

# Safe Communities Incentive Program Requirements

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- 5 Steps to Managing Health & Safety Training — all 4 sessions
- Health & Safety Policy
- Roles and Responsibilities for Employer, Supervisor, Worker and JHSC/H&S Representative
- Employer Self-Evaluation Checklist
- Health & Safety Goals/Action Plan

All of these items must be completed and provided to facilitator by the fourth session of the course.

Once all items have been reviewed for completion, your firm will be eligible for a 5% refund on your WSIB premiums.

If you have any questions regarding the above program requirements or the 5% refund, please contact your WSIB Community Program Coordinator:

Name: \_\_\_\_\_

Telephone Number:: \_\_\_\_\_

# Sample Health & Safety Policy

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## Rabbit Express Industries Health and Safety Policy

(Date)

Rabbit Express Industries is committed to preventing occupational illness and injury in the workplace.(1)

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment (2) as indicated by acceptable industry practices and compliance with legislative requirements.(3) We will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries/illnesses.

Rabbit Express Industries will make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following a work-related injury or illness. (4)

Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of all managers and employees alike. All management (including senior management, middle management and supervisors) functions will comply with Rabbit Express Industries loss prevention requirements.

Supervisors are accountable for the health & safety of the employees under their supervision. Supervisors are responsible to ensure that machinery and equipment are in proper working order and that all employees required to use the equipment are trained to do so.(5)

All employees will receive training on their job functions including how to perform their jobs safely in accordance with legislative requirements and our Safe Work Procedures/Practices.(6)

Every employee including contractors and sub-contractors must comply with the Safe Work procedures / practices and are required to report any incidents / injuries / property damage immediately.(7)

***Jack A. L. Rabbit***

*President, Rabbit Express Industries*

# Health & Safety Policy Best Practices

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Your policy should include statements outlining:

- The commitment by management for the prevention of occupational illness and injury (#1 on sample)
- The maintenance of a safe and healthy work environment (#2)
- The commitment to meet or exceed all legislative requirements (#3)
- The commitment to provide suitable return to work opportunities (#4)
- The supervisor/senior manager's responsibilities to ensure that safe and healthy conditions are met at the workplace (#5)
- The workers' responsibility to work safely and report all unsafe, unhealthy conditions (#6)
- Responsibility of sub-contractors and their workers to meet or exceed the employer's health and safety requirements (#7)

In addition to the above, your policy must be signed by the highest level of management at your location.

Once your policy is in writing, remember to:

- Post in high traffic areas of your facility that are accessible to all employees (e.g. employee entrances, lunchrooms, bulletin boards, etc.).
- Ensure that your employees are familiar with and understand the policy statement by reviewing it with them.
- Keep a training record for the review of the policy.
- Provide employees with a copy of the policy statement.
- Review, re-date, post and distribute annually.

# Sample Roles and Responsibilities of Workplace Parties

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## Employer Health and Safety Responsibilities

Under the *Occupational Health and Safety Act (OHS/A)*, key responsibilities of \*Company Name\* include:

1. Providing equipment, materials and protective devices (e.g., guards on machines, safety harnesses, eye wash stations, gloves, etc.)
2. Providing equipment, materials and protective devices that are maintained in good condition.
3. Ensuring equipment, materials and protective devices are used properly and in a safe manner.
4. Providing information, instruction and supervision to employees to protect the health and safety of the employee.
5. Appointing competent supervisors. (Competence is based on supervisor's knowledge, training and experience to organize the work and its performance; supervisor is familiar with the *OHS/A* and regulations that apply to the work, and has knowledge of any potential or actual danger to health or safety in the workplace.)
6. Providing (upon request), in a medical emergency, information in the possession of the employer, including confidential business information to a legally qualified medical practitioner, and to such other persons as may be required by law.
7. Acquainting an employee or a person in authority over an employee with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
8. Affording assistance and co-operation to the joint health and safety committee (JHSC), and a health and safety representative in the carrying out by the committee and the representative of any of their functions.
9. Only employing a worker over the prescribed age.
10. Not knowingly permitting anyone under the prescribed age in or about the workplace.
11. Taking every precaution reasonable in the circumstances for the protection of an employee.
12. Providing to the JHSC or to a health and safety representative, the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety. The employer must also advise employees of the results of a report and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.
13. Responding in writing, within 21 days, to any health and safety recommendations submitted by the JHSC or health and safety representative.
14. Posting a copy of the *Occupational Health and Safety Act* and pertinent regulations in an accessible workplace location.
15. Posting, reviewing and re-posting annually, a copy of the \*Company Name\* health and safety policy in an accessible workplace location.
16. Developing and maintaining a health and safety program to implement \*Company Name\* health and safety policy.

