WorkSafe
Travail sécuritaire NB

GUIDE TO WORKPLACE HEALTH & SAFETY PROGRAMS

Adapted from the Workers' Compensation Board of P.E.I. document, *Guide to Occupational Health and Safety Programs*.

Revised April 2022
Note – this document is a sample only and the user must adapt it to fit their individual needs.

GUIDE TO WORKPLACE HEALTH & SAFETY PROGRAMS

Introduction 4
- About this Guide 4
- What is a Health and Safety Program? 4
- Legal Requirement 4
- Internal Responsibility System 5
- Who is Responsible for the Program? 5

Getting Started 6
- General Responsibilities 6
- Building a Health and Safety Program from the Ground Up 7
- Programs and Due Diligence 7
- Legal Requirements 8

Step 1: Create a Safety Policy 9
- Tips for Turning Your Safety Policy Into Action 9

Step 2: Establish a Joint Health and Safety Committee or a Health and Safety Representative 10
- The Joint Health and Safety Committee 10
- Role of JHSC and H&S Representatives in Programs 11
- Other Duties 11

Step 3: Establish and Record Regular Workplace Inspections 12
- Workplace Inspections 12

Step 4: Incident Investigation 14
- Incident Investigation 14
- What About Near Misses? 14

Step 5: Creating a Hazard Identification System 15
- What is a Hazard Identification System? 15
- Getting Started 15
- Identifying Potential Hazards 15

Step 6: Develop Written Work Procedures 17
- Work Procedures 17
- Writing a Safe Work Procedure 18
- Work Procedures for Reporting Hazards 18
- What About Emergency Procedures? 19

Step 7: Establish Orientation, Training and Supervision 20
- Orientation and Training 20
- Who Should Receive Orientation? 21
- When is Training Required? 22
- Is Specific Training Legislated? 23
- Supervision 23
- What if a Worker Refuses to Follow Safe Work Procedures? 23

Step 8: Maintain Records and Statistics 24
- Records and Statistics 24

Step 9: Monitoring the Program 26

Appendix A. Draft Occupational Health And Safety Policy 27

Appendix B. Sample Workplace Inspection Report Form 28

Appendix C. Incident/Injury Investigation Report Form 29

Appendix D. Sample Critical Hazard Identification System 31

Resources for More Information 34

THE WORKPLACE HEALTH & SAFETY PROGRAM: YOUR RECIPE FOR A HEALTHIER SAFER WORKPLACE

INTRODUCTION

ABOUT THIS GUIDE

This guide is for employers, employees, joint health and safety committees (JHSCs), and health and safety (H&S) representatives. It will help you prepare and maintain your written health and safety program. This guide describes the elements of a formal health and safety program, and the roles and responsibilities of those preparing and maintaining the program. It will also assist your workplace in complying with the requirements of the *Occupational Health and Safety (OHS) Act* to develop and implement an effective health and safety program.

WHAT IS A HEALTH AND SAFETY PROGRAM?

To create a good safety culture, you need a plan. A health and safety program is an organized, written action plan to identify and control hazards, define safety responsibilities and respond to emergencies that result in the prevention of accidents and occupational diseases. The objective of a program is to integrate safety and health into all work practices and conditions.

Having a safe work environment where prevention is a priority to an organization's success is important to all workplace parties – employers, employees, supervisors and managers, and JHSC members and H&S representatives. A business that incorporates safe work practices into its daily work routine can realize savings in human and financial costs.

LEGAL REQUIREMENT

A health and safety program is required under the *OHS Act* for provincially-regulated employers in New Brunswick with 20 or more employees regularly employed.

> ***8.1****(1) Every employer with 20 or more employees regularly employed in the Province shall establish a written health and safety program, in consultation with the committee or the health and safety representative.*

The program requirement is tied to employers, not workplaces. Therefore, employers must take into account all of their operations in the province of New Brunswick. If, for example, an employer has an operation in one location with 15 regularly employed employees and another five regularly employed employees in another location, the employer will be required to comply with the provisions of subsection 8(1) to establish a safety policy and 8.1(1) for a program..

