

Resource Sheet 3: Sample Health and Safety Hazard Reporting Procedure

Reporting Health and Safety Concerns

Purpose

To identify the steps to be taken for reporting hazardous conditions that may arise in the workplace.

Responsibility

1. All employees are responsible for reporting to his/her supervisor any hazardous conditions that may exist in the workplace.
2. The workplace supervisor is responsible for responding to the employee's concern and ensuring the hazardous condition is resolved.

Procedure

1. Employee who identifies a safety hazard/concern should report this to his/her supervisor immediately.
2. The supervisor is expected to deal with the matter promptly, consult with others as needed, and advise the employee of the plan of action to resolve the matter. Reasonable time would depend on the potential risk of the situation but should not exceed one week.
3. If the supervisor is unable to resolve the concern, he/she should bring it to the attention of the owner/manager.
4. If the employee's concern is not satisfactorily resolved after a reasonable period of time, the employee is encouraged to bring the concern to the attention of a member of the Joint Health and Safety Committee/health and safety representative.
5. The employee will be asked to document the concern, outlining the facts and the information requested.
6. All concerns are to be thoroughly investigated with factual information pertaining to the concern.
7. The Joint Health and Safety Committee/representative and the employee's supervisor are responsible for ensuring the employee is informed of the progress of the resolution of the concern.
8. If the concern remains unresolved, the Joint Health and Safety Committee/representative may contact the Ministry of Labour Inspector for assistance.

Note: This procedure does not preclude the employee from exercising his/her right to refuse unsafe work, as defined under the *Occupational Health and Safety Act*.

Resource Sheet 4: Sample Workplace Inspection Procedure

Purpose

To assess the quality of workplace conditions, equipment and methods, and the quality and adequacy of controls for hazards in the workplace.

Responsibility

The employer is responsible for ensuring the proper application of this policy.

Procedure

A. General

1. The workplace inspections will be conducted on a monthly basis.
2. Inspections will be conducted prior to the health and safety meeting, preferably one week in advance, so that observations and recommendations can be discussed by the entire committee.
3. A schedule of workplace inspections for the year is to be developed, published and posted by the health and safety committee, at the beginning of each year, listing the date and time of each inspection.

B. Inspection

1. Workplace inspections will be completed by at least 2 members of the health and safety committee, (one management and one worker member) who will be assigned this duty at the preceding health and safety meeting.
2. All substandard or unsatisfactory conditions will be recorded on the **“Workplace Inspection Report.”** Compliant areas should be noted as well.
3. The health and safety committee inspector will record any suggestions in the **“Recommended Actions”** section and report the findings to the employer.
4. Copies of the **“Workplace Inspection Report”** will be:
 - posted on the health and safety section of the bulletin board
 - circulated to all department heads
 - circulated to each health and safety committee member in the workplace.

C. Analysis and Follow-up

1. The Employer is responsible for reviewing the **“Workplace Inspection Report”** and initiating the appropriate corrective action, in order of its priority.
2. The **“Workplace Inspection Report”** shall be completed within one week, with the following information:
 - the action taken or planned to be taken
 - the completion date.
3. Subsequent workplace inspections will review the items from previous inspections to ensure the remedial action has resolved the concern.

Resource Sheet 5: Sample Workplace Inspection Checklist

	☑		☑
Walking Surfaces		Fire Prevention	
Walkways free of obstacles		Extinguishers available & accessible	
Cords anchored or covered		Extinguishers/hose cabinets dated monthly	
Floor coverings in good condition		Pull stations accessible	
No slip/trip hazards present		Electric cords/outlets in good condition	
Warnings posted when floors are wet		Electrical outlets not overloaded	
		Fire exits clear of obstruction	
Furniture/Office Equipment		Fire doors closed	
In good mechanical condition		Fire exit signs lit	
Properly assembled			
Properly adjusted		Security	
Secure from tipping		Employees/visitors have ID badges	
Free from sharp edges/corners		Visitors have safety rules	
Dangerous parts properly guarded			
Emergency switches accessible (Only access to Fire Extinguishers checked)		First Aid	
Preventative maintenance program established for equipment & tools [<i>not yet established</i>]		First aid kit available at First Aid Station in main photocopy room	
Loose clothing/jewelry/ID badges secured		First aid kit checked monthly	
Appropriate for work being done		WSIB poster 82 beside the kit	
Defective equipment properly identified		Certificates of first aiders current & posted	
Unnecessary items removed		First aid log sheet available & in use	
Employees instructed on safe/proper use			
Electrical cords at workstation secured			
		Protective Clothing/Equipment	
Bookcase/Shelves/Cabinets		Equipment/clothing provided where required	
Secured from tipping		(Including safety kits and cellular phones)	
In good condition		Equipment/clothing used where required	
Drawers/doors closed when not in use		Equipment/clothing in good condition	
One drawer of filing cabinet open at a time		Employees trained in usage	

Material safely stored/stacked/piled		Are areas appropriately signed	
Heavier or commonly accessed items between knuckle and shoulder height		Do employees have/wear proper PPE when they visit other workplaces	
Step stools available if required			

Resource Sheet 5: Sample Workplace Inspection Checklist (cont.)