# Sample Roles and Responsibilities of Workplace Parties (cont'd)

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## Supervisor Health and Safety Responsibilities

Under the *Occupational Health and Safety Act (OHSA)*, supervisors/managers are required to ensure that:

1. Employees work in the manner and with the protective devices, measures and procedures required by the *OHSA* and regulations (e.g. fall-arrest systems, confining hair, jewelry or loose clothing around moving machine parts, etc.)
2. Employees use or wear the equipment, protective devices or clothing that \*Company Name\* requires to be used or worn.
3. Employees are advised of the existence of any potential or actual danger to the health or safety of which the supervisor is aware.
4. Employees are provided with written instructions as to the measures and procedures to be taken for their protection.
5. Every precaution reasonable in the circumstances is taken for the protection of an employee.

### Other responsibilities include:

- Develop and demonstrate a positive “health and safety” attitude and working climate.
- Be interested in and involved with the organization’s health and safety performance.
- Uphold safety rules and procedures and support enforcement including disciplinary action.
- Develop a working relationship with JHSC members/ health and safety representative and support their role.
- Make every reasonable attempt to resolve the health and safety concern of employees.
- Ensure training of employees in safe work practices and job safety requirements associated with a particular job process and provide written instructions where appropriate.
- Correct unsafe acts and unsafe conditions.
- Report and investigate all incidents and injuries to employees and guests and any property damage or loss of process.
- Ensure that a maintenance program for any equipment and machinery in the workplace is carried out.
- Implement emergency plans when necessary and ensure that employees have been properly trained to comply.
- Inform superiors of any known occupational health and safety concerns.
- Regularly evaluate employee performance and provide periodic feedback with respect to health and safety.

# Sample Roles and Responsibilities of Workplace Parties (cont'd)

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## Worker Health and Safety Responsibilities

Under the *Occupational Health and Safety Act (OHS/A)*, worker responsibilities include the following:

1. Working in compliance with the provisions of the *OHS/A*, regulations, and internal policies and procedures.
2. Using or wearing the equipment, protective devices or clothing that \*Company Name\* requires to be used or worn.
3. Reporting to his/her supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger him/herself or another worker.
4. Reporting to his/her supervisor any contravention of the *OHS/A*, regulations, \*Company Name\* policies and procedures.
5. Reporting to his/her supervisor the existence of any hazard of which he/she is aware.
6. Not removing or making ineffective any protective device without providing an adequate temporary protective device. Replacing immediately the original protective device when the work is completed.
7. Not using or operating any equipment, machine, device or thing or working in any manner that may endanger him/herself or another worker.
8. Not engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

### Other responsibilities include:

- Know, understand and implement safe work practices and procedures.
- Know, understand and employ established rules and procedures for handling materials, equipment and processes (e.g. report unlabelled containers, use proper lifting techniques, etc.)
- Request replacement for worn out or defective equipment.
- Use all safety devices provided, ensuring optimum condition of devices and reporting any defects immediately to a supervisor.
- Use equipment and materials only in the manner intended.
- Use only equipment which the worker has been trained to operate safely.
- Carry out repairs, alterations and processing changes only when authorized.
- Report all injuries, incidents and unusual conditions immediately to supervisor.
- Inspect work area daily and reporting any hazards immediately to supervisor.

# Sample Roles and Responsibilities for the JHSC

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## Purpose

To develop roles and responsibilities for the Joint Health and Safety Committee (JHSC) for \*Company Name\* to ensure compliance under the *Occupational Health and Safety Act*.

## Responsibility

1. The employer is responsible for ensuring that a JHSC is established and maintained.
2. The JHSC is responsible for ensuring the proper application of this policy.

## Procedure

### Composition

1. The JHSC will be composed of a minimum of two members (for 20-49 employees).
2. At least 50% of the members must be non-management workers.
3. The worker member(s) must be selected by the workers.
4. The employer shall select the member(s) representing management.
5. The members will fill this role for a minimum of two years. There will be no maximum.
6. If possible, terms of office will overlap so continuity can be maintained.
7. The names and work location of all JHSC members must be posted.
8. At least two members of the JHSC must be certified, one representing the workers and one representing management.

