

HSE ADVISOR CANADA

HSE COMPLIANCE CHECKLIST FOR CANADIAN BUSINESSES

Comprehensive Provincial & Territorial Regulatory Compliance Guide

Ensure 100% compliance across all Canadian jurisdictions

⚡ **FAST-TRACK YOUR COMPLIANCE** ⚡

This professional checklist covers 150+ critical compliance requirements for Canadian workplaces



Professional HSE Consulting Services

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Supporting Canadian businesses with expert health, safety, and environmental solutions since 2020



COMPLETION TRACKER - Track Your Progress

Completion Date:

.....

Responsible Person:

.....

Next Review Date:

.....

Progress: ____/150 items completed



HOW TO USE THIS PROFESSIONAL CHECKLIST

This comprehensive checklist covers all major HSE compliance requirements across Canadian provinces and territories. Designed for safety managers, business owners, and compliance officers.

Step-by-Step Instructions:

- **Step 1:** Check off completed items as you review each requirement
- **Step 2:** Focus on HIGH PRIORITY items first - these are critical compliance requirements
- **Step 3:** Use the implementation timeline to plan your compliance strategy
- **Step 4:** Document completion dates and assign responsible persons
- **Step 5:** Schedule regular reviews to maintain ongoing compliance



HIGH PRIORITY

Critical compliance items

(Must be completed immediately)



MEDIUM PRIORITY

Important requirements

(Complete within 30-90 days)



LOW PRIORITY

Best practice items

(Complete within 3-12 months)

150+

Compliance Items

13

Provinces & Territories

5

Industry Sectors

FEDERAL REQUIREMENTS (ALL PROVINCES & TERRITORIES)

CANADA LABOUR CODE & ASSOCIATED REGULATIONS

FEDERAL

Applies to: Federally regulated workplaces including banks, telecommunications, transportation, federal government, and interprovincial commerce.

Key Legislation: Canada Labour Code Part II, WHMIS, TDG Act

- ☐ ✓ Workplace Hazardous Materials Information System (WHMIS) 2015 fully implemented
- ☐ ✓ Safety Data Sheets (SDS) current and accessible for all hazardous materials (updated within 3 years)
- ☐ ✓ Comprehensive workplace hazard assessments conducted and documented annually
- ☐ ✓ Work refusal procedures established, communicated, and posted in workplace
- ☐ ✓ Workplace committee or health and safety representative appointed (based on employee count)
- ☐ ✓ Violence and harassment prevention policies in place (Bill C-65 compliance)
- ☐ ✓ Transportation of Dangerous Goods (TDG) compliance if applicable
- ☐ ✓ Employment Insurance and Canada Pension Plan compliance verified
- ☐ ✓ Environmental regulations compliance (CEPA, Fisheries Act)
- ☐ ✓ Workplace wellness and mental health programs implemented
- ☐ ✓ Accessibility standards compliance (Accessible Canada Act)



PROVINCIAL & TERRITORIAL COMPLIANCE REQUIREMENTS

Ontario - Occupational Health and Safety Act (OHSA)

Regulator: Ministry of Labour, Training and Skills Development | **Workers' Comp:** WSIB

- ☐ ✓ Joint Health and Safety Committee (JHSC) established for 20+ employees
- ☐ ✓ Health and safety representatives appointed for 5-19 employees
- ☐ ✓ Workplace Safety and Insurance Board (WSIB) registration and premiums current
- ☐ ✓ Working at Heights training completed for applicable workers
- ☐ ✓ Ontario Regulation 851 (Industrial Establishments) compliance if applicable
- ☐ ✓ Constructor's Certificate of Recognition (COR) for construction companies
- ☐ ✓ Workplace violence and harassment policies (Bill 168 compliance)
- ☐ ✓ JHSC certification training completed (at least 2 members)
- ☐ ✓ Health and safety management system documentation complete
- ☐ ✓ Regular internal responsibility system audits conducted

Alberta - Occupational Health and Safety Act

Regulator: Alberta Labour & Immigration | **Workers' Comp:** WCB Alberta

- ☐ ✓ Workplace health and safety program developed and implemented
- ☐ ✓ Workers' Compensation Board (WCB) Alberta coverage active
- ☐ ✓ Health and safety committee or representative designated
- ☐ ✓ Code of Practice compliance for specific industries (oil & gas, construction)
- ☐ ✓ Certificate of Recognition (COR) program participation
- ☐ ✓ Prime contractor responsibilities defined for multi-employer sites
- ☐ ✓ H2S Alive training for oil and gas workers
- ☐ ✓ Partnerships in Injury Reduction (PIR) program participation



