

MLITSD Blitz Self-Audit

Enforcement-priority self-audit · Ontario workplaces

Employer / company: _____

Workplace audited: _____

Completed by: _____

Position: _____

Date: _____

Next review: _____

0. CORE RECORDS REQUESTED ON EVERY VISIT

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
OHSA and required postings	The Act, the health and safety policy, and required notices posted where workers can read them.		
Worker and supervisor awareness training	Mandatory basic awareness training completed, with records for every worker and supervisor.		
JHSC or health and safety representative	Correct structure for your size, certified members where required, minutes current and posted.		
Violence and harassment program	Policies reviewed annually, programs in place, workers informed.		
Hazard assessments and inspections	Documented, current, and closed out.		
First aid	Requirements met for your workforce, with in-date certificates and stocked stations.		

Missing or inadequate basic awareness training, incomplete violence and harassment programs, JHSC gaps and fall protection deficiencies are among the most common orders written against Ontario employers. Clear these before worrying about anything else.

1. PRIORITY — MATERIAL HANDLING

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Operator certification current	Site-specific training on the actual equipment operated, not a generic ticket. Evidence of practical evaluation.		
Pre-shift inspections done and logged	A complete log, filled in every shift, with real variation in the entries.		
Defects actioned	Recorded defects have a follow-up and an out-of-service process.		
Pedestrian separation	Physical barriers, floor marking or procedural controls at every conflict point — not a verbal instruction.		
Load ratings posted	Capacity plates legible on every lift device; loads within rating.		
Rigging inspected	Slings, shackles and hooks inspected before each lift and removed from service when damaged.		
Lift planning for complex lifts	A designated signal person and a documented plan for overhead or complex work.		
Manual handling assessed	Lifting tasks assessed and controls in place.		

An identical logbook entry every day reads as a log nobody fills in. Blank lines or repeated identical entries attract scrutiny immediately — and a falsified record is a worse finding than a missing one.

2. PRIORITY — CHEMICAL AGENTS AND WHMIS

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Safety data sheets current	Sheets in the current 16-section format. Legacy MSDS or sheets over three years old without a supplier update are a priority fix.		
Reachable within 15 minutes	If a worker asks and it takes longer than 15 minutes to produce, that alone can result in an order. Test it.		
Decanted containers labelled	Product name, hazard pictograms and signal word at minimum on every transferred container.		
Worker training records	General and workplace-specific WHMIS training, dated and retained.		
Exposure controls for listed substances	Controls in place and verified for any designated or regulated substance in use.		
Inventory current	The hazardous product list matches what is actually on site.		

3. PRIORITY — WORKPLACE VIOLENCE PREVENTION

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Written violence policy	A policy that specifically addresses violence, separate from harassment.		
Risk assessment specific to this workplace	Reflects your actual layout, customer or client profile and incident history. A generic template with your name inserted is insufficient.		
Workers consulted	Evidence the JHSC or representative was involved in the assessment.		
Reporting procedure workers know	Ask two workers how they would report an incident. Record what they said.		
Follow-up on reports	Documented investigation and response for every reported incident.		
Domestic violence provisions	Procedures for a risk that may enter the workplace.		
Reassessed as often as necessary	Reassessment after incidents or changes to the work.		

4. PRIORITY — ERGONOMICS AND MSD PREVENTION

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
MSD hazards identified	Repetitive motion, force, awkward posture and static loading assessed for the jobs performed here.		
Worker reports acted on	A route for reporting discomfort early, and evidence reports were addressed.		
Controls implemented	Engineering controls first — layout, height, mechanical assist — before administrative controls.		
Training delivered	Workers trained to recognise MSD signs and symptoms and how to report them.		
High-repetition tasks reviewed	Scanning, stocking, packing and similar tasks specifically assessed.		

Use the companion [Workplace Ergonomics Assessment Checklist](#) to work through individual workstations in detail.

5. FINDINGS AND CORRECTIVE ACTIONS

#	FINDING	PRIORITY	ACTION REQUIRED	OWNER	DUE

COMPLETED BY

DATE

REVIEWED BY (MANAGEMENT)

DATE