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** | Atelier Métaux Vaudreuil inc. |
| **NEQ** | 1234567890 |
| **Establishment address** | 1120 rue Industrielle, Vaudreuil-Dorion, Quebec J7V 8P2 |
| **Sector** | Workshop / Manufacturing |
| **Number of workers** | 14 |
| **Description of activities** | Metal fabrication shop: cutting, bending, MIG welding, spray painting. Two shifts, forklift in constant use. |
| **OHS lead** | Pierre Charette, production manager |
| **OHS liaison officer** | Sophie Ménard, welder |
| **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)? | **Yes** | M | Observed during the August 12, 2026 walkthrough. |
| 2 | Do your workers use tools or equipment that produce vibrations (drills, jackhammers, vehicles)? | **Yes** | L | Observed during the August 12, 2026 walkthrough. |
| 3 | Are your workers exposed to high temperatures (kitchens, ovens, outdoor summer work)? | **Yes** | M | Observed during the August 12, 2026 walkthrough. |
| 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)? | No | — | |

### 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? | No | — | |
| 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? | No | — | |
| 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)? | **No** | H | Observed during the August 12, 2026 walkthrough. |
| 6 | Is vehicle and pedestrian traffic separated in your work areas (forklifts, trucks)? | Yes | — | |
| 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 high noise levels (machinery, tools, equipment)? | Conduct an ambient noise assessment, provide appropriate hearing protection, and post signage in noisy areas. | Pierre Charette, production manager | Sept 1, 2026 | Done |
| 2 | Do your workers use tools or equipment that produce vibrations (drills, jackhammers, vehicles)? | Limit the duration of vibrating tool use, provide anti-vibration gloves, and maintain equipment regularly to reduce vibrations. | Sophie Ménard, welder | Sept 15, 2026 | Done |
| 3 | Are your workers exposed to high temperatures (kitchens, ovens, outdoor summer work)? | Implement a heat stroke prevention program including regular breaks, access to fresh water, and task rotation. | Pierre Charette, production manager | Oct 1, 2026 | In progress |
| 4 | 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. | Sophie Ménard, welder | 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. | Pierre Charette, production manager | 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. | Sophie Ménard, welder | 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. | Pierre Charette, production manager | 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. | Sophie Ménard, welder | Oct 1, 2026 | To do |
| 9 | Are machines and equipment fitted with protective devices (guards, emergency stops)? | Install guards on all moving parts, verify emergency stop functionality, and prohibit the removal of safety devices. | Pierre Charette, production manager | 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** | Sophie Ménard, welder |
| **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**