Contractors and sub-contractors must have a program if they have 20 or more employees directly employed. Sub-contractors and their employees working for the contactors would not be counted in the number.

This guide will help you comply with the health and safety requirements for your workplace. It should be noted however that your health and safety program may not address all health and safety matters found in your workplace. A thorough review of the *OHS Act* and the regulations may be necessary to verify this fact.

INTERNAL RESPONSIBILITY SYSTEM

A health and safety program promotes the internal responsibility system on which the *OHS Act* is based by requiring employers to consult with employees in the development, implementation and monitoring of the program. Under the internal responsibility system, the people doing the work are responsible for creating a healthy and safe workplace. No matter where or who the person is within the organization, they can address safety in a way that fits with what they do. Every person takes initiative to improve health and safety.

WorkSafeNB cannot reasonably monitor the safety activities of each and every New Brunswick workplace; therefore, employers and employees must work together together to develop the workplace health and safety program and ultimately must take responsibility for their own safety.

WHO IS RESPONSIBLE FOR THE PROGRAM?

Ultimately, the employer is responsible for **developing, implementing** and **monitoring** the health and safety program.

However the legislation requires consultation with employees before implementing the program. Consulting employees about health and safety can result in many positive outcomes including:

1. A healthier and safer workplace.
2. Better decisions about health and safety.
3. A stronger commitment to implementing decisions or actions.
4. Greater co-operation and trust.
5. Joint problem-solving.

Consultation involves the employer not only giving information to employees but also listening to them and taking account of their views before making any final health and safety decisions. Consultation does not remove the employer's right to manage. They will still make the final decision. However, talking to employees is an important part of successfully managing health and safety at the workplace.

The legislation requires that the JHSC or H&S representative be consulted on all matters pertaining to the health and safety program. The JHSC (or H&S representative) is responsible for helping to **monitor** the program's effectiveness. Committee members are encouraged to **contribute** to the program's development by ensuring that the topic of health and safety program monitoring and review becomes a standing item of the committee's business, or, in the case of H&S representatives, any other meetings that occur in the workplace that address health and safety matters.

SAFETY IS EVERYONE'S RESPONSIBILITY!

GETTING STARTED

WHAT DOES AN EFFECTIVE HEALTH AND SAFETY PROGRAM LOOK LIKE?

GENERAL RESPONSIBILITIES

Employee and employer responsibilities will vary depending on the industry and nature of the work. However, across all industries and sectors, there are general responsibilities expected within a health and safety program at all operational levels. These include but are not limited to:

POSITION	GENERAL RESPONSIBILITIES
Senior Management/Leadership	• Establish and approve policy direction and planning. • Monitor effectiveness of the program and take action as required. • Delegate responsibility and authority. • Allocate budget. • Co-operate with safety committees and representatives. • Hold line managers accountable for safe production. • Make sure line managers have adequate resources and support. • Assist the JHSC or H&S representative. • Respond promptly to recommendations from JHSC/H&S representatives. • Report incidents and injuries to WorkSafeNB.
Line Management (Supervisors)	• Provide training as required. • Supervise employees to ensure safe work procedures are followed correctly. • Communicate hazard information and control procedures. • Consult with employees on health and safety matters. • Investigate incidents to identify root cause and corrective actions. • Provide feedback to senior management. • Co-operate with the JHSC or representative. • Hold employees and other persons under their supervision accountable for health and safety. • Report incidents and injuries to WorkSafeNB.
All Employees	• Comply with company rules and procedures. • Wear personal protective equipment (PPE) as required. • Use machinery, equipment, and materials only as authorized. • Follow job procedures. • Report hazards, unsafe conditions or actions to your supervisor. • Report incidents (near misses). • Report all injuries to your employer/supervisor or other designated persons, no matter how minor. • Co-operate with the JHSC or H&S representative.

