### **Health and Safety Board Checklist**

**Location:** [Specify location]  
**Date:** [Insert date]  
**Inspector(s):** [Insert name(s)]  
**Board/Area Inspected:** [Specify board or safety area]

| **Item** | **Description** | **Yes/No/NA** | **Notes/Action Required** | **Completed By** | **Completion Date** |
| --- | --- | --- | --- | --- | --- |
| 1.1 | Health and Safety Policy is displayed and updated |  |  |  |  |
| 1.2 | Emergency contacts and procedures are clearly posted |  |  |  |  |
| 1.3 | Incident/Accident report forms are available and accessible |  |  |  |  |
| 1.4 | Fire and evacuation plans are displayed and current |  |  |  |  |
| 1.5 | First aid instructions and signage are visible |  |  |  |  |
| 1.6 | Employees are informed about the Health and Safety Board location and use |  |  |  |  |