

RESOURCE SHEETS

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:

- Management commitment and worker involvement are complementary.
- Workplace hazard analysis involves a variety of methods.
- Hazard prevention and controls.
- Health & Safety training, including orientation.

LEADERSHIP

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:

- 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.
- 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.
- Provide visible senior management involvement in implementing the program, so that all will understand that management's commitment is serious.
- 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.

ORGANIZATION

- 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.
- Provide adequate authority and resources to responsible parties, so that assigned responsibilities can be met.
- Hold managers, supervisors, and workers accountable for meeting their responsibilities, so that essential tasks will be performed.
- 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.

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.

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.

CONTROL ACTIVITIES

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.

The Five Steps to Managing Health & Safety

Leadership

Module 2

- Establishing policies which will create the Health and safety program including safe purchasing.
- Establishing continuous review which includes setting targets, and setting health & safety objectives.
- Organizational Training including orientation

Organization

Module 3

- Defining roles and responsibilities for all workplace parties including supervisor competencies.
- JHSC / H&S Representatives
- Wellness program

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

Control Activities

Module 4

- | | |
|---|---|
| <p>a) Hazard Control Activities</p> <ul style="list-style-type: none"> ▪ Lockout / tagout ▪ Confined space entry ▪ Forklift procedures ▪ Lifting devices ▪ Contractor/ subcontractor ▪ Housekeeping ▪ Proper ventilation ▪ Machine guarding ▪ Hot Work ▪ Personal protective equipment | <p>b) Immediate Response when an injury occurs</p> <ul style="list-style-type: none"> ▪ First aid ▪ Emergency Response <p>c) Return to Work</p> <p>d) Preventative Maintenance</p> <p>e) Material handling: Material handling needs to be addressed whether its done manually or with mechanical assistance</p> |
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Hazard Recognition & Assessment

Module 4

- 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 # 3: Procedure Format 1

blank (detailed)

Title:	Date of Issue:
Approved by:	Review / Revise Date:
Location:	

PURPOSE

ROLES & RESPONSIBILITIES

PROCEDURE

TRAINING

FORMS

REFERENCE MATERIALS

Resource sheet #4: Sample Personal Protective Equipment

Title: Personal Protective Equipment (PPE)	Date of Issue: July 2005
Approved by: John Idnc	Review / Revise Date: July 2008
Location: all facilities	

PURPOSE

To ensure that all workers know what Personal Protective Equipment is necessary and when to wear the required personal protective equipment while working at this facility.

ROLES & RESPONSIBILITIES

Management is required to ensure that all workers receive training and are issued the required personal protective equipment prior to starting work. This includes: new hires, returning workers and promoted and transferred workers.



Workers All workers (this includes supervisors and management) are required to attend training prior to their hire and / or start of their job.
All workers are required to wear any personal protective equipment for their job. They must inform their supervisor when their PPE is damaged or requires replacement.

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).

PROCEDURE

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.

FORMS

All supervisors are required to document any PPE issued and / or replaced on the PPE Inventory control form (not included).

The PPE inventory control form will be kept in the employer's office.

REFERENCE MATERIALS

Resource sheet #5: Sample Worker Orientation Checklist

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