OHS PLANNING

OHS action plan — worked example

Required of every establishment with fewer than 20 workers under the Act respecting occupational health and safety (OHSA) and the Regulation respecting prevention and participation mechanisms in establishments (RMPPE).

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> The RMPPE has been in force since October 1, 2025. Full implementation has been required since October 1, 2026.

> Example document. The answers below describe a fictional 12-employee business and illustrate the level of detail expected. Replace every line with your own reality.

1. Establishment profile

Business	Quincaillerie Rivard inc.
NEQ	1234567890
Establishment address	78 boulevard Saint-Joseph, Drummondville, Quebec J2B 1S9
Sector	Retail
Number of workers	11
Description of activities	Neighbourhood hardware store: sales floor, back warehouse with a mezzanine, pallet deliveries twice a week, wood cutting on request.
OHS lead	Denis Rivard, owner
OHS liaison officer	Karine Poulin, floor supervisor
Created on	August 15, 2026
Last revised	August 15, 2026

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2. Hazards present in your workplace

These questions are about what exists in your workplace. Answer "Yes" where the hazard is present, then rate its severity: L = low, M = medium, H = high. A plan describing generic hazards rather than your own is the most commonly flagged deficiency.

2.1 Physical hazards

#	Hazard	Present?	Severity	Notes
1	Are your workers exposed to high noise levels (machinery, tools, equipment)?	No	—	
2	Do your workers use tools or equipment that produce vibrations (drills, jackhammers, vehicles)?	No	—	
3	Are your workers exposed to high temperatures (kitchens, ovens, outdoor summer work)?	No	—	
4	Are your workers exposed to intense cold (cold rooms, outdoor winter work)?	**Yes**	H	Observed during the August 12, 2026 walkthrough.
5	Do your workers perform tasks at height (ladders, scaffolding, rooftops)?	**Yes**	H	Observed during the August 12, 2026 walkthrough.

2.2 Chemical hazards

#	Hazard	Present?	Severity	Notes
6	Do your workers have wet or gloved hands for more than two hours a day (shampooing, colouring, manicures)?	No	—	

2.3 Biological hazards

#	Hazard	Present?	Severity	Notes
7	Does your workplace show signs of mold or moisture problems?	**Yes**	L	Observed during the August 12, 2026 walkthrough.
8	Can your workers come into contact with blood or other bodily fluids (care, diapering, first aid, cleaning)?	No	—	

2.4 Ergonomic hazards

#	Hazard	Present?	Severity	Notes
9	Do your workers perform repetitive movements for extended periods?	**Yes**	H	Observed during the August 12, 2026 walkthrough.
10	Do your workers perform manual material handling (lifting, carrying, pushing)?	No	—	
11	Do your workers stand for prolonged periods (more than 4 consecutive hours)?	No	—	

#	Hazard	Present?	Severity	Notes
12	Do your workers remain seated for prolonged periods without the ability to move (more than 2 consecutive hours)?	No	—	
13	Do your workers adopt awkward postures (arms above shoulders, trunk bending, twisting)?	No	—	
14	Do your workers lift or move people (children, patients, residents)?	No	—	

3. Required prevention measures

These questions are about what must be in place. Answer "Yes" if the measure already exists — then there is nothing to correct. Answer "No" if it is missing: that is a deficiency to carry into the action plan, with its severity.

3.1 Physical hazards

#	Required measure	In place?	Severity	Notes
1	Is the lighting in your work areas adequate for the tasks being performed?	**No**	M	Observed during the August 12, 2026 walkthrough.
2	Are electrical installations inspected regularly and compliant with standards?	**No**	L	Observed during the August 12, 2026 walkthrough.
3	Do you have annually inspected fire extinguishers and a functional fire detection system?	**No**	M	Observed during the August 12, 2026 walkthrough.
4	Are measures in place to prevent same-level falls (wet floors, cables on the ground, uneven surfaces)?	**No**	H	Observed during the August 12, 2026 walkthrough.
5	Are machines and equipment fitted with protective devices (guards, emergency stops)?	Yes	—	
6	Is vehicle and pedestrian traffic separated in your work areas (forklifts, trucks)?	**No**	M	Observed during the August 12, 2026 walkthrough.
7	Are IPL or aesthetic laser devices used with eye protection and a written procedure?	Yes	—	
8	Do your tractors have rollover protection with a seatbelt, and are power take-off shafts guarded?	Yes	—	

