

# **Resource sheet #1: Major Elements of Health and Safety program**

Implementation of these elements will demonstrate the effectiveness of your Internal Responsibility System. An effective occupational health and safety program will include the following four elements:

- (1) Management commitment and worker involvement are complementary.
  - (2) Workplace hazard analysis involves a variety of methods.
  - (3) Hazard prevention and controls.
  - (4) Health & Safety training, including orientation.
- (1) Management commitment and worker involvement are complementary. Management commitment provides the motivating force and the resources for organizing and controlling activities within an organization. In an effective program, management regards worker's health and safety as a fundamental value of the organization and applies its commitment to health and safety protection with as much vigour as to other organizational purposes. Worker involvement provides the means through which workers develop and/or express their own commitment to health and safety protection, for themselves and for their fellow workers.

Recommended Actions to achieve this in your workplace:

- (i) Management Commitment and Worker Involvement. State clearly a workplace policy on health and safety including working conditions, so that all worker(s) with responsibility at the workplace and worker(s) at other locations with responsibility for the workplace understand the priority of health and safety protection in relation to other organizational values.
- (ii) Establish and communicate a clear goal for the health and safety program and objectives for meeting that goal, so that all members of the organization understand the results desired and the measures planned for achieving them.
- (iii) Provide visible senior management involvement in implementing the program, so that all will understand that management's commitment is serious.
- (iv) Provide encouragement for worker involvement in the structure and operation of the program and in decisions that affect their health and safety, so that they will commit to achieving the program's goal and objectives.
- (v) Assign and communicate responsibility for all aspects of the program so that manager(s), supervisor(s), and worker's in all parts of the organization know what performance is expected of them.

- (vi) Provide adequate authority and resources to responsible parties, so that assigned responsibilities can be met.
  - (vii) Hold managers, supervisors, and workers accountable for meeting their responsibilities, so that essential tasks will be performed.
  - (viii) Review program operations at least annually to evaluate their success in meeting the goal and objectives, so that deficiencies can be identified and the program and/or the objectives can be revised when they do not meet the goal of effective safety and health protection.
- (2) Workplace hazard analysis involves a variety of methods to identify not only existing hazards but also conditions and operations in which changes might occur to create hazards. Unawareness of a hazard which stems from failure to examine the worksite is a sure sign that health and safety policies and/or practices are ineffective. Effective management actively analyzes the work and workplace, to anticipate and prevent injuries / illnesses / incidents.

**Recommended Actions to achieve this in your workplace:**

- (i) Conduct regular inspections to ensure that all hazards are identified. Go to module 4 for more information.
  - (ii) Provide for regular site health and safety inspection, so that new or previously missed hazards and failures in hazard controls are identified.
  - (iii) Utilizing worker insight and experience in health and safety, which provides a method where worker concerns may be addressed, without fear of reprisal, to notify management about conditions that appear hazardous, including a process for workers to receive timely and appropriate responses, and encourage workers to use the system (this demonstrates the Internal Responsibility System).
  - (iv) Provide for investigation of accidents and "near miss" incidents, so that their causes and means for their prevention are identified.
  - (v) Analyze injury and illness trends over time, so that patterns with common causes can be identified and prevented.
- (3) Hazard prevention and controls are triggered by a determination that a hazard or potential hazard exists. Where feasible, hazards are prevented by effective design of the jobsite or job.

Where it is not feasible to eliminate the hazard, a hazard can be controlled to prevent unsafe exposure. Ensure that the elimination or control of any identified hazard(s) or potential hazard is accomplished in a timely manner, once a hazard is recognized.

**Recommended Actions to achieve this in your workplace:**

- (i) Establish procedures to control or eliminate any current and potential hazards, however detected, to ensure they are eliminated or controlled in a timely manner, using the following measures:

- (A) Engineering controls (techniques), where feasible and appropriate;
  - (B) Procedures for safe work or processes, which are understood and followed by all worker(s), who are exposed to that hazard. Utilizing training, positive reinforcement, correction of unsafe performance, and, if necessary, enforcement through a clearly communicated disciplinary system;
  - (C) Provision of personal protective equipment; and
  - (D) Administrative controls. For example: reducing the duration of exposure.
- (ii) Provide for facility and equipment maintenance, so that hazardous breakdown is prevented.
  - (iii) Plan and prepare for emergencies, and conduct training and drills as needed, so that the response of all parties to emergencies will be "second nature."
  - (iv) Establish an emergency response procedure(s) which includes first aid on site and emergency medical care nearby, so that harm will be minimized if any injury or illness does occur.
- (4) Health and Safety training including orientation, addresses the health and safety responsibilities of all personnel (workers, guests, contractors) in the workplace. It is most effective when incorporated into other training about performance requirements and job practices. Its complexity depends on the size and complexity of the worksite, and the nature of the hazards and potential hazards at the site.

