider names in the workplace. Ensure your policies are posted, as required and up to date. Need help? Call Dunk & Associates and find out what is needed in your province or territory! 1-866-754-8839
- ✓ A new year brings new opportunities. Review your accomplishments and expand on them. What goals fell through the cracks? Make them a priority in the New Year.