Joint Health and Safety Committees	• Hold monthly meetings; record, and post. • Make recommendations on health and safety issues. • Carry out inspections, investigations, and direct employee safety concerns as appropriate. • Help develop the health and safety program, the safety policy, and safe work procedures.
Health & Safety Representatives	• Make recommendations on health and safety issues. • Take employee health and safety concerns to management.

BUILDING A HEALTH AND SAFETY PROGRAM FROM THE GROUND UP

There are many factors to consider when developing a health and safety program for your workplace. This section describes the components of an effective program.

EFFECTIVE PROGRAMS START WITH MANAGEMENT COMMITMENT.

For a health and safety program to be effective, there must be an obvious, solid commitment from top management. When management promotes the message that working safely is truly important, then work will be done safely. The literature on health and safety management shows a strong link between a company's health and safety record and its productivity and quality. Lead by example!

PROGRAMS AND DUE DILIGENCE

Due diligence means taking all reasonable care to protect the well-being of employees or co-workers. To meet the standard of due diligence, you must take all reasonable precautions in the circumstances to carry out your work safely. Failure to show that you have been duly diligent in complying with occupational health and safety legislation can result in significant penalties.

Consider three main factors of due diligence in the event of an incident or accident that could lead to prosecutions and other liabilities:

1) Was the event foreseeable? Was the event so unlikely that you or your peers would never have expected it to occur?

2) Was the event preventable? Were the hazards identified? The workers trained and supervised? Were they disciplined for safety infractions? Were safe work procedures enforced?

3) Did you have control over the circumstances? If it is within your authority to control the hazard, did you do it?

DUE DILIGENCE CANNOT BE "MADE UP" AFTER THE FACT.

A well-written, well-practised health and safety program that controls specific hazards in your workplace may form the basis of a defence of due diligence. If the health and safety program elements are in effect and working well, a due diligence test can be more easily met. For more information on how to prevent liabilities under the *OHS Act* (see WorkSafeNB *Policy No. 24-010 Occupational Health and Safety Prosecutions*).

LEGAL REQUIREMENTS

The *OHS Act* outlines many employer and employee obligations that when included in a health and safety program framework contributes to a safe workplace. Sections of the Act will be quoted throughout this guide where they apply.

Here are the required components of the health and safety program:

#	PROGRAM COMPONENT	PURPOSE
1	Safety Policy	A policy indicates the degree of the workplace commitment to health and safety.
2	JHSC or H&S Representative	To work closely with the employer to promote a positive health and safety culture and is a forum for bringing the internal responsibility system into practice.
3	Regular Workplace Inspections	To identify and correct unsafe acts and conditions with the potential to cause injury or disease.
4	Incident/Injury Investigation	To identify the cause of an injury or disease to prevent recurrences including near miss incidents which could have resulted in injury or disease.
5	Hazard Identification System	To recognize, evaluate, and control hazards in the workplace.
6	Written Work Procedures	Describe how to carry out work tasks safely.
7	Orientation, Training and Supervison	Ensure employees understand and take their health and safety responsibilities seriously and to ensure safe work practices are being followed.
8	Maintain Records and Statistics	To establish due diligence and demonstrate that all components of the health and safety program are in place.
9	Monitoring for Implementation and Effectiveness	To know if the program is working, make adjustments as necessary and to keep it current.

STEP 1: CREATE A SAFETY POLICY

Safety starts with awareness and understanding. A company's safety policy with a signature from the most senior official demonstrates leadership's personal and corporate commitment to a safe workplace. It lets employees know that safety is a priority throughout the organization, and that unsafe practices are not acceptable.