		Posted Information	
Environment		OH&S Act & OHS Policy	
Light levels adequate		First Aider names	
Air quality adequate		JHSC meeting minutes	
Temperature and humidity adequate		RTW program	
People dressed appropriately for season			
Air/temperature units unobstructed		Training	
Noise levels appropriate		Employees aware of emergency procedures	
Hazardous materials properly labeled		Employees aware of security procedures	
Hazardous materials properly stored		Employees provided information and instruction to protect their Health and Safety	
Unexpired MSDSs are available (dated within 3 years)			
Housekeeping satisfactory			
No construction hazards present		Procedures	
		Proper use of ergonomic equipment	
		Proper use of ergonomic equipment	
		Procedures for manual materials handling in/around inspection area	
Disabled		Other Unsafe Acts/Conditions	
Required accommodations provided		Contractor infractions (e.g. safe use of ladder)	
Accommodations provided are functional		Randomly ask employees about “near misses”	

MAKE A CHECKLIST SPECIFIC TO YOUR WORK ENVIRONMENT

Resource Sheet 6: Sample Workplace Inspection Recording Form

Inspection Location(s): _____ Time of Inspection: _____
 Department/Area: _____ Date of Inspection: _____

Item (and location of item)	Hazard Observed	Hazard Class	Repeat Item		Recommended Action	FOR FOLLOW UP				
			Yes	No		By		Action Taken	Completed	Authorized Signature
						Whom	When			

Classification of Hazardous Practices or Conditions

Class A: Likely to cause permanent disability or loss of life or body part, and/or extensive loss of structure, equipment or material.

Class B: Likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than Class “A”.

Class C: Likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.

Copies To:

Inspection Completed By:

Resource Sheet 7: Sample Injury/Illness/Incident Investigation Procedure

Purpose

To provide a procedure where all occurrences can be investigated to prevent recurrence. Occurrences are:

- injuries
- occupational illnesses
- property damage
- near misses.

Responsibility

1. Employees are required to report all injuries/illnesses/incidents/property damage occurrences to his/her supervisor.
2. The supervisor is responsible for investigating, reporting and corrective action follow-up of all injuries/illnesses/incidents/property damage.

Procedure

A. General

1. All injuries/illnesses/incidents/property damage must be reported to the supervisor.
2. Immediately after an injury/illness/incident/property damage occurrence, the supervisor shall ensure the safety of employees, public, equipment and facilities from further injury or damage and follow the steps laid out in this procedure.
3. There are four categories of injuries:
 - no treatment
 - first aid
 - health care
 - critical injury.

B. No Treatment Injury

1. A 'no treatment injury' occurs when there is an injury that does not require any treatment (i.e. bruised finger).
2. The employee will report the injury to the supervisor.
3. The supervisor will record the injury in the "**First Aid Report Book**" which is to be kept by the office manager.

C. First Aid Injury

1. A "first aid injury" is an injury that can be treated at the worksite and does not require treatment from a health care professional (i.e. a cut finger that requires a bandaid only).
2. The employee is to report the injury to the supervisor.
3. First Aid treatment will be provided and the treatment recorded in the "**First Aid Report Book.**"

Resource Sheet 7: Sample Injury/Illness/Incident Investigation Procedure (cont'd)

D. Health Care Injury

1. A "Health Care Injury" is an injury that requires treatment (i.e. a cut finger that requires stitches) from a health care professional (i.e. physician, chiropractor, etc.) but is not of a critical nature. A supervisor is to arrange for:
 - first aid treatment for the injured employee and record the treatment in the "**First Aid Report Book**."
 - transportation (e.g. taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (i.e. doctor's office, hospital).
2. A "**Functional Abilities Form**" is to be taken to the attending physician.
3. The supervisor is to conduct an investigation immediately, or as soon as possible following the notification of the injury/illness/incident/property damage.
4. The supervisor will notify the employer that a health care injury has taken place and that a WSIB Form 7 must be submitted to WSIB within 3 days of the injury.

E. Critical Injury

1. A 'Critical Injury' is an injury of a serious nature that:
 - places life in jeopardy
 - produces unconsciousness
 - results in substantial loss of blood
 - involves the fracture of a leg or arm but not a finger or a toe
 - involves the amputation of a leg, arm, hand or foot, but not a finger or a toe
 - consists of burns to a major portion of the body
 - causes the loss of sight in an eye.
2. The supervisor is to arrange for:
 - first aid treatment of the injured employee and record the treatment in the "**First Aid Report Book**"
 - transportation (e.g. taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (e.g., hospital)
 - immediate notification of the Ministry of Labour, Joint Health and Safety Committee/representative, and supervisor
 - securing the scene as per OHS section 51(2).
3. A "**Functional Abilities Form**" is to be taken to the attending physician.
4. The supervisor is to conduct an investigation immediately, or as soon as possible following the notification of the injury/illness/incident/property damage.
5. The supervisor will notify the employer that a critical injury has taken place and that a WSIB Form 7 must be submitted to WSIB within 3 days of the injury.

