



Prepare For Next Season

OFF SEASON OHS TO DO LIST

CEsafety Can Help Build
Your OHS Culture For 2021

**SAVE \$250 OFF ANY
SAFETY PACKAGE**

BILLING SPLIT 2020 & 2021



CEsafety

Off Season To Do List

What safety work can be done in the off season to ensure Due Diligence has been done for the season just completed and to make it easier to keep your safety culture moving forward into next season.

Task	Responsibility	Completion Date
Update employees training records for the current season using the training tracker system and each employee's training records. Email the finished training records to each employee.		
Adjust the training tracker for the next season changing the required training programs for each department. Fill in the names of those employees you are reasonably sure are returning.		
Examine the safety board for any missing posters and documents. Change the dates on the policy statements as needed and reexamine your workplace violence and harassment risk assessment. Make any necessary changes.		
Go through your safety data sheet binders and remove those sheets for chemicals you no longer have on site. Dispose of any unwanted chemicals at a hazardous waste disposal site. Ask your supplier for the most current version available for the chemicals they supply you with. For any generic retail cleaning chemicals, use sheets from a supplier such as Ecolab for similar products.		
Perform a safety audit review of your facilities and create a plan to deal with any of the issues found. Go over the results with all department heads.		
Replenish your supply of personal protective equipment. If you haven't done so, create storage cabinets in each area for PPE.		
Check all emergency equipment such as eyewash stations, showers, First Aid kits, defibrillators to ensure they are all in good working order.		
Prepare checklists for all equipment. We suggest having a clipboard for each one.		
When preparing an ad for hiring next season, include workplace safety in the ad as being an important factor. Ask if any candidates have been part of an active safety culture during the interview process. Tell them your expectation of all workers is be active in your safety culture.		
Address any ongoing housekeeping and storage area issues. Talk openly with employees on how to improve these two important issues.		
Test your emergency lighting, exit signs, smoke detectors, CO2 detectors, exhaust ventilation and make sure it is all functioning. Document that this has been done.		
If there are overhead lights in food prep and shop areas that need to be covered to prevent damaged bulbs from falling on employees, order covers or clear plastic sleeves for them. Nedco.ca		
Inspect the cords of all electrical equipment for signs of damage. Repair or replace as necessary. Electrical tape is NOT a means of repair.		
Inspect all ladders on site. Start with the non-slip feet for signs of wearing and then the structure for any cracks or other damage. Replace the non-slip feet when needed and destroy any damaged ladders. Replace them with industrial Grade 1 ladders with a high load capacity.		
Examine all tools to ensure they are in good working condition.		
Plan training days and times when you get closer to the opening of your season. Rainy days are a good time for staff training.		