

Practical Guide for Assessing Basic Health and Safety Practices



PRACTICAL GUIDE FOR ASSESSING BASIC HEALTH & SAFETY PRACTICES

Instructions:

1. Review information explaining 5*22 prior to using this guide. The 5 fundamentals of health and safety are divided into 22 health and safety topics and they are the basis for using this practical guide.
2. Follow the written instructions on each page of this guide for assessing workplace health and safety. To complete this basic health and safety assessment, have one person act as an interviewer and read the question for each topic to an individual or small group and then enter their answer. Continue this process for all 22 topics.
3. This assessment of health and safety in the workplace can be administered or completed by management representatives, JHSC members, worker representatives and/or health and safety professionals; independently or as a small group.
4. The listed activities for each topic are considered essential health and safety practices that should be operational in the workplace. These activities include legislative requirements (a legal obligation to have these activities operational in the workplace). All topics but four (H&S plan, general H&S rules, accident and injury analysis and H&S education effectiveness) have legislative requirements.
5. There are seven primary health and safety (H&S) topics (H&S policy, H&S plan, general H&S rules, H&S communication, identification of hazards & risks, accident reporting, H&S inspections and H&S educational needs) that should be addressed, if the results of this guide indicate they are not operational in the workplace.
6. When this basic assessment is completed, copies should be made available to management and worker representatives and/or JHSC members.
7. The information gathered from this basic assessment is intended to be used to assist a company in meeting their legislative requirements and to improve their current health and safety practices.
8. A plan of action (H&S plan) needs to be developed and implemented to address practices that require improvement. **Follow-up needs must be done on all non-compliance issues.**
9. For more information on the 22 topics of health and safety visit our website at www.whscc.nb.ca under the heading Health and Safety Resources.

THIS DOCUMENT IS NOT MEANT TO BE USED AS A SURVEY AND THE ANSWERS PROVIDED ARE CONSIDERED ONLY THE OPINION OF THE PERSON(S) COMPLETING THE QUESTIONNAIRE AT THAT TIME.

Complete the information requested below if so desired:

Company Name:	Date:
Address:	
Contact:	

HEALTH & SAFETY RESPONSIBILITY

1 – Health & Safety Policy

[OHS Act Sections 8, 7 (1)]

A **health and safety policy** is a statement of the intention and commitment by the employer toward the health and safety of all employees at the workplace.

Does your workplace have a written “health and safety policy”?

- Yes No (Go to q2) Don't Know (Go to q2)

If your workplace has a “health and safety (H&S) policy”... *(Please check all that apply)*

- The H&S policy addresses the health & safety expectations of management.
 The H&S policy addresses the health & safety needs of the workforce.

2 – Health & Safety Plan

A **health and safety plan** describes the health and safety work to be done and measures progress made in the workplace on a yearly basis.

Goals are what you plan to do.

Objectives are how you plan to meet your goals.

Does your workplace have a “health and safety plan”?

- Yes No (Go to q3) Don't Know (Go to q3)

If your workplace has a “health and safety (H&S) plan”... *(Please check all that apply)*

- The H&S plan addresses the H&S goal(s) that our workplace wants to achieve this year.
 The H&S plan addresses the H&S objectives that describe the actions to be taken this year.
 The H&S plan explains the reasons for selecting actions to be taken this year.
 The H&S plan identifies the employees responsible for accomplishing the objectives in the plan.
 The H&S plan identifies a time frame to accomplish these objectives.

3 – General Health & Safety Rules

General health and safety rules are recognized health and safety practices that are mandatory and enforced throughout the entire workplace.

Does your workplace have “general health and safety rules”?

- Yes No (Go to q4) Don't Know (Go to q4)

If your workplace has “general health and safety (H&S) rules”...

- Time is taken to explain the general H&S rules to employees.

4 – Health & Safety Procedures or Practices

[OHS Act Sections 50(1)(2)(3) Reg. 91-191 Sections 5(1) 51(4) 55(1) 81(c) 94(2) 105-110 158(2) 171(1) 179(1) 180 (2) 196-201 202-206 207(2) 211(2) 213 21(1) 228 239-240 262-265 286(d) 292 298 300-342 344 353 Reg. 88-221 5(1)(2) Reg. 92-133]

Health and safety procedures or practices are written step-by-step instructions to be followed in a certain order for particular tasks and handling of equipment (i.e. tag & lockout, material handling, working alone).

Does your workplace have written “health and safety procedures or practices” for any existing identified hazards?

- Yes No (Go to q5) Don't Know (Go to q5)

If your workplace has “health and safety (H&S) procedures or practices”... (*Please check all that apply*)

- The H&S procedures address existing hazards as required by legislation (*Occupational Health & Safety Act* and regulations).
- The H&S procedures are available to the affected workforce.

