

Resources

Resource Sheet 1: What does the law say?

The *Occupational Health and Safety Act*

The *Occupational Health and Safety Act* lays out the roles and responsibilities of workplace parties including owners, employers, supervisors, workers and the government. It is based on the internal responsibility system – the principle that workers and employers share responsibility for health and safety.

Regulations made under the Act

The regulations define or clarify the requirements of the *Act*. The main ones include:

- Sector Regulations:
 - Industrial
 - Mining
 - Construction
 - Health Care
- Designated Substances (12 regulations in all)
- Workplace Hazardous Materials Information System (WHMIS)
- Control of Exposure to Biological or Chemical Agents

Copies of the *Act*, regulations and guides are available from:

Ontario Government Bookstore
(416) 326-5320 or 1-800-668-9938 or
www.publications.gov.on.ca

The health and safety policy and program

For workplaces with six or more regularly employed employees, Section 25 (2), states that an employer shall:

- (j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a plan to implement that policy
- (k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy.

Resource Sheet 2: Sample Health & Safety Policy

Since each business is unique, you should write a health & safety policy specifically for your own business. Below is a sample.

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 Indust

Resource Sheet 3: Sample Goals/Action Plan

Health and Safety Action Plan/Goals

Company Name: ABC Company

Period: January 1, 2005 to December 31, 2005

Item	Target Date	Responsibility	Follow-up	Comments/ Resources	Completed Date
Develop H&S policy.	12/31	Rick	H&S rep	See sample in "5 Steps" training manual.	
Develop H&S roles and responsibilities.	09/30	Sue	H&S rep	See sample in "5 Steps" training manual.	
Review H&S policy with employees (give them copies).	03/31	Rick	H&S rep	Remember to keep training records.	
Post H&S policy.	05/30	H&S rep Rick	Sue	Post in high-traffic areas.	
Review H&S roles and responsibilities with employees.	07/31	Sue	Rick	Remember to keep training records.	
Complete WHMIS training with all staff.	12/31	Sue H&S rep	Rick	Purchase video to include in training.	

Completed by: Rick Smith Date: December 20, 2004

Completed by: _____ **Date:** _____