Resource Sheet 7: Sample Injury/Illness/Incident Investigation Procedure (*cont'd*)

F. Injury/Illness/Incident/Property Damage Reporting

1. Investigations will be conducted by the department manager, with the optional assistance of a member from the Joint Health and Safety Committee/representative. (Note: for items with an *, assistance from a member of the Joint Health and Safety Committee/representative is compulsory). The findings are documented on the “**Employee Injury/Incident Report**” whenever any of the following occurs:
 - health care
 - critical injury*
 - fatality*
 - fire or explosion
 - property damage above \$xxxxx
 - injury/illness/incident/property damage involving possible public liability
 - other injury/illness/incident/property damage.
2. When conducting the investigation it is important to:
 - preserve the injury/illness/incident/property damage scene where practical and possible
 - identify witnesses or others having knowledge of the accident/incident
 - interview the injured employee where practical and possible
 - identify any primary/secondary causes
 - identify any primary/secondary unsafe actions
 - identify any primary/secondary hazardous conditions.
3. Investigations must be completed within 24 hours of the injury/illness/incident/property damage or request.

Resource Sheet 8: Sample Injury/Illness/Incident Investigation Report

INVESTIGATION REPORT

(check all that apply) <input type="checkbox"/> INJURY <input type="checkbox"/> ILLNESS <input type="checkbox"/> INCIDENT <input type="checkbox"/> PROPERTY DAMAGE
Date and time investigation began:
Was there anything unusual about the employee's assigned task that could have contributed to the injury/illness/incident/property damage?
Were established rules, regulations and procedures being followed, personal protective equipment worn?
What could be done to prevent a similar injury/illness/incident/property damage from occurring?
What corrective action has already been completed?
What corrective action is planned?

Corrective action complete? yes no

Prepared by: _____ Date: _____

Reviewed by (Dept. Head): _____ Date: _____

Approved by (Gen. Mgr): _____ Date: _____

Resource Sheet 9: WHMIS

What is WHMIS?

WHMIS is a Canada-wide system designed to give employers and workers information about hazardous materials used in the workplace. Under WHMIS, there are three ways in which information on hazardous materials is to be provided:

1. labels on the containers of hazardous materials,
2. Materials Safety Data Sheets (MSDS) to supplement the label with detailed hazard and precautionary information, and
3. worker education programs.

The supplier of the hazardous material provides the labels and materials safety data sheets to the employer. The employer passes the information on to the worker and provides education programs.

What does WHMIS stand for?

Workplace Hazardous Materials Information System.

Why is WHMIS important?

The purpose of WHMIS is to give all working Canadians a uniform and appropriate quantity and quality of information about hazardous materials used in the workplace.

Many Canadian workers are exposed to hazardous materials on the job. In the past, information about these materials has often been incomplete, inconsistent or not available at all. This means that employers and workers were often unaware of the hazards of a material in the workplace, and of the necessary handling precautions. This lack of awareness can cause serious occupational illness and injury.

To what workplaces does WHMIS apply?

In Ontario, WHMIS applies to all workplaces covered by the *Occupational Health and Safety Act*, and to all federal government workplaces.

Who enforces the WHMIS legislation?

In Ontario, WHMIS legislation is enforced by the Ministry of Labour inspectors, except in federal government workplaces, where Labour Canada inspectors enforce the legislation.

Resource Sheet 9: WHMIS (cont'd)

What do I need to do in my workplace to comply with WHMIS legislation?

Labeling

1. Ensure that materials that you receive at your location are properly labeled.
2. Apply workplace labels to all products that are transferred from a supplier container to another container.

Workplace labels must contain:

- product Identifier
- precautionary Measures
- reference to Material Safety Data Sheet (MSDS) for more information.

Material Safety Data Sheets (MSDS)

1. Obtain current (within 3 years) Material Safety Data Sheets for each product used at your location. Refer to the WHMIS Regulation, Ontario Regulation 644/88 or *WHMIS: A Guide to Legislation* for detailed requirements of a Material Safety Data Sheet.

Training

1. Provide "generic" WHMIS training to all workers who are "exposed or likely to be exposed" to a controlled product (Refer to the WHMIS Regulation, Ontario Regulation 644/88 or *WHMIS: A Guide to Legislation* for definition of controlled product)
2. Provide workplace specific WHMIS training.
3. Review workplace specific WHMIS training at least annually or more often if conditions at the workplace change, or new information on a controlled product becomes available.
4. WHMIS review to take place in consultation with the Joint Health and Safety Committee/representative.

Contact your Health and Safety Association for more information on WHMIS or for WHMIS training.

The above information was extracted from *WHMIS: A Guide to the Legislation*, produced by the Ministry of Labour.