

EMPLOYER FAQs AND CHECKLIST

EXPANDED REACH

Why am I being asked to prepare for WorkSafeNB's new inspection processes?

As part of our ongoing efforts to create healthy and safe work environments for all New Brunswickers, WorkSafeNB is introducing more health and safety officers into our family. As a result of this increased investment, you may receive visits from some of our WorkSafeNB health and safety officers. Preparation will make sure you are ready when these officers visit your workplace and will help ensure that your team is taking the necessary precautions for workplace safety.

What is this program all about?

Even though we're already one of the safest provinces in the country in which to work, WorkSafeNB is working with our partners in various sectors to prepare them to meet workplace health and safety guidelines and inspection criteria. This is part of WorkSafeNB's efforts to be even more proactive. Our increased investment in occupational health and safety lets us collaborate with businesses like yours about inspections. WorkSafeNB encourages you to ensure your business is prepared for the changes resulting from the legislation that came into effect June 1, 2014 as well as other general requirements in the regulations.

How does this affect my industry?

WorkSafeNB will be providing more support to employers in industries with historically higher risk of injuries and those who haven't had recent inspections. We'll be giving additional support for new employee orientation, safety policy and incident reporting.

How does it affect me and what can I do to be better prepared?

We all have an important role to play in creating safer workplaces in New Brunswick and you have a vested interest in preventing injuries and illness. This checklist has the information our officers will be looking for from you.

Where can I find more information?

Go to worksafenb.ca/safety-excellence-nb for more information and tools on how your business can meet workplace health and safety guidelines and inspection criteria. The site includes information on orientation and training of new employees, workplace incident reporting, safety policy and incident reporting requirements, health and safety programs and frequently asked questions.

Part 1: Orientation for New Employees in Occupational Health and Safety

Part 1 of this checklist will help guide you on new employee orientation and workplace incident reporting.

For the purpose of this checklist, a new employee includes employees who are:

- New to a position or new to a workplace
- Returning to a workplace where the hazards have changed during their absence
- Anyone under the age of 25 returning to a workplace after being away for more than six months (summer students), or
- Anyone affected by any change in hazards in a position or workplace

A visiting WorkSafeNB officer will need to know:

How many employees do you regularly employ in New Brunswick?
How many employees do you regularly employ at this location?

Section A: New Employees

- If you have hired any new employees since June 2014, did they receive safety orientation and job training before beginning their work?

Section B: Your Orientation Program

- Think about your current orientation program for new employees. Have you included occupational health and safety as part of your curriculum?

A few things to consider:

- Do you give your new employees the name and contact information of their supervisor?
- Do you give your new employees contact information of your joint health and safety committee (JHSC) or health and safety representative?
- Does your orientation program outline the employee's rights, liabilities, incident and injury reporting requirements, and duties under the *Occupational Health and Safety (OHS) Act* and regulations?

If you don't currently have a workplace incident reporting procedure in place, you must develop one.

- Does your orientation program outline the safe work practices and/or codes of practice related to the job tasks, including hazards identified?
- Does your orientation program explain where new employees can find first aid facilities and how to obtain first aid assistance?



Careful

- Does your orientation program explain your workplace procedure for reporting injuries and illnesses?
- Does your orientation program include your emergency plans and procedures?
- Does your orientation program outline what personal protective equipment (PPE) is required for a job or task?
- Do you keep your orientation and training records for at least three years?

Section C: Accident and Incident Reporting

- Do you have a workplace procedure so your employees know that they must notify you of any accidents?

If yes, continue. If no, you must develop one.

- Does your procedure state that employees must notify you if they experience an injury that may entitle them to compensation or medical aid from WorkSafeNB?
- Does your procedure state that employees have to notify you if they are diagnosed with an occupational disease?
- Do you know you must notify WorkSafeNB using a *Form 67* for these types of injuries?
- Does your procedure also include the immediate reporting of the following types of incidents to WorkSafeNB?
 - Loss of consciousness
 - Amputation
 - Fractures, other than to fingers/toes
 - Burns requiring medical attention beyond first aid
 - Loss of vision
 - Deep lacerations requiring medical attention beyond first aid
 - Admission to hospital
 - Death
 - Accidental explosions and exposures
 - Catastrophic events or equipment failures, whether or not anyone is injured

To immediately report an incident, call WorkSafeNB at 1 800 222 9775.

- Does your procedure advise your employees to preserve the scene of an accident that results in serious injury or death except to attend to the injured, prevent further injury or protect property?
- Do you investigate hazardous workplace incidents?
- If yes, is the joint health and safety committee involved in the investigation?

Section D: Your Joint Health and Safety Committee (JHSC)

This section only applies if you have 20 or more employees regularly employed in a workplace.

- Does your JHSC have equal representation from employer and employee representatives?
- Have the committee reps elected their representative co-chairs?

- Does your JHSC meet monthly?
- Are the names of the committee membership and the most recent meeting minutes posted?
- Are the meeting minutes signed by the co-chairs and a copy sent to WorkSafeNB?
- Have all committee members attended the mandatory, free, 3-day training provided by WorkSafeNB within 12 months of becoming a member on the committee?
- Have you developed a program for workplace inspections in consultation with the JHSC?

More resources about joint health and safety committees (JHSC) can be found at: worksafenb.ca/Joint-Health-and-Safety-Committees.

Section E: Workplace Inspections

- Are workplace inspections completed throughout the entire workplace each month?

Section F: Posting of the OHS Act and Regulations and First Aid Information

- Do you have the *OHS Act* and regulations posted or provided in your place of employment?
- Have you identified your requirements for first aid responders, kits and first aid rooms?
- Have all first aid responders attended training/refreshers as appropriate?
- Are the names/contact information of first aid responders posted in your workplace?
- Do you have the appropriate number of first aid kits available?

Part 2: Safety Policy

This section only applies if you have 20 or more employees regularly employed in New Brunswick.

- Do you have a written safety policy in place?
- If you don't currently have a safety policy in place, you must develop one.*
- Does your safety policy set out your responsibilities and the employees' responsibilities with respect to safety in the workplace?
- Did you develop your safety policy in consultation with your employees?
- Is your safety policy posted or available to your employees at any time?

If you're missing any policies or procedures, you can find guides and examples to help you at worksafenb.ca/safety-excellence-nb.