3.2 Chemical hazards

#	Required measure	In place?	Severity	Notes
9	Are hazardous products used in your workplace identified under WHMIS and accompanied by Safety Data Sheets (SDS)?	Yes	—	
10	Does your workplace have adequate ventilation to evacuate fumes, vapors, or dust?	Yes	—	
11	Is personal protective equipment (gloves, goggles, masks) provided for handling chemical products?	Yes	—	
12	Do you have a chemical spill procedure and accessible spill kits?	Yes	—	
13	Are chemical products stored safely (separation of incompatibles, ventilation, containment)?	Yes	—	
14	Are cleaning products properly labeled and are workers trained on the risks of mixing them?	Yes	—	

#	Required measure	In place?	Severity	Notes
15	Are dust control measures in place (wood, silica, cement, asbestos)?	Yes	—	
16	Are sensitising products (nail powders and liquids, bleaches, smoothing treatments) used with source capture?	Yes	—	
17	Is pesticide application done by a certified person, with re-entry intervals respected?	Yes	—	

3.3 Biological hazards

#	Required measure	In place?	Severity	Notes
18	Are food hygiene procedures in place to prevent foodborne illness (temperatures, cleaning, cross-contamination)?	Yes	—	
19	Do you have measures to prevent the transmission of infectious diseases (hand washing, disinfection, attendance policy)?	Yes	—	
20	Is a pest management program (rodents, insects) in place at your establishment?	Yes	—	
21	Do your workers know how to respond in case of exposure to blood or biological fluids?	Yes	—	
22	Are heating, ventilation, and air conditioning (HVAC) systems maintained and filters replaced regularly?	Yes	—	
23	Are hand-washing and surface-disinfection procedures established and applied?	Yes	—	

3.4 Ergonomic hazards

#	Required measure	In place?	Severity	Notes
24	Are computer workstations set up ergonomically (monitor, chair, keyboard)?	Yes	—	
25	Are measures taken to reduce visual fatigue related to screen work?	Yes	—	

3.5 Psychosocial hazards

#	Required measure	In place?	Severity	Notes
26	Do you have a policy for the prevention of psychological and sexual harassment in the workplace?	Yes	—	

#	Required measure	In place?	Severity	Notes
27	Is your employees' workload assessed regularly to prevent burnout?	Yes	—	
28	Have you identified situations at risk of workplace violence and implemented prevention measures?	Yes	—	
29	Do you have a protocol to support workers who are victims of domestic or family violence manifesting in the workplace?	Yes	—	
30	Are mental health and stress management resources accessible to your employees?	Yes	—	
31	Do you have a conflict resolution mechanism between colleagues or with management?	Yes	—	
32	Is a support protocol in place in case of a traumatic event at work (serious accident, death, assault)?	Yes	—	
33	Are measures in place to support your employees' right to disconnect outside working hours?	Yes	—	

3.6 Safety hazards

#	Required measure	In place?	Severity	Notes
34	Do you have an emergency evacuation plan posted and known to all workers?	Yes	—	
35	Do you have a compliant first aid kit and at least one trained first aider on site?	Yes	—	
36	Are safety measures in place for workers who work alone (isolated work)?	Yes	—	
37	Is access to your workplace controlled to prevent intrusions?	Yes	—	
38	Is the necessary personal protective equipment (PPE) available, in good condition, and are workers trained to use it?	Yes	—	
39	Do you have lockout/tagout procedures for the maintenance of machines and equipment?	Yes	—	
40	Do your workers know the procedure for reporting accidents, incidents, and dangerous situations?	Yes	—	
41	Do you have an emergency communication system to quickly reach all workers in case of danger?	Yes	—	
42	Is the handling and disposal of sharps (needles, lancets, blades) governed by a procedure?	Yes	—	

#	Required measure	In place?	Severity	Notes
43	Is entry into silos, manure pits and grain bins governed by a confined-space procedure?	Yes	—	
44	Is work around animals organised to prevent crushing and being struck?	Yes	—	
45	Do your workers receive training and instructions in a language they actually understand?	Yes	—	
46	If any workers aged 16 or under are part of your team, have the tasks that are prohibited for them or carry a particular risk for them been identified and supervised (supervision, training, schedules)?	Yes	—	

4. Corrective measures and deadlines

Every hazard marked present must lead to a measure with a named owner and a date. "To do" is not a measure.

