



Huron-Superior Catholic District School Board

**JOINT OCCUPATIONAL HEALTH AND SAFETY
AUDIT OF HEALTH AND SAFETY REQUIREMENTS**

WORKPLACE: _____ **Date:** _____

JHSC Auditor(s): _____

Workplace Committee Representatives: _____

1.0 HEALTH & SAFETY BULLETIN BOARD

1.1 Postings:

- a) Current copy of OHS Act
- b) Current list of JHSC members
- c) Current list of WHSC members
- d) Minutes of last JHSC meeting
- e) Ministry of Labour Orders (if applicable)
- f) Bulletin board maintained (current information only - within 2-year period)
- g) List of qualified first aider(s)
- h) Photocopies of valid first aid certificate(s)
- i) "In Case of Injury at Work" black poster
- j) "H&S at Work" white poster
- k) "Fair at Work Ontario" poster from Ministry of Labour

1.2 Binders:

- a) H&S Policy
- b) H&S Manual
- c) MSDS – Note: Data Sheets cannot be more than 3-years old
- d) H&S Forms – Binder
 - 1) Treatment Memorandum (Pink)
 - 2) Health Professional's Report (form 8)
 - 3) Functional Abilities Form (FAF)
 - 4) Worker's Report of Injury (Form 6)
 - 5) Supervisor's Report of Injury
 - 6) Employer's Report of Injury (Form 7)
 - 7) Workplace Inspection

2.0 First Aid

- a) Standard First Aid Manual
- b) First Aid Inspection Card – Signed and dated every 3 months
- c) General First Aid Supplies
- d) C.P.R. Mouthpiece
- e) Non-Latex Gloves
- f) Cot & Blanket

3.0 Plant Inspection Binder (Caretaker Room)

- a) Eyewash Station
 - 1) Eyewash station sign present
 - 2) Eyewash inspection Form (Signed and dated every month)
- b) Fire Extinguisher Form (Signed and dated every month)
- c) Emergency Lighting Form (Signed and dated every month)
- d) Defibrillator Check Form

4.0 Workplace Hazardous Material Information System (WHMIS)

Additional Safety Data Sheet (SDS) binders, where required:

Note: Data sheets cannot be more than 3-years old.

- a) Carestaff
- b) Art (if applicable)
- c) Technical (if applicable)
- d) Science (if applicable)

5.0 Other

- a) Availability of supplies
- b) Isolation room set-up
- c) Sanitizing Kindergarten areas
- d) Sanitizing common areas

6.0 ADDITIONAL COMMENTS:
