



The first step in addressing your health and safety needs in the workplace is to have a common understanding of what is represented by these words. “Health” and “safety” must have the same meaning for everyone, so we can communicate and work effectively with each other.

By defining health and safety as the 5 fundamentals: health and safety responsibility, management commitment, employee involvement, hazard and risk management, and health and safety education, then we start to give meaning to the words “health” and “safety”.

The 5 health and safety fundamentals identify 22 health and safety topics that need to be put into practice to create a safe and healthy work environment. Knowing the 5 fundamentals and implementing the 22 health and safety topics provides everyone with the basic information and tools required for success.

5\*22 – it works!



# Health and Safety Responsibility

## 1. Health and safety policy

Does your workplace have a written health and safety policy?

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.

## 2. Health and safety plan

Does your workplace have a health and 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.

## 3. General health and safety rules

Does your workplace have general health and safety rules?

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

## 4. Health and safety procedures or practices

Does your workplace have written health and safety procedures or practices for every identified hazard?

**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.

## 5. Legal obligations

Are all employees made aware of their legal obligations, as stated in the Occupational Health and Safety Act (OHS Act) and regulations?

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

## 6. Actions

Does your workplace take actions to address health and safety?

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



## 7. Communication

**Does your workplace communicate health and safety issues to employees?**

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

## 8. Support

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

**Support** means that management actively promotes and resolves health and safety issues in the workplace.

## 9. Well-being

**Does your workplace address the health and safety well-being of its employees?**

The **well-being** of employees means the employer supports the health of their workforce by implementing certain activities and programs.



# Employee Involvement

## 10. Health and safety orientation

Does your workplace give health and safety orientations to all employees?

**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.

## 11. Participation

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

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

## 12. Required safe work practices

Are employees required to work safely at your workplace?

**Required** means that management expects all employees to follow safe work practices while accomplishing their job duties.



## 13. Identification of hazards and risks

Are known hazards identified at your workplace?

**Identification** means to recognize hazards and risks.

## 14. Control of hazards and risks

Does your workplace control for known hazards and risks?

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

## 15. Hazards and risks reporting

Are hazards and risks reported in your workplace?

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

## 16. Accident reporting

Are accidents reported in your workplace?

An **accident** is an event that results in harm or damage or both. An **incident** is an event that could result in harm or damage (a near miss).

## 17. Accident investigation

Are accidents that occur in your workplace investigated?

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).

## 18. Health and safety analysis

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

A **health and safety 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 patterns developing in the workplace.

## 19. Health and safety inspection

Are health and safety inspections conducted in your workplace?

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.



## 20. Health and safety education needs

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

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

## 21. Health and safety education delivery

Is health and safety education delivered to all employees in your workplace?

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

## 22. Health and safety education effectiveness

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

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 the workforce are being met.