## Meetings and Minutes

1. Committee members must meet every three months.
2. Members are responsible for making arrangements with their supervisor for attendance at the JHSC meetings and for preparation time prior to the meetings.
3. A schedule of JHSC meetings for the year is to be developed, published and posted at the beginning of each calendar year, listing the date, time and location.
4. An agenda is to be developed by the co-chairpersons for each meeting and circulated at least one week in advance of the meeting.
5. Written minutes of the meeting are to be taken, outlining the following:
  - (a) date, time and location of the meeting held
  - (b) names of all members and other persons present
  - (c) itemized record of all items discussed, and the outcome
    - reports presented and by whom
    - problems identified
    - agreed upon recommendations
    - actions to be taken by individual members
    - business the committee has agreed to discuss at the next meeting
    - responses of management to the committee
    - discussion with respect to the above
    - date, time and location of the next meeting

# Sample Roles and Responsibilities for the JHSC (cont'd)

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6. Minutes are to be signed by the co-chairpersons and circulated within a week, with one copy:
  - a. posted
  - b. circulated to JHSC members
  - c. circulated to department managers
  - d. circulated to the employer.

## General Duties for Committee

1. Follow the guidelines outlined in the *Occupational Health and Safety Act*.
2. Develop, publish and post, at the beginning of each calendar year, a schedule for the monthly health and safety workplace inspections for the year.
3. Workplace inspections will be conducted monthly, by trained, appointed members, and all substandard acts and working conditions will be documented.
4. Review all completed **Employee Injury/Incident/Property Damage Reports**, analyze information and make recommendations to management to reduce recurrences.
5. Designate a committee member to investigate when a person is killed or critically injured.
6. Obtain information regarding:
  - (a) hazardous materials, processes or equipment
  - (b) designated substances and the respective control-program reports workplace testing that is being carried out for health and safety purposes.
7. Provide advice and recommendations to management on health and safety programs in general, as outlined below:
  - (a) Recommendations to management from the joint health and safety committee, for any items not already identified on the **Workplace Inspection Report**, are to be submitted in writing in the form of a health and safety recommendation with the following information:
    - nature of concern with background information and justification
    - recommended remedial action, listing suggested solutions and methods of implementation
    - date
  - (b) The co-chairpersons are responsible for ensuring the written recommendations are received by the employer
  - (c) The employer is responsible for the reply to JHSC recommendations
  - (d) Management will respond to the recommendations, in writing within 21 days, with:
    - timetable for implementation if the employer agrees with the recommendation
    - reasons for disagreement if the recommendation is not acceptable
    - alternative resolutions and timetable for implementation if the recommendation is not acceptable.
8. Encourage fellow employees to work safely and to report hazardous or unsafe conditions immediately to their supervisors.
9. Identify areas of health and safety training for all employees.
10. Be present for, or assist in work refusal investigations.

11. Be available to accompany a Ministry of Labour officer on his/her inspection tour of the workplace.

# Sample Roles and Responsibilities for the Health and Safety Representative

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## Purpose

To develop roles and responsibilities for the health and safety representative for \*Company Name\* to ensure compliance under the *Occupational Health and Safety Act (OHS Act)*.

## Responsibility

1. The employer is responsible for ensuring that a health and safety representative is elected and maintained.
2. The health and safety representative is responsible for ensuring the proper application of this policy.

## Procedure

### Composition

1. The health and safety representative shall be elected by the workers that he/she represents.
2. The health and safety representative will fill this role for a minimum two-year term of office. There will be no maximum.
3. The name and work location of the health and safety representative must be posted.
4. The health and safety representative shall receive training in order to carry out his/her required duties.

## Meetings and Minutes

1. Meetings of the health and safety representative and the employer will take place as deemed necessary by either or both.
2. Written minutes of the meeting are to be taken, outlining the following:
  - (a) date, time and location of the meeting held
  - (b) names of attendees and other persons present
  - (c) itemized record of all items discussed and the outcome
    - reports presented and by whom
    - problems identified
    - agreed upon recommendations
    - actions to be taken by individual members
    - discussion with respect to the above
  - (d) Minutes are to be signed by the employer and health and safety representative, with one copy:
    - posted in the workplace
    - maintained on file by both parties.

