

# HSAP Business Safety Checklist

Company Name:			
Employer/supervisor:			
Safety Contact:			Phone #:
Apprentice Name:			
<b>Please place initials beside each statement as it applies to your work site</b>			
	The apprentice will be informed of their responsibility to look out for and report all safety concerns, hazards, near misses and accidents to the employer/supervisor, parent and HSAP teacher.		
	The apprentice will be informed of workplace safety and health rights, including the right to refuse dangerous work.		
	The apprentice will be supervised by an employee of the company.		
	The apprentice knows the person in charge of workplace safety and has their contact number.		
	The apprentice has received a walkthrough of the work site. The apprentice has been shown where potential hazards are and the locations of the first aid kit, fire exits, and muster points.		
	The apprentice has received information about emergency procedures.		
	Housekeeping practices are followed.		
	The apprentice will receive training on how to do their job safely. Apprentices will understand the specific safe work procedures for the tools, equipment, materials, and use of personal protective equipment (PPE) used in their job.		
	The apprentice will be shown where to find the Material Safety Data Sheets (M)SDS.		
	The apprentice will be made aware of prohibited or restricted areas and/or activities (N/A if not applicable).		
	The apprentice under the age of 18 will not work in confined spaces. Those that are 18 or older will have appropriate training, safety gear and supervision.		
	I am aware that the apprentice has or will complete the Youth Worker Readiness Certificate Course ( <a href="http://ywrcc.safemanitoba.com">ywrcc.safemanitoba.com</a> ). This is an introductory safety awareness course.		
	I will ensure the apprentice is covered by Workers Compensation Board Insurance.		

Employer/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_