**Recommended Actions to achieve this in your workplace:**

- (i) Ensure that all workers understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to these hazards. Ensure worker(s) accept and follow established health and safety protections.
- (ii) So that supervisors will carry out their health and safety responsibilities effectively, ensure that they understand those responsibilities and the reasons for them, including:
  - (A) Analyzing the work under their supervision to identify unrecognized potential hazards;
  - (B) Maintaining physical protections in their work areas; and
  - (C) Reinforcing worker training on the nature of potential hazards in their work and on protective measures, through continual performance feedback and, if necessary, through enforcement of safe work practices.
- (iii) Ensure that managers understand their health and safety responsibilities, so that they will effectively carry out those responsibilities.

# The Five Steps to *Managing Health & Safety*

## Leadership

- Establishing policies which will create the Health and safety program
- establishing continuous review which includes setting targets, equipment purchasing and modification

## Organization

- Defining roles and responsibilities for all workplace parties
- JHSC / H&S Representatives
- Organizational Training including orientation

1. set standards
2. communicate
3. train
4. evaluate
5. acknowledge success and make improvements

## Control Activities

### a) Hazard Control Activities

- Lockout / tagout
- Confined space entry
- Forklift procedures
- Lifting devices
- Contractor/ subcontractor
- Housekeeping
- Proper ventilation
- Machine guarding
- Hot Work
- Personal protective equipment

### b) Immediate Response when an injury occurs

- First aid
- Emergency Response

### c) Return to Work

### d) Preventative Maintenance

- e) **Material handling:** Material handling needs to be addressed whether its done manually or with mechanical assistance

## Hazard Recognition & Assessment

### Hazard Recognition

- Accident Investigation
- Workplace Inspections
- Hazard Reporting
- Job Risk or Task Analysis (JRA)
- Records review
- WHMIS
- Designated substances
- Biological and Chemical agents

### Hazard Assessment

- Indoor air quality testing
- Sound exposure testing
- Ergonomic assessments
- Physical demands analysis (PDA)
- Emergency Planning - dependant on potential risks to people and property

# **Resources sheet # 3a: Procedure Format 1**

**blank (detailed)**

|                     |                              |
|---------------------|------------------------------|
| <b>Title:</b>       | <b>Date of Issue:</b>        |
| <b>Approved by:</b> | <b>Review / Revise Date:</b> |
| <b>Location:</b>    |                              |

|                |
|----------------|
| <b>PURPOSE</b> |
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|              |
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| <b>SCOPE</b> |
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| <b>ROLES AND RESPONSIBILITIES</b> |
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**STANDARDS / PROCEDURES**

**COMMUNICATION**

**TRAINING / IMPLEMENTATION**

**EVALUATION**

**FORMS**

**REFERENCE MATERIALS**

# **Resource sheet #3b: Procedure Format 2**

**blank (simple)**

|                     |  |
|---------------------|--|
| <b>Title:</b>       | <b>Date of Issue:</b>                      |
| <b>Approved by:</b> | <b>Review / Revise Date:</b>               |
| <b>Signature:</b>   | <b>Document to be posted:    Yes or No</b> |
| <b>Location:</b>    |  |

**Notes:**

# Resource sheet #4: Sample Personal Protective Equipment

**Title:** Personal Protective Equipment

**Date of Issue:** July 2005

**Review / Revise Date:** July 2008



**Approved by:** John Idnc

**Location:** all facilities

**Signature:** *John Idnc*

All workers will wear the required personal protective equipment while working at this facility.

The following table outlines the company's personal protective equipment requirements:

| Personal Protective Equipment | Steel Toed Footwear  | Safety Glasses   |
|-------------------------------|--|--|
| Acceptable                    | Green Triangle  | CSA A94.2   |
| Who must wear                 | All Staff working or entering the plant  | All Staff working or entering the plant  |
| When must it be worn          | At all times in the plant  | At all times in the plant  |
| Who Supplies                  | Costs shared between company/worker – see clothing purchase policy (not included).               | Company  |
| Replacement Process           | Every 2 years the company will supply 50% of the cost of a new pair.                             | The supervisor will replace the glasses after an inspection is conducted on the existing ones. |

**Training:**

All workers will be fully trained in the use, maintenance and storage of all personal protective equipment at time of hire. If equipment changes and new training is required in its use, the training will occur prior to its use. Records will be maintained following the completion of the training in the workers personnel file.