#	Hazard	Corrective measure	Owner	Deadline	Status
1	Are your workers exposed to intense cold (cold rooms, outdoor winter work)?	Provide appropriate insulating clothing, set up warming areas, and establish a warm-up break schedule.	Denis Rivard, owner	Sept 1, 2026	Done
2	Do your workers perform tasks at height (ladders, scaffolding, rooftops)?	Provide safety harnesses, install guardrails, inspect ladders before each use, and train workers on working at heights.	Karine Poulin, floor supervisor	Sept 15, 2026	Done
3	Does your workplace show signs of mold or moisture problems?	Inspect premises regularly for water infiltration, maintain humidity between 30% and 50%, and have any mold treated by professionals.	Denis Rivard, owner	Oct 1, 2026	In progress
4	Do your workers perform repetitive movements for extended periods?	Implement task rotation, integrate active breaks (micro-breaks and stretching), and assess at-risk workstations with an ergonomist.	Karine Poulin, floor supervisor	Oct 15, 2026	In progress
5	Is the lighting in your work areas adequate for the tasks being performed?	Assess the lighting at each workstation, install supplementary lighting where needed, and replace burned-out bulbs promptly.	Denis Rivard, owner	Nov 1, 2026	To do
6	Are electrical installations inspected regularly and compliant with standards?	Have installations inspected by a certified electrician annually, label electrical panels, and train workers on electrical hazards.	Karine Poulin, floor supervisor	Sept 1, 2026	To do
7	Do you have annually inspected fire extinguishers and a functional fire detection system?	Install fire extinguishers at strategic locations, have them inspected annually, test smoke detectors monthly, and train staff on their use.	Denis Rivard, owner	Sept 15, 2026	To do
8	Are measures in place to prevent same-level falls (wet floors, cables on the ground, uneven surfaces)?	Install non-slip flooring, use cable covers, clean up spills immediately, and post wet floor signs.	Karine Poulin, floor supervisor	Oct 1, 2026	To do
9	Is vehicle and pedestrian traffic separated in your work areas (forklifts, trucks)?	Establish separate traffic lanes for pedestrians and vehicles, install mirrors at intersections, and enforce speed limits.	Denis Rivard, owner	Oct 15, 2026	To do

5. Health and safety liaison officer (ALSS)

In an establishment with fewer than 20 workers, the workers designate a health and safety liaison officer (ALSS) among themselves (OHSA, s. 97.1). The employer records the designated person here.

The ALSS must complete the required training within one year of designation. The training is free (CNESST / TÉLUQ). For officers already designated, the training deadline was October 1, 2026.

ALSS name	Karine Poulin, floor supervisor
Date designated	March 3, 2026
Training completed (date)	June 12, 2026
Training deadline	Met: training completed within one year of designation
How workers can reach the ALSS	Break-room notice board and email

6. Review schedule

The action plan must stay current. Review it at least once a year, and whenever a new hazard appears: new equipment, new premises, new task, an accident or a near miss.

Annual review	Scheduled
After any accident or near miss	Scheduled
After a change of equipment or premises	Scheduled
After hiring a new worker	Scheduled

7. Methodology

The hazards listed come from the six-category framework CNESST uses: physical, chemical, biological, ergonomic, psychosocial and safety. The suggested measures are common starting points, to be adapted to your workplace.

8. Disclaimer

This document is an informational structuring tool. It is not legal advice or professional OHS advice, and it does not replace an assessment by a certified OHS professional or the obligations set out in the OHSA and its regulations. At an inspection, a missing action plan can lead to a correction notice with a deadline to comply (OHSA, s. 182); the OHSA also sets fines (s. 236 and 237), revalued every January 1.

Employer signature _____ ALSS signature _____ Date _____

This template is blank on purpose.

The long part is not the writing: it is knowing which hazards apply to your workplace and which measure CNESST expects against each one. Your sector's questionnaire asks those questions for you — 28 to 54 of them, about 30 minutes — and the plan fills in on screen. That is free; only exporting the document and the four other files (the pre-filled harassment policy, your sector checklist, the pre-inspection guide, the Excel register) cost $129, once.

Start the questionnaire, free: plansst.ca/en/evaluation

The filled plan and the four other files, $129: plansst.ca/en/plan-action-complet