



**St. John Ambulance**

**SAVING LIVES**  
at work, home and play

## ANNUAL/SEMI ANNUAL EMPLOYER

# CHECK LIST

- Nearly everything in an office setting operates on electricity – is the electrical equipment in the workplace properly used and maintained?
- Are you aware of any medical conditions of your employees?
- Is there an AED on location and readily attainable?
- Are your employees trained and able to utilize these devices?
- Are the employees aware of the location of the first aid kit/AED/fire extinguisher?
- Are the employees aware of and understand the protocol for fire and other emergency drills?
- Have these drills been practiced?
- Are the employees aware of all emergency exits and muster points?
- Is the muster point clearly established and properly communicated to everyone in the workplace?
- Is the correct safety equipment available to the employees and in good working condition?
- Is the equipment regularly inspected, cleaned, and fixed?
- Is there clear access to a electrical box or emergency shutoff in case of emergencies?
- Is there an established supervisor to be informed about any workplace safety hazards or risks?
- Is everyone in the workplace informed and aware of the health, safety and, wellness requirements and potential risks of the job?
- Has anyone come forward with new hazards that they have perceived in the workplace?
- Are all the tools and equipment of the workplace properly maintained and in good working order?
- Has there been any concerning behaviours witnessed or brought forward regarding workplace stress (depression and concentration issues)?
- Is the workplace kept in a clean and orderly condition with the current housekeeping procedures and cleaners?
- Are quick-burning, flammable materials stored in designated locations? (Propane tanks, combustibles, and flammable liquids).
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- Are the communication lines between employer and employee clear and open in order to promote and maintain a safe environment?
- Have you ensured that potential dangers/hazards in the workplace are properly communicated to employees labeled and controlled?
- Risk factors in any workplace include fatigue, lack of sleep, heavy workloads, and environmental factors; encourage employees to take regular breaks?





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First Aid Drills Can  
Be Used Towards  
Maintaining Your  
COR Certification.**