5 – Legal Obligations

[OHS Act Sections 9(2) 10 11 12 13]

Legal obligations are health and safety duties every employee is responsible to carry out, as stated in the legislation (*Occupational Health and Safety Act* and regulations).

Are your employees made aware of their “legal obligations” as stated in the legislation (*Occupational Health & Safety Act* and regulations)?

- Yes No (Go to q6) Don't Know (Go to q6)

“Legal obligations” present in my workplace include the following... (*Please check all that apply*)

- Tools, equipment, machines, devices, and materials are kept in good condition to minimize risk.
- Employees are made aware of any known hazards at my place of employment.
- Employees are provided with information, instruction, training, and supervision to ensure their H&S.
- Employees are provided with well-maintained personal protective equipment when it is necessary.
- This employer ensures that employees use personal protective equipment when it is necessary.
- Employees co-operate with anyone who is responsible for health & safety in the workplace.

6 – Health & Safety Actions

[OHS Act Section 9 (1) Reg. 91-191 Sections 12-13 45(1) 51(4) 55(1) 81(c) 94(2) 105-110 158(2) 171(1) 179(1) 180(2) 196-201 202-206 207(2) 211(2) 213.21(1) 228 239-240 262-265 286(d) 292 298 300-342 344 353 Reg. 88-221 5(1) 5(2) Reg. 92-133]

Action means doing activities to improve health and safety at the workplace.

Does your workplace take “action(s)” toward addressing health and safety?

- Yes No (Go to q7) Don't Know (Go to q7)

“Actions” towards addressing health and safety include the following... (*Please check all that apply*)

- The front-line supervisor enforces the legal health and safety requirements that affect their work area.
- The front-line supervisor enforces the legal health and safety requirements for specific jobs.

MANAGEMENT COMMITMENT

7 – Health & Safety Communication

[OHS Act Sections 9(2) 14(9) 17(4) 35(1) 35(2) 44]

Communication means to provide all employees with current, timely information and progress updates on health and safety issues.

Does your workplace “communicate” health and safety issues to employees?

- Yes No (Go to q8) Don't Know (Go to q8)

If health and safety information is “communicated” to employees, this is done in the following way... (*Please check all that apply*)

- The *Occupational Health & Safety Act* and regulations are posted or accessible to employees.
- Employees are informed about the known hazards in their workplace.
- The health and safety policy of this workplace is explained to employees.
- The general health and safety rules of this workplace are explained to employees.
- The names of the employees who are members of the joint health and safety committee (JHSC) or health and safety representatives are posted.
- The minutes from the JHSC meetings in this workplace are posted.

8 – Management Support

[OHS Act Sections 9(1) 9(2) 19 20 21 22 23]

Support means that management actively promotes and resolves health and safety (H&S) issues in the workplace. (i.e. management: talks to employees about H&S issues, participates in H&S activities, provides H&S information, provides resources, acknowledges employees' H&S practices).

Is there “support” for health and safety activities, actions, and initiatives in your workplace?

- Yes No (Go to q9) Don't Know (Go to q9)

Health and safety is being supported in this workplace through the following activities...

(*Please check all that apply*)

- Urgent health and safety concerns of the workforce are addressed immediately.
- Health and safety information is circulated or posted in the workplace (bulletins, hazard alerts, posters).
- Some employees from our workplace go to health and safety workshops and conferences.

9 – Well-being of Employee

[OHS Act Sections 9(2) 19 20 21 22 23 24 42(1)]

The **well-being of employees** means the employer implements activities and programs, which supports the overall health of their employees.

Does your employer address the “well-being” of all employees?

- Yes No (Go to q10) Don't Know (Go to q10)

The “well-being of employees” in our workplace is addressed by the following actions... (*Please check all that apply*)

- Employees are told about hazards and risks involved in doing a particular task or duty.
- Employees are told how to protect themselves from known hazards and risks in their work areas.

EMPLOYEE INVOLVEMENT

10 – Health & Safety Orientation

[OHS Act Sections 9(1)(2) 19 20 21 22 23 43(1)(2)(3)(4)
WC Act Sections 444(4)(5)]

Health and safety orientation means becoming familiar with the hazards and risks of your workplace by being provided with health and safety information, explanations on how to use this information, and instructions on health and safety roles and responsibilities.

Does your workplace give “health and safety orientations” to any employees?

- Yes No (Go to q11) Don't Know (Go to q11)

If yes, who in your workplace receives a health and safety orientation”?... *(Please check all that apply)*

- Don't know Visitors
 New employees Summer students
 Contractors Other (Please Specify) _____
 Transferred employees

If your workplace gives “health and safety orientations”, these orientations address the following areas...
(Please check all that apply)

- The health and safety policy of your workplace.
 The general health and safety rules of your workplace.
 Employee's legal health and safety rights and responsibilities (*OHS Act* and regulations).

