

Documented Health and Safety Program

A health and safety program is made up of policy statements, procedures, assessment and reporting tools, recordkeeping, checks and reviews that a company puts into place and carries out in their operations to ensure the safety of the workplace.

With a documented OHS Program, you create and maintain an action plan for how you will:

- Define safety responsibilities
- Identify and control hazards
- Train workers in safe work procedures
- Investigate workplace incidents and injuries
- Document and track health and safety issues and activities in your business.

Documented means that you:

1. Write it down or type it out;
2. Share it with your workers by either:
 - a. Printing it out and posting it on bulletin boards or at each worker's work station
 - b. Sharing it electronically with your workers through a website or emails;
3. Can easily find it and refer back to it when you need it.

Do you have a documented policy or procedure for each of the following?

Program or procedure

Documentation

1. OHS Policy Statement

An OHS Policy Statement reflects the requirement that everyone working for your business will work according to safe work practices. An OHS Policy includes:

- A statement expressing your commitment to protect and maintain the health and safety of your workers.
- An outline of the general OHS responsibilities of the owner, supervisors, workers, suppliers, contractors and visitors; and
- An outline of how health and safety will be communicated and implemented in your workplace. Job Hazard Assessments, Risk Assessments, Field Level Risk Assessments, Safe Work Procedures.

- ***Signed and posted Safety Policy***

2. Hazards identification and control program

A Hazard identification and control program means you have a systematic method to identify and document which hazards exist in your work place.

Controls are steps you take to reduce the risks of hazards within the workplace. How you control the risk of the hazards are your written safe operating procedures.

- ***Job Hazard Assessments***
- ***Risk Assessments***
- ***Field Level Risk Assessments***
- ***Safe Work Procedures***

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3. Emergency Response Plan

A site-specific emergency response plan informs every person in the workplace what they must do in case of an emergency. They must know:

- What potential emergencies exist;
- What steps to take, including who sounds the alarm, what are the evacuation routes and where are muster points;
- Where the emergency equipment is located and who is trained to use it;
- How the alarm system works, how to report emergencies and who to report to;
- Rescue and evacuation procedures;
- How to contact emergency services: Fire department, RCMP, Medical facility.

- **Posters and Signage with Evacuation Routes and Muster Points**
- **Emergency Services phone numbers posted**
- **Emergency Response Plan Handbook or Manual**
- **Alarms and Communication Systems to Alert Workers**

4. Defined Roles and Responsibilities

Safe work procedures outline each person's responsibility and duties according to their level of abilities and authority.

- Owners provide resources to maintain a safe workplace.
- Supervisors communicate hazards and hazard controls to workers and train workers and ensure workers follow safe work procedures.
- Workers follow safe work procedures and regulatory requirements. They report unsafe work and conditions and workplace injuries.

- **Safety Policy**
- **Job Descriptions**
- **Safe Work Procedures**
- **Hazard Reporting Procedures**
- **Injury Reporting Procedures**

5. Inspection guidelines including worksite, work processes, and procedures

Work procedures include formal and informal inspections and procedure review.

- Formal inspections are a standard part of the job that occur on a regular schedule, follow a checklist and are performed by a specific person or position.

- **Inspection Reports from the OHS Committee or OHS Representative**

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- Informal inspections include:

- Managers inspecting the overall environment,
- Supervisors inspect worksite and equipment conditions and worker performance to monitor if workers follow safe work procedures
- Workers inspecting their immediate work stations and work conditions, equipment, tools and procedures.

- **Field Level Risk Assessment**
- **Pre-work equipment check**
- **Maintenance logs**
- **Vehicle pre-trip logs**

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6. OHS training plan

An OHS training plan ensures workers have the competencies to perform their tasks safely. The plan also tracks what general and worksite specific training is required, notes which workers have successfully completed the training as well as when they need to renew their training.

- **Training Record Matrix: Lists employees and all training applicable to the workplace, indicating who has what training and when they need to renew or update certification.**
- **Employee Training Record: Individual employee's training and certifications, indicating when the employee needs to renew or update the training.**

7. Incident investigation and reporting procedures

When there is an incident, whether or not someone was hurt, an investigation procedure states the steps to take to identify what happened, how to prepare a report on an incident, and how to identify corrective actions. An incident reporting form must include:

- What type of incident occurred (loss, wildlife, near miss, injury, environmental damage);
- When the incident happened and when it was reported (date and time for both);
- Where the incident occurred;
- Details of the situation. Collect as much information as possible on what happened just before, during and immediately after the incident;
- Who was involved and are there witnesses; include each person's contact information;
- Any follow-up required to further control the situation; and
- Signatures from the worker and supervisor submitting the report.

- **Incident Investigation Procedure including roles of the Joint OHS Committee or the OHS Representative, the supervisor and the worker.**
- **Incident Investigation Report Form**

8. Joint OHS Committee (when you have 20 or more workers)

A Joint OHS committee is a group made up of an equal number of employer (management) and worker representatives who meet regularly to deal with health and safety issues. They inspect the workplace and make recommendations to the employer on how to manage safety concerns.

- **JOHS Committee meeting agendas and minutes**
- **Inspection Reports including corrective actions and follow-up**

An OHS Representative (when you have less than 20 workers)

An OHS Representative addresses safety concerns with the employer and the workers. They inspect the workplace, make recommendations to the employer for corrective actions, co-ordinate the review and revision of the safe work practices.

- **Workplace inspection reports which include corrective action recommendations and follow-up tracking**

9. Program revision plan for the OHS Program

The revision plan states who and how often you review your policies and procedures, and provides a tracking system for the review process.

- **Revision Policy**
- **Dated and signed safe work policies and procedures that indicate when the document will be reviewed and who will review them.**

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10. Worker orientation

A worker orientation introduces all new workers to your company policies and programs. Safety topics for the orientation can include:

- OHS Duties under the *Safety Act* and applicable *OHS Regulations*.
- Hazards in work environment and how they are controlled, includes safe work and reporting procedures.
- OHS Inspections:
 - Formal conducted by the OHS Committee or OHS Representative;
 - Informal conducted through safe work practices.
- Programs: WHMIS, preventative maintenance, working alone, confined space, etc.
- Training:
 - Safety certifications; competency training
 - Emergency response plan and duties
- Investigations
- Organizational and WSCC reporting requirements;
 - Internal and external processes; compliance with investigators.

- ***Worker orientation checklist***
signed by supervisor and new worker

11. Safe and timely return to work

The Return to Work program:

- identifies work an injured or ill worker can safely perform while recovering;
- may involve working modified duties or fewer hours while recovering;
- identifies roles of the employer, the worker, healthcare providers, and the WSCC; and
- outlines the procedure the employer will use to assist injured or ill workers back to work.

- ***Return to Work Policy***
- ***Return to Work plans for injured or ill workers***

12. Control of Hazardous Substances

Workplace Hazardous Materials Information System (WHMIS)

Hazardous Substances must be handled and stored according to their Safety Data Sheets (SDSs). Employers must ensure:

- Workers are trained in WHMIS, including site-specific training for handling, use, and storage of any hazardous materials workers may come into contact with;
- Workers can easily access Safety Data Sheets; and
- Safety information (SDSs) and WHMIS training is current.

- ***WHMIS training certificate for each worker.***