

HAZARDOUS SUBSTANCES

DO YOU KNOW?

ACTION RECOMMENDED

1 Does the workplace have hazardous substances?

NO

Do you know what is meant by hazardous substances? For common ones in hospitality see **Appendix L**

No action recommended. Go to next module.

YES

2 Could employees or others possibly be 'exposed' to hazardous substances?

NO

Do you know what is meant by 'exposure' to hazardous substances? If not, see **Appendix L**.

No action recommended. Go to next module.

YES

3 Does the workplace have documented procedures for hazardous substances?

NO

Do you know what the procedure is for hazardous substances? If not, see **Appendix L** for an example

Ensure the workplace has documented procedures for hazardous substances

YES

4 Are the procedures enforced for all employees and others possibly exposed to hazardous substances?

NO

Ensure procedures are enforced for all employees and others possibly exposed to hazardous substances

YES

5 Are policies and procedures included in the induction process?

NO

Ensure policies and procedures are included in the induction process.

YES

GO TO NEXT PAGE