A comprehensive safety policy should:

- Be treated as one of the most important policies within your organization.
- Be developed in consultation with the employees.
- Express management's commitment to protect employee health and safety.
- Clearly identify the program's objectives.
- Communicate the organization's basic health and safety philosophy.
- Outline the employer and employee responsibilities.
- Be absolutely clear that health and safety will not be sacrificed for anyone's convenience.
- Be absolutely clear that unsafe behaviour will not be tolerated.
- Continually evolve over time as job functions and business activities change.
- Be *brought to life* and be backed up with **action**.
- Be posted in every workplace of the employer.

TIPS FOR TURNING YOUR SAFETY POLICY INTO ACTION

- Have the owner, president or CEO sign the policy.
- Ensure it is written in clear language.
- Ensure every employee sees a copy, understands its requirements and supports and enforces it as required.
- Ensure it is communicated to new employees as part of the hiring process.
- Ensure it is dated, reviewed and signed annually.
- Provide adequate human and financial resources to support the policy.

Keep in mind that a policy sitting in a filing cabinet does not change anything. Even the best policy will be ineffective if it's not properly used – and that starts with communicating it!

The sample policy at **Appendix A** provides a more detailed format for addressing the required elements.

STEP 2: ESTABLISH A JOINT HEALTH AND SAFETY COMMITTEE OR A HEALTH AND SAFETY REPRESENTATIVE

THE JOINT HEALTH AND SAFETY COMMITTEE (JHSC)

A critical partner in creating a healthy and safe workplace!

***14**(1) Every employer with 20 or more employees regularly employed at a place of employment shall ensure the establishment of a joint health and safety committee.*

***14.3**(1) This section applies to a project site where:*
(a) work on the site has continued for more than ninety days, and
(b) thirty or more employees but fewer than five hundred employees work at the site.

***14.3**(2) A contractor who is responsible for a project site shall ensure that a joint health and safety committee is established within two weeks after the criteria set out in subsection (1) have been met.*

***14.4**(2) This section applies to a project site that has five hundred or more employees working on the site at any time.*

***14.4**(3) A contractor who is responsible for a project site shall ensure that a joint health and safety committee is established within two weeks after the criterion set out in subsection (2) has been met.*

***17**(1)Subject to subsection (2), every employer with not fewer than five and not more than nineteen employees regularly employed at a place of employment shall establish a safety policy in respect of that place of employment which may include provision for a health and safety representative.*

A JHSC is a group of employee and employer representatives working together to identify and solve health and safety problems at the work site. The committee's primary purpose is to facilitate communication in the workplace on health and safety issues. An effective committee is a vital component of your health and safety program, and will help reduce losses associated with injury and illness.

A H&S representative is normally an employee with no supervisory duties who is responsible for advising management on behalf of employees at a workplace on health and safety issues. This may include hazards, complaints, PPE, safety policy and program, and general improvements to make the workplace safe for all employees.

A committee is required in a workplace regularly employing 20 or more employees unless the workplace is a project site. The JHSC requirements for a project site are addressed in sections 14.2 to 14.5 of the *OHS Act*. Smaller employers, specifically those employing between five and 19 employees, can choose to designate a H&S representative or may be ordered to do so by WorkSafeNB (section 17 of the *OHS Act*) if it deems your workplace a high risk to the health and safety of employees or your workplace is experiencing an increase in incidents.

When carrying out their functions with respect to a program, both the committee and representative should be granted access to a level of management with authority to resolve occupational health and safety matters.

ROLE OF JHSC AND H&S REPRESENTATIVES IN PROGRAMS

Although the employer or a designated employer representative (such as a safety co-ordinator) is responsible for **developing, implementing** and **evaluating** the health and safety program, the **participation** of the committee or representatives in the development and implementation is not only legislated, but also essential for *the program to be effective*.

OTHER DUTIES

The duties and tasks of the JHSC members and/or representative should be specified in writing, posted in the workplace, and a copy issued to the representative or to each committee member. The committee's function should be written into its terms of reference. Duties should be discussed, either individually with a representative or with the committee, to ensure everyone understands their role and its importance. Section 14 of the *OHS Act* provides further requirements, roles and responsibilities of JHSCs (Section 17 of the Act for H&S representatives).

