**Due Diligence Checklist**

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| **Due Diligence Checklist** | **Yes** | **No** |
| Do you know and understand your safety and health responsibilities? |  |  |
| Do you have definite procedures in place to identify and control hazards? |  |  |
| Have you integrated safety into all aspects of your work? |  |  |
| Do you set objectives for safety and health just as you do for quality, production and sales? |  |  |
| Have you committed appropriate resources to safety and health? |  |  |
| Have you explained safety and health responsibilities to all employees and made sure that they understand it? |  |  |
| Have employees been trained to work safely and use proper protective equipment? |  |  |
| Is there a hazard reporting procedure in place that encourages employees to report all unsafe conditions and unsafe practices to their supervisors? |  |  |
| Are managers, supervisors and workers held accountable for safety and health just as they are held accountable for quality? |  |  |
| Is safety a factor when acquiring new equipment or changing a process? |  |  |
| Do you keep records of your system activities and improvements? |  |  |
| Do you keep records of the training each employee has received? |  |  |
| Do your records show that you take disciplinary action when an employee violates safety procedures? |  |  |
| Do you review your OHS program at least once a year and make improvements as needed? |  |  |