11 – Employee Participation

[OHS Act Sections 9(2) 14(1)(1.1)(3)(6)(11)(12) 17(1)(3) 43(1)(2)(3)(4)]

Participation refers to the active involvement of employees in the improvement of health and safety in their workplace.

Are employees “participating” in health and safety activities at your workplace?

- Yes No (Go to q12) Don't Know (go to q12)

Employee “participation” in health and safety activities in your workplace is demonstrated by the fact that...

(Please check all that apply)

- Workers report any accidents to the front-line supervisor.
 This workplace has a joint health and safety committee or a health and safety representative (JHSC/H&S rep).
 This workplace JHSC/H&S rep(s) have been selected by the employees.
 This workplace JHSC/H&S rep(s) are given time to complete JHSC/H&S rep. training.
 This workplace JHSC/H&S rep(s) meets once a month.
 This workplace JHSC/H&S rep(s) are able to perform their assigned tasks.

12 – Required Safe Work Practices

[OHS Act Section12]

Required means that management expects all employees to follow safe work practices when performing their jobs duties.

Are employees “required” to work safely at your workplace?

- Yes No (Go to q13) Don't Know (Go to q13)

If employees are “required” to work safety, this is apparent because... *(Please check all that apply)*

- Employees are expected to report any existing hazards in their work areas.
 Employees are expected to wear personal protective equipment when it is required for their safety.
 Employees are expected to support the H&S recommendations made by our JHSC/H&S rep(s).
 Employees are expected to cooperate with anyone responsible for the enforcement of the *OHS Act* and regulations.

HAZARD & RISK MANAGEMENT

13 – Identification of Hazards & Risks

[OHS Act Sections 9(2)(b) 42(1)(2)(3)]

Identification means to recognize hazards and risks.

A **hazard** is a practice, behavior, physical condition, or a situation that can cause injury, illness, or damage to property.

A **risk** is a possibility or probability of injury, illness, or damage to property.

Are known hazards “identified” at your workplace?

- Yes No (Go to q14) Don't Know (Go to q14)

If hazards have been “identified” in your workplace, this is apparent because...

- This workplace has written lists that identify all of the hazards in the different work areas.

14 – Control of Hazards & Risks

[OHS Act Sections 9(2) 12 Reg. 91-191 Sections 12(1)(6)(7) 22
24(1)(2)(3)(4) 29(1) 38(1)(2) 58 60 61 62 239 (1)(2)(3) (4)(5)(6) 240
Reg. 88-221 Sections 5(2) 7(1) 8(1)(2) 13(1) 15(1)]

Control means to prevent or minimize any potential harm or loss from any hazards and risks in the workplace.

Does your workplace “control” for known hazards and risks?

- Yes No (Go to q15) Don't Know (Go to q15)

If hazards and risks are being “controlled” in this workplace, this is apparent because... *(Please check all that apply)*

- Employees are provided with well-maintained personal protective equipment when it is necessary.
 Current material safety data sheets (MSDS) are made available to employees.
 In this workplace, the containers of hazardous materials are properly labeled and maintained.
 This workplace has individuals trained in standard first aid and employees know whom they are.
 This workplace has first aid supplies that are available and accessible to employees.
 Where it is required by legislation, the workplace tests and monitors for hazards and risks.

15 – Hazard & Risk Reporting

[OHS Act Sections 12 15 19 20(1) 21 22 23 24]

Reporting means to inform the front-line supervisor or the person responsible for health and safety in your workplace of a health or safety concern.

Are hazards and risks “reported” in your workplace?

- Yes No (Go to q16) Don't Know (Go to q16)

If hazards and risks are “reported” in your workplace, this is apparent because...

(Please check all that apply)

- If a hazard or risk were likely to endanger an employee's safety, he or she would report this concern to the front-line supervisor in their area.
- If a hazard or risk were likely to endanger another employee's safety, an employee would report this concern to the front-line supervisor in their area.

16 – Accident Reporting

[OHS Act Sections 43(1)(2)(3)(4) WC Act Sections 44(4)(5)]

An **accident** is an event that results in harm or damage.

An **incident** is an event that could result in harm or damage (near miss or near hit).

Are “accidents” reported in your workplace?

- Yes No (Go to q17) Don't Know (Go to q17)

If “accidents” are reported in your workplace... *(Please check all that apply)*

- Employees would report any accident that resulted in harm or damage to a person or materials or equipment immediately to the front-line supervisor in the area or a manager.
- Accidents in this workplace that cause or may cause – a death, a loss of a limb, an occupational disease, or that requires or may require hospitalization – are reported immediately to WHSCC (Prevention Division).
- Accidents in this workplace that – require medical aid or compensation – are reported to WHSCC (Compensation Division) within three days of the occurrence of the injury or disease.