**Other:**

It is the responsibility of management including supervisors, to ensure all persons are wearing and using the required personal protective equipment. Any person failing to follow this procedure will be disciplined (see discipline policy).

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| <b>Distribution to:</b> all facilities, Senior Management, JHSC | <b>Document to be posted:</b><br>Sign indicating personal protective equipment is required |
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# Resource sheet #5: Safety Board Requirements

The following items are required to be posted in the workplace, usually on a safety board(s):



- WSIB Poster - Form 82 (in English and majority language in the workplace)
- Health and Safety Policy statement
- Joint Health and Safety Committee Members List
- Emergency Procedures
- Occupational Health and Safety Act (including any required material)
- WHMIS – Material Safety Data Sheets (MSDS) – current
- First Aid Certificate Holders List including their locations and contact information
- Building evacuation including floor plan, designated exits and procedures
- Floor Plan indicating Fire Extinguishing equipment (Extinguishers, hoses, eye wash stations, exits)

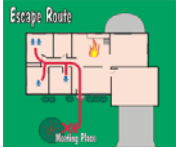
## Safety Board Locations

The legislation requires that notices be posted in conspicuous locations in the workplace where the information is readily accessible by all workers. Therefore safety boards should be located in public or common areas such as building hallways and / or near worker entrances or locker rooms.



## Occupational Health & Safety Act (OHSA) requirements:


The list below (not exhasutive) are items that, at a minimum, must be posted "at a conspicuous location in the workplace" (OHSA s25 (2) (k):

|   |  |
|---|--|
| <p>OHSA</p>                  | <p><i>Occupational Health and Safety Act</i> (OHSA)</p> <ul style="list-style-type: none"> <li>▪ The Act only must be posted, but there must be reference to or posted copies of the regulations that may apply in the workplace</li> </ul>  |
| <p>Explanatory Material</p>  | <p>OHSA - Explanatory material prepared by the Ministry of Labour [OHSA section 25 2 (i)]. Which outline the rights, responsibilities and duties of workers. For example:</p> <ul style="list-style-type: none"> <li>▪ Pocket extract of the OHSA</li> <li>▪ Guide to the OHSA</li> <li>▪ Guide to the JHSC / H&amp;S Representative, as appropriate</li> <li>▪ Any hazard alerts (Example – Heat Stress, machine guarding)</li> </ul> <p>This material must be in english and majority language of the workplace.</p> |
| <p>Ministry of Labour orders</p>  | <p>Any orders issued by an Inspector must be posted for not less than 14 days. [OSHA s59 (3)]</p>  |


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| <p>Joint Health and Safety Committee / Health &amp; Safety Representative</p>                       | <p>List of the members of the JHSC must be posted.<br/>The list must contain the name and work location (should include phone number).<br/>The list must be posted “in a conspicuous place where they are most likely to come to the attention of the workers.”</p>   |
| <p>WSIA – section 12 report</p>   | <p>Upon request to the WSIB by an employer, a worker, committee, health and safety representative or trade union, a report that provides an annual summary of data relating to the number of fatalities, lost workday cases, number of lost workdays, number of non-fatal cases that required medical aid without lost workdays, incidence of occupational illness, number of occupational injuries.<br/>If a report is received by the employer then it is required to be posted. [OHSA s12]</p> |
| <p>Floor Plan</p>  | <p>An employer is required to post a notice of the location of the floor plan indicating the names and location of hazardous materials. [OHSA s37]</p> <p>Ontario Fire Code – requires employers to post a copy of the floor plan indicating the emergency:</p> <ul style="list-style-type: none"> <li>▪ Exits</li> <li>▪ Fire fighting equipment</li> <li>▪ Emergency routes</li> </ul>  |

### Workplace Safety and Insurance Act – First Aid Regulations - requirements

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|  <p>First Aid Regulation 1101</p> | <p>A copy of the regulation must be posted at or near the designated first aid kit.<br/>A workplace may have several first aid kits but one must be the ‘designated kit’ where all the requirements under the regulation are met.<br/>For further information go to the WSIB website <a href="http://www.wsib.on.ca">www.wsib.on.ca</a> – prevention – first aid.</p> |
| <p>First Aid Certificates</p>     | <p>A copy of the first aiders certificates must be posted.<br/>The list must contain the name and work location (should include phone number).</p>  |