JHSC: The following are some activities common to committees and representatives with respect to safety programs in the workplace:

- Participate in the health and safety program's development and implementation.
- Consider and help resolve employee health and safety complaints.
- Help train and orient new employees.
- Participate in identifying and controlling workplace hazards.
- Participate in incident investigations.
- Ensure the effective functioning of the committee.
- Make health and safety recommendations to management.
- Carry out regular workplace inspections.
- Participate in workplace inspections conducted by WorkSafeNB.
- Advise on PPE.
- Post committee meeting minutes, and keep them current.
- Monitor the safety program's effectiveness.
- Help develop safe work procedures.
- Investigate work refusals.

EFFECTIVE SAFETY COMMITTEES HELP REDUCE WORKPLACE INJURIES.

For additional information on effective committees, refer to www.worksafenb.ca

STEP 3: ESTABLISH AND RECORD REGULAR WORKPLACE INSPECTIONS

WORKPLACE INSPECTIONS

Making sure your health and safety program is working

Now that a JHSC (or H&S representative) has been established, it is necessary for the employer to ensure that workplace inspections are completed monthly. Inspections can be carried out by supervisors, the JHSC, the H&S representative or any other person trained to carry out inspections. Additionally, while the legislation mandates workplace inspections be done at least once a month, depending on the nature of the issue or requirements of legislation and the regulations, required inspections may be daily, annual or other frequencies as recommended by equipment manufacturers. Areas to consider for inspections include the physical areas where employees carry out their duties, process and mobile equipment and PPE. All of the inspections requirement should be identified through the inspections provision required by subparagraph 8.1(1)(*d*)(ii) of the Act.

> ***8.1****(1) Every employer with 20 or more employees regularly employed in the Province shall establish a written health and safety program, in consultation with the committee or the health and safety representative, that includes provisions with respect to the following matters:*
>
> *(d) a hazard identification system that includes:*
>
> *(ii) procedures and schedules for inspections*
>
> ***9****(2) Without limiting the generality of the duties under subsection (1), every employer shall*
>
> *(a.1) ensure that the place of employment is inspected at least once a month to identify any risks to the health and safety of his employees;*
>
> ***9****(3) An employer shall develop a program for the inspection referred to in paragraph (2)(a.1) with the joint health and safety committee, if any, or the health and safety representative, if any, and shall share the results of each inspection with the committee or the health and safety representative.*

While the entire workplace requires inspections at least once a month, you can use your hazard identification system (see Step 5) and incident history to help identify areas that may require more frequent inspections. A review of the regulations may identify other matters subject to inspections. Also, there are examples of checklists available at www.ccohs.ca and through www.worksafenb.ca. With respect to the regular inspection of the workplace, the workplace can be divided into sections, each with its own inspection schedule.

Here are the steps to follow for an inspection:

1. Observe tasks being done.
2. Ask questions, make notes.
3. Examine equipment. Check maintenance records.
4. Check that the work area is tidy and that tools have a storage place.
5. Look for what might not be obvious such as fire doors not opening outward or being blocked.
6. Establish clear procedures that direct when and how often each inspection is to be done. Some tasks may require daily or start-of-shift inspections. Note who will do them and who specifically will follow up.
7. While the workplace requires monthly inspections, more frequent inspections may be required and a schedule should be established based on the frequency of work, degree of hazard, and a history of incidents or near misses.
8. Keep records of all inspections, findings, recommendations and follow-up.
9. Ensure the entire JHSC committee (or H&S representative) sees the reports and follow-up.

Recommendations **must** be followed up to ensure that action was taken and that it was effective. Also, sometimes the recommendations themselves may cause an unsafe condition that was not planned. It is important to indicate who will do the follow-up, both in any training schedules and on posted schedules, as well as when and where the inspection or action will be recorded. For example, if a serious hazard is noted (from daily inspection of a forklift), list who will be responsible for immediate control.