# Sample Roles and Responsibilities for the Health and Safety Representative (cont'd)

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## General Duties of the Health and Safety Representative

1. Follow the guidelines outlined in the *Occupational Health and Safety Act*.
2. Develop, publish and post, at the beginning of each calendar year, a schedule for the monthly health and safety workplace inspections for the year.
3. Workplace inspections will be conducted monthly and all substandard acts and working conditions will be documented.
4. Review all completed **Employee Injury/Incident/Property Damage Reports**, analyze information and make recommendations to management to reduce recurrences.
5. Complete an investigation when a person is killed or critically injured.
6. Obtain information regarding:
  - (a) hazardous materials, processes or equipment
  - (b) designated substances and the respective control-program reports
  - (c) workplace testing that is being carried out for health and safety purposes.
7. Provide advice and recommendations to management on health and safety programs in general, as outlined below:
  - (a) Recommendations to management for any items not already identified on the **Workplace Inspection Report**. Recommendation to include:
    - nature of concern with background information and justification
    - recommended remedial action, listing suggested solutions and methods of implementation
    - date
  - (b) The health and safety representative is responsible for ensuring the written recommendations are received by the employer
  - (c) The employer is responsible for replying to recommendations
  - (d) Management will respond to the recommendations, in writing within 21 days with:
    - timetable for implementation if the employer agrees with the recommendation
    - reasons for disagreement if the recommendation is not acceptable
    - alternative resolution(s) with timetable for implementation if the recommendation is not acceptable.
8. Encourage fellow employees to work safely and to report hazardous or unsafe conditions immediately to their supervisors.
9. Identify areas of health and safety training for all employees.
10. Be present for, or assist in work refusal investigations.
11. Be available to accompany a Ministry of Labour officer on his/her inspection tour of the workplace.

# SCIP Self-Evaluation Checklist

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## What's this checklist about? How long will it take to complete?

This checklist is for use by the owners/managers of firms who have received SCIP 5 Steps to Managing Health & Safety training, including specific information on the self-evaluation process.

It will help you understand how your firm is progressing with your health and safety management system, and will give you an idea of which areas require strengthening. It shouldn't take more than two hours to complete the questions and develop an action plan from the results.

Contact your Community Program Co-ordinator if you need help completing the self-evaluation.

## What is the process?

Review each question and provide a yes or no answer.

## How do I know which answer I should check off?

Every question has only two responses: **yes** or **no**. Refer to "What is needed for a yes answer" to determine if your firm can answer "yes." If you cannot support your answer as suggested in this column, you should answer "no."

It's important to be honest and realistic when answering. **There is no pass or fail in this process, nor is there any penalty for answering "no" to any of the questions. Only by answering the questions accurately will you be able to measure progress.**

## What happens if I don't answer "Yes" to all the questions?

The first time you complete this checklist you may not be able to answer "yes" to all of the questions.

However, as you implement your program, the number of "yes" answers should increase.

The evaluation process provides feedback on your progress and helps you identify areas for future improvement.

Keep copies of your checklist and action plan to compare to future reports.

## What about my "no" answers?

You should consider making your "no" answers into action plan items for the upcoming year.

## What do I do with the checklist when it is completed?

Complete the checklist during the 5 Steps to Managing Health & Safety training, and submit it prior to the due date of all program requirements.

*We would like to acknowledge the contributions of the organizations who participated in the development of the checklist: the Industrial Accident Prevention Association, the Ontario Service Safety Alliance, the Safe Communities Foundation, and the Workplace Safety and Insurance Board.*

# SCIP Self Evaluation Checklist

Company Name: \_\_\_\_\_

ELEMENT	QUESTIONS	✓ What is needed for a “Yes” answer	Yes √	No X <input type="checkbox"/>
<b>Leadership</b>  <b>MODULE 2</b>	2.1 Do you have a Health and Safety Policy for your workplace?	Your policy should be current (dated within 1 year) and posted in the workplace. See Module 2 for sample.		
	2.2 Has the Health and Safety Policy been communicated to all employees?	If asked, all employees could locate the policy and understand its purpose.		
	2.3 Have you identified Health and Safety goals for your firm and developed an Action Plan to meet the goals?	A written Action Plan that assigns responsibility for completion, target date for completion & follow up person.		
	2.4 Has the Health and Safety Action Plan/Goals been communicated to all employees?	Action plan should be posted in the workplace where all employees will see it. It should be reviewed with all employees regularly.		
<b>Organization</b>  <b>MO DU LE 3</b>	3.1 Have you posted a copy of the <i>Occupational Health &amp; Safety Act</i> and applicable regulations in your work place?	The <i>Occupational Health &amp; Safety Act</i> and applicable regulations should be posted in a location accessible to all employees.		
	3.2 Have roles and responsibilities for Employer, Supervisor, Worker JHSC/H&S Rep been identified in writing?	Could be included in employee handbook, job descriptions, posted on safety bulletin board. See module 3 for sample.		
	3.3 Have the roles and responsibilities been communicated to all employees?	This may be accomplished by training sessions with groups of employees or during performance reviews. Don't forget to document training.		
	3.4 Have you established a Joint Health and Safety Committee or have your workers selected a health and safety representative?	Your health and safety representative should be completing monthly workplace inspections and acting as a communication link between employees and employer regarding health and safety concerns. Your JHSC should be meeting at least once every three months and recording minutes of the meetings in addition to the above.		
	3.5 If you require a Joint Health and Safety Committee, have your members received certification training as required by the <i>Occupational Health &amp; Safety Act</i> ?	One management JHSC member and one worker JHSC member must receive certification training.		
	3.6 Are all employees aware of the roles and responsibilities of the Joint Health and Safety Committee (JHSC) or health and safety representatives?	Roles and responsibilities should be communicated during new employee orientation and/or through group meetings. You should post the name of your health and safety representative or JHSC members in a location accessible to all employees.		