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|  <p>“In Case of Injury at Work”<br/>(Form 82) – poster</p> | <p>This poster must be posted in every workplace where the Workplace Safety &amp; Insurance Act (WSIA) applies.</p> <p>The poster is available in 22 languages and 2 sizes, The posters have English on one side and a specific language on the other.</p> <p>A sticker version is also available.<br/>These can be ordered from the WSIB website or by calling the Prevention Hotline at 1 800 663-6639.</p> |
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**Workplace Safety and Insurance Board – optional information**

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|  <p>What's in it for you? – poster</p> | <p>This poster explains the roles and responsibilities of the 3 workplace parties:</p> <ul style="list-style-type: none"> <li>▪ Employer</li> <li>▪ Supervisor</li> <li>▪ Worker</li> </ul> <p>Available in 12 languages, each poster has English on one side and another language on the other.<br/>These can be ordered from the WSIB website or by calling the Prevention Hotline at 1 800 663-6639.</p> |
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# Resource sheet #6: Sample Orientation Checklist

|  |                           |   |                          |                           |
|--|---------------------------|---|--------------------------|---------------------------|
| Orientation by:  |                           | Date:   |                          |                           |
| <b>Worker Data</b>   |                           |   |                          |                           |
| Name:  |                           | Job title:  |                          |                           |
| Home address:  |                           | Date hired:   |                          |                           |
| Home phone:  |                           | In case of emergency contact:   |                          |                           |
| <b>Workplace Orientation</b>   |                           |   |                          |                           |
| <i>With worker, reviewed</i>   |                           | Check when completed <input checked="" type="checkbox"/>  |                          |                           |
| <input type="checkbox"/> Health and safety policy and program<br><input type="checkbox"/> Health and safety duties under the Act<br><input type="checkbox"/> Job duties<br><input type="checkbox"/> Fire protection equipment<br><input type="checkbox"/> Site-specific hazards<br><br><input type="checkbox"/> First-aid facilities and first-aiders' names |                           | <input type="checkbox"/> Name of health and safety representative<br><input type="checkbox"/> Names of JHSC members (Representative)<br><input type="checkbox"/> Reporting injuries<br><input type="checkbox"/> Reporting unsafe acts and unsafe conditions<br><input type="checkbox"/> Emergency evacuation procedure<br><input type="checkbox"/> Right to know, participate, and refuse unsafe work<br><input type="checkbox"/> Other<br><input type="checkbox"/> _____ |                          |                           |
| <b>Health and Safety Procedures</b>  |                           |   |                          |                           |
| <i>With worker, reviewed</i>   |                           | Check when completed <input checked="" type="checkbox"/>  |                          |                           |
| <input type="checkbox"/> Personal protective equipment (PPE)<br><input type="checkbox"/> Housekeeping<br><input type="checkbox"/> Proper lifting techniques<br><input type="checkbox"/> Restricted areas   |                           | <input type="checkbox"/> Material handling and storage<br><input type="checkbox"/> Safe operation of equipment, including inspection<br><input type="checkbox"/> Emergency response<br><input type="checkbox"/> Other   |                          |                           |
| <b>Health and Safety Training</b>  |                           |   |                          |                           |
| <b>Subject</b>   | <b>Previously trained</b> | <b>Requires training</b>  | <b>Training arranged</b> | <b>Training completed</b> |
| WHMIS  |                           |   |                          |                           |
| Personal Protective Equipment  |                           |   |                          |                           |
| First aid  |                           |   |                          |                           |
| Computer system  |                           |   |                          |                           |
| Security system  |                           |   |                          |                           |
| Other  |                           |   |                          |                           |
|  |                           |   |                          |                           |
|  |                           |   |                          |                           |
|  |                           |   |                          |                           |
|  |                           |   |                          |                           |
| <b>Worker Acknowledgment</b>   |                           |   |                          |                           |
| As an worker of [insert company name] I have received the above orientation and understand my obligations to work in compliance with this company's health and safety program.   |                           |   |                          |                           |
| Signature of Worker:   |                           | Date:   |                          |                           |
| Signature of Supervisor:   |                           | Date:   |                          |                           |

## For information and assistance

- Canadian Centre for Occupational Health and Safety [www.ccohs.ca](http://www.ccohs.ca)
- Health and Safety Associations [www.preventiondynamics.com](http://www.preventiondynamics.com)
- Workplace Safety & Insurance Board - Prevention [www.wsib.on.ca](http://www.wsib.on.ca)