See **Appendix B** for a Workplace Inspection Report Form.

STEP 4: INCIDENT INVESTIGATION

INCIDENT INVESTIGATION

Finding the real cause of an incident or injury

> ***8.1****(1) Every employer with 20 or more employees regularly employed in the Province shall establish a written health and safety program, in consultation with the committee or the health and safety representative, that includes provisions with respect to the following matters:*
>
> *(e) a system for the prompt investigation of hazardous occurrences to determine their causes and the actions needed to prevent recurrences;*

Regular workplace inspections are meant to identify unsafe conditions before they lead to an incident. However, when an incident occurs, it is vital to investigate it to prevent future incidents. Workplace injuries are preventable but if an incident occurs, an investigation should be conducted to find the root cause(s). Finding the root causes and direct causes will help the JHSC or H&S representative recommend action to prevent it from happening again. Look at all the factors leading up to the incident as there will likely be several causes.

It is important that the employer, in consultation with the JHSC or H&S representative, develop a set of procedures to follow for the incident, investigation process. *The intent of the investigation is to prevent a recurrence, NEVER to lay blame.*

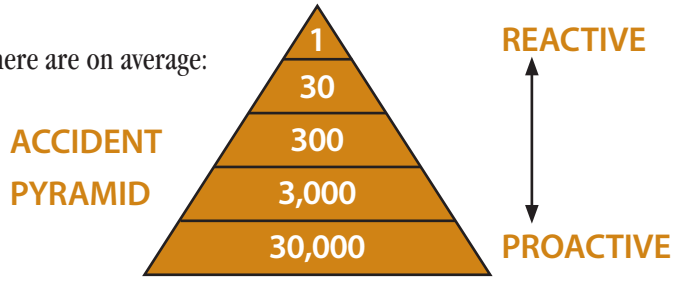
Serious Incidents and Injuries

Serious incidents and injuries must be reported to WorkSafeNB.
Immediately report serious incidents and injuries to WorkSafeNB at 1 800 999-9775.

WHAT ABOUT NEAR MISSES?

Research tells us that for every one serious result, there are on average:

- 30 lost-time claims
- 300 medical only
- 3,000 near misses
- 30,000 at-risk behaviours



There is great benefit in conducting near miss investigations. Near misses often result in an injury at some point. Research quoted by the Industrial Accident Prevention Association indicates there are 189 incidents for every three lost-time injuries. Recording near misses can be as simple as keeping a notebook for employees to record minor incidents or near misses. The JHSC or H&S representative can then review the notebook and make recommendations for change.

Remember that incidents and near misses are warning signs that something is wrong in the workplace. The purpose of an investigation is to determine all incident causes and to make the necessary changes. An investigation form should be used to conduct an investigation to document findings and the recommendations to prevent recurrence. Persons designated to conduct investigations should be trained in the task. While the workplace decides the people responsible, they can include the department supervisor, members of the JHSC or the H&S representative.

See **Appendix C** for an Incident/Injury Investigation Report Form.

STEP 5: CREATING A HAZARD IDENTIFICATION SYSTEM

WHAT IS A HAZARD IDENTIFICATION SYSTEM?

Looking closely at work tasks to recognize potential hazards

> ***8.1****(1) Every employer with 20 or more employees regularly employed in the Province shall establish a written health and safety program, in consultation with the committee or the health and safety representative, that includes provisions with respect to the following matters:*
>
> *(d) a hazard identification system that includes:*
>
> *(i) evaluation of the place of employment to identify potential hazards,*
>
> *(ii) procedures and schedules for inspections, and*
>
> *(iii) procedures for ensuring the reporting of hazards, prompt follow-up and control of the hazards;*

A hazard is anything (a condition, situation, practice or behaviour) with the potential to cause harm—including injury, disease, death, environmental or property and equipment damage.

