

Faculty/Business Unit	Department(s)	Building(s)/Location(s)
Tour Completed by - Name(s) and Business/Position Title(s)		
Health and Safety Items Discussed and with Whom		
Positive Initiatives/Actions Observed		
Follow-Up Actions, if applicable		
Manager/Supervisor Signature(s):	Date YYYY/ MM/ DD	

Purpose

Health and safety tours are conducted by Managers and Supervisors in the work area(s) of their direct reports at least twice annually. These tours provide opportunities to:

- Reinforce safe work practices
- Enable and engage in communication of health and safety concerns with employees
- Promote safety awareness in the workplace
- Observe and identify ongoing safety initiatives, improvements and opportunities
- Demonstrate leadership commitment

Examples

- **Health and Safety Items Discussed** – Recent incidents, hazard concerns, workplace conditions (lighting, ventilation, temperature, equipment, etc.)
- **Positive Initiatives** – Emergency warden program awareness, employee knowledge and posting of site-specific emergency procedures, emergency equipment (pull stations, fire extinguishers, eye wash, safety shower, hand wash, etc.), appropriate personal protective equipment use, new fume hoods and biosafety cabinets, familiarity and use of the UC emergency app, completion of required training, etc.
- **Follow-up Actions** – Identified issues can be reviewed (for example, from a recent inspection) and actioned as they arise.
- **Communication** of activity and findings/observations:
 - Share tour findings, observations and discussion notes through staff meetings, newsletters, email or other existing communication means within your faculty/business unit.
 - Communicate the corrective actions that have been assigned, completed/scheduled, and documented as corrected.

Document Retention

Retain this document with all other Occupational Health and Safety Management System (OHSMS) records as per your faculty's/business unit's records retention process (i.e. OHSMS Department Manual).

It is suggested that the *Worksite Tours by Managers and Supervisors* log form (green sheet) is also completed in the OHSMS Department Manual.