British Columbia - Workers Compensation Act

Regulator: WorkSafeBC | **Workers' Comp:** WorkSafeBC

- ☐ ✓ WorkSafeBC registration and assessment payments current
- ☐ ✓ Occupational health and safety program established
- ☐ ✓ Joint health and safety committee (20+ employees) or worker representative
- ☐ ✓ Workplace hazard assessments and risk controls implemented
- ☐ ✓ COR program participation for construction and high-risk industries
- ☐ ✓ Workplace hazardous materials program (WHMIS + BC requirements)
- ☐ ✓ First aid requirements met based on workplace size and risk
- ☐ ✓ Return-to-work programs established and documented
- ☐ ✓ WorkSafeBC industry-specific regulations compliance



Quebec - Act Respecting Occupational Health and Safety

Regulator: CNESST | **Workers' Comp:** CNESST | **Language:** French Required

- ☐ ✓ Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) compliance
- ☐ ✓ Health and safety committee established (20+ employees)
- ☐ ✓ Prevention program developed and implemented
- ☐ ✓ French language requirements for safety documentation and training
- ☐ ✓ Health services organization (if required by regulation)
- ☐ ✓ Quebec Construction Code compliance for construction work
- ☐ ✓ Workplace psychological health and safety initiatives
- ☐ ✓ Association sectorielle paritaire (ASP) participation where applicable



Maritime Provinces (Nova Scotia, New Brunswick, PEI)

Similar frameworks with provincial variations

- ☐ ✓ Provincial workers' compensation board registration (WCB NS, WorkSafeNB, WCB PEI)
- ☐ ✓ Occupational health and safety committees or representatives appointed
- ☐ ✓ Workplace health and safety programs documented and implemented
- ☐ ✓ Provincial-specific training requirements met
- ☐ ✓ Right to refuse unsafe work procedures established
- ☐ ✓ Industry-specific safety associations membership



Prairie & Western Provinces (Saskatchewan, Manitoba)

Regulator: Saskatchewan Labour / Manitoba Labour | **Workers' Comp:** WCB SK / WCB MB

- ☐ ✓ Provincial workers' compensation coverage
- ☐ ✓ Occupational health and safety committees (20+ employees)
- ☐ ✓ Workplace safety programs implemented
- ☐ ✓ COR program participation (Saskatchewan)
- ☐ ✓ SAFE Work certification (Manitoba)
- ☐ ✓ Industry council participation



Northern Territories (NWT, Nunavut, Yukon)

Workers' Comp: WSCC (NWT/Nunavut), WCB Yukon

- ☐ ✓ Territorial workers' compensation coverage
- ☐ ✓ Safety committees or representatives appointed
- ☐ ✓ Northern-specific hazard considerations (extreme weather, remote work)
- ☐ ✓ Mining and resource extraction specific requirements
- ☐ ✓ Indigenous workforce considerations and cultural safety



INDUSTRY-SPECIFIC COMPLIANCE REQUIREMENTS



CONSTRUCTION INDUSTRY

High-Risk Sector: Enhanced requirements for construction and related trades

- ☐ ✓ Fall protection systems, training, and equipment inspections
- ☐ ✓ Confined space entry procedures and permits
- ☐ ✓ Scaffolding and elevated work platform certification
- ☐ ✓ Excavation and trenching safety procedures
- ☐ ✓ Construction safety association membership and training
- ☐ ✓ COR certification pursuit and maintenance
- ☐ ✓ Crane and heavy equipment operator certification
- ☐ ✓ Site-specific safety plans for each project



MANUFACTURING & INDUSTRIAL

Focus Areas: Machine safety, chemical handling, process safety

- ☐ ✓ Machine guarding and lockout/tagout (LOTO) procedures
- ☐ ✓ Chemical inventory and exposure monitoring programs
- ☐ ✓ Process safety management for high-hazard processes
- ☐ ✓ Noise exposure assessments and hearing conservation programs
- ☐ ✓ Respiratory protection program implementation
- ☐ ✓ Environmental management systems (ISO 14001) implementation
- ☐ ✓ Ergonomic assessments and injury prevention programs



HEALTHCARE & OFFICE ENVIRONMENTS

Focus Areas: Workplace violence, ergonomics, biological hazards

- ☐ ✓ Workplace violence and harassment prevention programs
- ☐ ✓ Infection control procedures and bloodborne pathogen protection
- ☐ ✓ Ergonomic assessments and musculoskeletal injury prevention