A hazard identification system is a list of all the hazards in the different work areas and ways to control those hazards. Essentially, it involves looking closely at work tasks to recognize where potential injury and harm could occur and be controlled. For example, employees on a production line may have a long reach to bring product closer to them on the line. This over-reaching may cause employees to experience shoulder and back pain. In a hazard identification system, this hazard would be noted and it may be recommended that the workstation be redesigned so employees do not reach too far to access the product.

A careful examination of work practices in your workplace provides essential information for building an effective health and safety program. By using the hazard identification system in your workplace, you will identify high risk tasks, break down each task into steps, identify potential hazards in each step, and suggest ways to control or eliminate the hazard.

GETTING STARTED

To start the hazard identification process, many companies designate and provide training to person(s) responsible to establish and implement the system. This person may be a supervisor familiar with the work and needs to work co-operatively with people doing the work. The co-ordinator must use employee input to identify the hazards in each task, find the safest way to work, and help write and train everyone in the correct procedures.

Some workplaces may seek outside help by hiring a consultant. If possible, choose one with experience in your type of business. They can help you set up the initial hazard identification plans and work procedures and put a monitoring system in place.

IDENTIFYING POTENTIAL HAZARDS

For this process to be effective, it is critical that the people doing the work contribute what they know. The first step is identifying potential hazards.

Ideally, all jobs in a company should be subjected to the hazard identification analysis. In some cases, however, there simply is not enough time to do a thorough analysis. Also, each hazard identification analysis needs updating whenever any equipment, raw materials, processes, or the environment change. For these reasons, it is usually necessary to narrow down which jobs are to be analyzed.

To begin the process of identifying potential hazards, use the following steps.

1. **List all tasks**
   Identify and list what tasks/jobs are done at your company, including non-routine activities such as maintenance, repair, or cleaning. For contract work, while the contractors can be responsible for their own work analysis, you are ultimately responsible to ensure that their hazard analysis gets done.

2. **Identify "critical" tasks**
   Critical tasks are the high-risk ones. It is not always practical to break down *every* task/job. Identify which tasks have a high-risk by using your experience, accident history and estimated potential for serious consequences if something goes wrong. Ask the people who do the work for their input.

3. **Break the critical tasks into steps**
   Break the task into its step-by-step parts in the correct sequence. Do this by watching the job as it is being done. Consult with the person doing the job. Review each step:
   1. Are they all necessary?
   2. Can they be simplified?
   3. Combined?
   4. Substituted?

   This can contribute to better productivity as well as improved health and safety.

4. **Identify potential hazards in each step**
   Use injury/incident experience, near miss information, observation of the worker and equipment, as well as discussion with the workers doing the job. List the things that could go wrong. Assess the work environment. What hazardous materials are being used? Are there concerns with heat or cold? Are there lighting, ergonomic or noise considerations? Do the seasons or conditions affect the way work will be done?

5. **Find ways to control or eliminate the hazards in each step**
   List what must be done to make the task safer and more efficient. Is there a way to substitute or eliminate the task? Can it be altered to reduce or remove the risk?

The hazard identification system or job hazard analysis identifies high-risk tasks and breaks down each task into steps as above. This process should result in a record of hazards. The next step is to use the job hazard analysis as a basis for all procedures, training, orientation, and monitoring requirements.

See **Appendix D** for examples of hazards, ways to control them, and the resulting work procedures that are developed from the process.

STEP 6: DEVELOP WRITTEN WORK PROCEDURES

WORK PROCEDURES

Writing down the right way to perform each task

Work procedures are step-by-step instructions that describe the way a task must be done for improved health, safety, efficiency or accuracy. Here's what the *OHS Act* says about making written work procedures a part of your company's health and safety program:

> ***8.1*** *(1) Every employer with 20 or more employees regularly employed in the Province shall establish a written health and safety program, in consultation with the committee or the health and safety representative, that includes provisions with respect to the following matters:*
>
> *(b) the preparation of written work procedures and codes of practice for the implementation of health and safety work practices, required by this Act, the regulations or by any order made in accordance with this Act;*
>
> *(c) the identification of the types of work for which the work procedures are required at the places of employment of the employer;*

Using the results found from the hazard identification process in the previous step, write the correct work procedures for each critical task identified.