17 – Accident Investigation

[OHS Act Sections 15(j) 28(1)(f)(g) 43(1)(2)(3)(4)]

An **accident investigation** is a detailed search to find out the factors (who, what, where, when, how) of an accident to determine the cause(s).

Are accidents that occur in your workplace “investigated”?

- Yes No (Go to q18) Don't Know (Go to q18)

If your workplace “investigates” accidents, the following steps are taken... *(Please check all that apply)*

- The WHSCC (Prevention Division) is notified of any serious accidents and injuries immediately.
- The scene of an accident that results in a serious injury is preserved.
- A JHSC/H&S rep. is notified of any accidents and injuries.
- The accident is documented in writing.

18 – Accident & Injury Analysis

An **analysis** is the evaluation of accident and injury information (recorded) to find the causes of accidents and injuries and to see if there are any harmful patterns developing in the workplace.

Does your workplace record (in writing) accident or injury information?

- Yes No (Go to q19) Don't Know (Go to q19)

If your workplace records accident and injury data, the following is included...

- Some recorded (written) information on accidents and injuries in the workplace is collected.

19 – Health & Safety Inspections

[Reg. 91-191 Sections 38(2) 49(4) 56(1) 62 68 80-82(2) 89 94.1(7) 98
125(1) 130 136(2) 140(3) 141(1) 142(3) 155-169(1) 207(2)-211(2) 213(1)
216(1) 229(1) 236 266(1) 275(1) 282(1) 295 339 350 374]

A **health and safety inspection** is a planned walk-through of the workplace to identify existing or possible hazards and risks, and to recommend appropriate corrective actions.

Are “health and safety inspections” conducted in your workplace?

- Yes No (Go to q20) Don't Know (Go to q20)

If yes, who participates in the “health and safety inspections”?... (*Please check all that apply*)

- Front-line Supervisors Health & Safety representative(s)
 JHSC members An employee from the inspected work area
 Don't know who participates Other (Please Specify)

If your workplace does “health and safety (H&S) inspections”, they include the following...

(*Please check all that apply*)

- H&S inspections are done when equipment fails.
 H&S inspections are done when poor working conditions cause problems.
 H&S inspections are done of our work area.
 H&S inspections are done on equipment – that is required by the *OHS Act* and regulations – and are documented by front-line supervisors.
 Work practices are inspected to encourage safe work practices.

HEALTH & SAFETY EDUCATION

20 – Health & Safety Educational Needs

[OHS Act Section 9(2)]

Educational needs refers to the identification by your employer of any information, instruction or training that would help employees do their job safely and protect their health.

Are employees' health and safety "educational needs" identified by your workplace?

- Yes No (Go q21) Don't Know (Go to q21)

If your workplace does identify the health and safety "educational needs" of employees, it is apparent because...

(Please check all that apply)

- Employees know what is legally required in terms of health and safety education according to the *OHS Act* and regulations.
- All new and transferred employees are identified as requiring a health and safety orientation.
- Employees are asked yearly what health and safety education is required for them to do their job safely.

21 – Health & Safety Education Delivery

[OHS Act Sections 9(2) 12 14(11) 15 18(1) 19 20(1)(2)(3) Reg. 91-191
Sections 38(1)(2) 49(4) 56(1) 62 68 80-82(2) 89 91-92 94.1(7) 98 125(1)
130 136(2) 140(3) 141(1) 142(3) 155-169(1) 207(2)-211(2) 213(1) 216(1)
229(1) 236 266(1) 275(1) 282(1) 295 339 350 374]

The **delivery of health and safety education** means providing the necessary information, instruction and training to help employees do their job safely and to protect their health.

Are employees "provided" with any health and safety education in your workplace?

- Yes No (Go q22) Don't Know (Go to q22)

What health and safety education is "provided"?... *(Please check all that apply)*

- Employees are informed on their legal health and safety rights and responsibilities according to the *OHS Act* and regulations.
- Front-line supervisors are informed of their legal health and safety rights and responsibilities according to the *OHS Act* and regulations.
- JHSC/H&S reps. are informed of their legal health and safety rights and responsibilities according to the *OHS Act* and regulations.
- Management is informed of their legal health and safety rights and responsibilities according to the *OHS Act* and regulations.

22 – Health & Safety Education Effectiveness

The **effectiveness of health and safety education** involves tracking and recording the delivery of the health and safety education of all employees, and evaluating whether the educational needs of all employees are being met.

Does your workplace track and record the delivery of health and safety education?

- Yes No (Skip) Don't Know (Skip)

If your workplace “measures the effectiveness” of its health and safety education, how is this done?...

(Please check all that apply)

- My workplace has documents on file that state what health and safety education employees have received.
 Employees receive the legally required health and safety education according to the *OHS Act* & regulations.

Would you like to make any other comments regarding health and safety at your workplace?