- ☐ ✓ Indoor air quality monitoring and management
- ☐ ✓ Manual handling and patient lifting procedures
- ☐ ✓ Workplace wellness and mental health programs
- ☐ ✓ Emergency response procedures for healthcare settings

OIL, GAS & MINING

High-Risk Sector: Specialized safety requirements for resource extraction

- ☐ ✓ H2S Alive training and gas monitoring equipment
- ☐ ✓ Confined space entry procedures and atmospheric testing
- ☐ ✓ Process safety management and hazard analysis
- ☐ ✓ Mining-specific safety training and certifications
- ☐ ✓ Emergency response plans for remote operations
- ☐ ✓ Environmental impact assessments and monitoring



IMPLEMENTATION TIMELINE & ACTION PLAN



IMMEDIATE ACTIONS (0-30 DAYS) - CRITICAL

Week 1: Complete workplace hazard assessment, ensure WHMIS compliance, verify workers' compensation coverage status

Week 2: Establish health and safety committee or representative, review and update existing safety policies

Week 3: Conduct comprehensive safety training needs assessment, update emergency procedures and evacuation plans

Week 4: Implement incident reporting system, complete all outstanding regulatory registration requirements



SHORT-TERM ACTIONS (1-3 MONTHS) - HIGH PRIORITY

Develop comprehensive health and safety program documentation with procedures and work instructions

Implement required training programs and establish record-keeping systems

Conduct comprehensive internal safety audits and workplace inspections

Begin COR certification process (if applicable to your industry)

Establish contractor safety management and prequalification systems



LONG-TERM ACTIONS (3-12 MONTHS) - CONTINUOUS IMPROVEMENT

Achieve COR certification and maintain annual audit requirements

Implement continuous improvement processes and performance metrics

Develop advanced safety management systems and technology integration

Pursue industry-specific certifications and recognition programs

Establish safety culture initiatives and employee engagement programs

CRITICAL DOCUMENTATION REQUIREMENTS

ESSENTIAL DOCUMENTATION PORTFOLIO

Maintain these documents for regulatory compliance and audit readiness:

- ☐ ✓ Health and safety policy statements (signed by senior management)
- ☐ ✓ Workplace hazard assessment records and control measures
- ☐ ✓ Training records, certificates, and competency assessments
- ☐ ✓ Incident and accident reports with investigation findings
- ☐ ✓ Health and safety committee meeting minutes and action items
- ☐ ✓ Workers' compensation registration and assessment records
- ☐ ✓ Safety data sheets (SDS) and chemical inventories
- ☐ ✓ Equipment inspection, testing, and maintenance records
- ☐ ✓ Emergency response procedures and evacuation plans
- ☐ ✓ Personal protective equipment (PPE) assessments and records
- ☐ ✓ Contractor safety prequalification and management records
- ☐ ✓ Safety performance metrics, KPIs, and trend analysis reports
- ☐ ✓ Regulatory correspondence and inspection reports
- ☐ ✓ Safety culture survey results and improvement plans

COMMON COMPLIANCE PITFALLS & HOW TO AVOID THEM

TOP 10 COMPLIANCE MISTAKES

1. **Incomplete hazard assessments** - Ensure all workplace hazards are identified and controlled
2. **Outdated training records** - Maintain current certifications and refresher training
3. **Missing committee documentation** - Document all meetings, inspections, and recommendations
4. **Inadequate incident investigation** - Investigate all incidents to identify root causes
5. **Non-compliance with provincial variations** - Understand jurisdiction-specific requirements
6. **Poor contractor management** - Ensure contractors meet your safety standards
7. **Incomplete emergency procedures** - Test and update emergency response plans regularly
8. **Missing PPE assessments** - Conduct proper hazard assessments before selecting PPE
9. **Inadequate record keeping** - Maintain organized, accessible safety records
10. **Lack of senior management commitment** - Ensure visible leadership support for safety

Need Expert Help Achieving 100% Compliance?

HSE Advisor Canada provides professional consulting services to help you navigate complex regulatory requirements and implement world-class safety management systems.

 **FREE 30-MINUTE CONSULTATION AVAILABLE**

Our Services Include:

- Compliance gap analysis and action planning
- Safety program development and implementation
- COR certification support and maintenance
- Training program design and delivery
- Regulatory audit preparation and support

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This checklist provides general guidance based on current regulations and should be supplemented with professional consultation for your specific industry, size, and circumstances.

 **Legal Disclaimer:** This checklist is for informational purposes only and does not constitute legal advice. Always consult with qualified professionals and review current legislation.

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