# SCIP Self Evaluation Checklist (continued)

ELEMENT	QUESTIONS	✓ What is needed for a “Yes” answer	Yes √	No X <input type="checkbox"/>
<p style="text-align: center;"><b>Hazard Recognition And Assessment</b></p> <p style="text-align: center;"><b>MODULE 4</b></p>	4.1 Do you know what hazards or possible risks may be present at your workplace?	A documented assessment of the hazards in your workplace should be complete and reviewed as necessary to identify new hazards.		
	4.2 Have you provided WHMIS training for any chemical hazards that may be present in your workplace?	Generic and workplace specific WHMIS training is necessary. You should be able to provide up to date WHMIS training records. Consult the WHMIS Regulations for more details.		
	4.3 Do you carry out regular inspections of your workplace to make sure all the protective measures are in place and working, and to identify new hazards?	Your inspections must be completed and documented monthly by your health and safety representative or Joint Health and Safety Committee. See Module 4 for sample.		
	4.4 Has the purpose of the workplace inspections been communicated to all employees?	Workers should be made aware of the purpose of inspections through group meetings, employee newsletters, new employee orientation.		
	4.5 Do you have a procedure for reporting and conducting Injury/Illness and Near Miss investigations?	Your Incident and Near Miss reporting and investigation procedure should be documented. Employees should understand the reporting & investigation procedures. See Module 4 for sample.		
	4.6 Is there a procedure for reporting worker health and safety concerns?	Your procedure should be documented and all employees should know how to report health and safety concerns. See Module 4 for sample.		
<p style="text-align: center;"><b>Control Activities</b></p> <p style="text-align: center;"><b>MODULE 4</b></p>	5.1 Do you have an Emergency Response Plan?	Your emergency plan should be in writing and updated regularly. See Module 4 for sample checklist.		
	5.2 Has the Emergency Response Plan been communicated to all employees?	All employees should know your emergency response procedures. Include in new employee orientation, group meetings.		
	5.3 Do you have emergency drills?	Regular drills should be scheduled with all employees in order to ensure appropriate response and to determine areas for improvement.		
	5.4 Do you have an adequate number of first aid trained workers, and first aid kits as required by the Workplace Safety & Insurance Regulation 1101?	First aid certificates should be posted and maintained current. First aid kits must be available as required by Regulation 1101. See Reg. 1101.		
	5.5 Do you inspect your first aid kit(s) as required by the Workplace Safety & Insurance Regulation 1101?	First Aid kits must be inspected at least quarterly. Inspection tag must be attached. See Module 4 for sample inspection form.		
<p style="text-align: center;"><b>Return to Work</b></p> <p style="text-align: center;"><b>MOD ULE 5</b></p>	6.1 Do you encourage workers to return to work at the earliest time that it is medically safe for them to do so?	Your Return to Work Program should be in writing. See Module 5 for sample.		
	6.2 Has the Return to Work Program been communicated to all employees?	Employees should know the requirements of the RTW program.		

**Completed By: Name:**

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**Title:**

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**Date:**

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# Health and Safety Goals/Action Plan Template

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Company Name: \_\_\_\_\_

Period: \_\_\_\_\_

Item	Target Date	Responsibility	Follow Up	Comments/ Resources	Complete (Date)
1. Develop Health and Safety Policy					
2. Review Health and Safety Policy with employees (give them copies)					
3. Post Health & Safety Policy					
4. Develop Health and Safety Roles and Responsibilities					
5. Review Health and Safety Roles and Responsibilities with employees					
6. Post action plan on health and safety board					
7.					
8.					

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

# Health and Safety Goals/Action Plan Template

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Company Name: \_\_\_\_\_

Period: \_\_\_\_\_

<b>Item</b>	<b>Targ et Date</b>	<b>Responsibility</b>	<b>Follow Up</b>	<b>Comments/ Resources</b>	<b>Comp lete (Date)</b>
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