Information in a safe work procedure includes:

- The normal sequence of events and actions required to perform the work safely.
- Any hazards involved in performing the work, such as hazardous chemicals or equipment and tools with potential hazards, and ways to eliminate or minimize the risks.
- Preventive measures to be taken to minimize hazards. This can include the required PPE.

Because employees know their job tasks better than anyone, they should be involved in developing safe work procedures. This will also give employees a sense of ownership for their own work and for the health and safety program.

Once you have the results of regular work inspections from the JHSC or H&S representative, have carried out the hazard identification process, and have consulted with your injury records and with employees doing the tasks, you are ready to begin writing safe work procedures.

WRITING A SAFE WORK PROCEDURE

1. Start with a statement outlining the task.
   Example: "Handling garbage safely – Protecting workers from injuries associated with the IMPROPER disposal of waste."

2. Write what to do in step-by-step instructions. Avoid describing what not to do.
   Example: "Hold garbage bags by the top of the bag, away from your body," rather than "Don't hold garbage bags against your body."

3. Include a brief explanation of why the work must be done in this way. Procedures will more likely be followed if the reasons are understood.
   Example: "Handling garbage safely will help prevent contact with sharp objects and other items improperly discarded in waste."

4. Include the requirements for PPE. Remember that removing, substituting or reducing the hazard is preferable to the use of PPE.
   Example: "Wear puncture-resistant and liquid-resistant gloves at all times when handling waste."

5. Consider the environment in which the work will be performed. How will this impact the work?
   Example: "In areas where more waste is generated, frequently change bags to prevent them from getting too full. This will also make them lighter and easier to hold away from the body."

6. Write the controls as actions.
   Example: *Clean up* work space. *Test* that the base of the scaffold is secure.

Note: Make sure everyone reads and approves the procedure, in particular the person(s) doing the job. Consider having the JHSC or H&S representative review it.

Compliance with these rules should be considered a condition of employment. Supervisors are responsible for monitoring and enforcing the use of proper procedures. Accurate written procedures, with records of training and supervision, are a big part of a due diligence defence.

See **Appendix D** for sample safe work procedures.

WORK PROCEDURES FOR REPORTING HAZARDS

For additional consideration, the law also states:

> ***8.1****(1) Every employer with 20 or more employees regularly employed in the Province shall establish a written health and safety program, in consultation with the committee or the health and safety representative, that includes provisions with respect to the following matters:*
>
> *(d) a hazard identification system that includes:*
>
> *(iii) procedures for ensuring the reporting of hazards, prompt follow-up and control of the hazards;*

Therefore, there must be a system in place to ensure hazards get reported and that everyone knows who to report them to and who is responsible for correcting the hazard. These details should be included in your company's work procedures as part of your health and safety program.

In addition to workplace procedures, you will need to establish procedures for:

- Emergency response
- Training and orientation
- Reporting near misses and accidents
- Reporting on inspections and follow-up
- Discipline
- Monitoring and follow-up

An effective health and safety program ensures that everyone in the workplace is educated in their responsibilities for following safe work procedures. It also ensures employees are trained in how to protect their own health and safety as well as others at or near the workplace. Ensuring all employees take this responsibility seriously shows that the employer is serious about preventing injury and illness in the workplace.

WHAT ABOUT EMERGENCY PROCEDURES?

In today's workplaces there are many emergencies to prepare for. Consider what might happen in your workplace – chemical spill, explosion, rupture of gas, water or fuel lines, medical emergency, flood, bomb threat, violence, power failure, computer failure are some possibilities.

Evacuation is a primary component of most emergency plans. Start with a floor plan and note the location of the primary hazards. Plan exit routes from all parts of the workplace. Add alternates if any of these could be blocked. Try to have the exit routes away from the major hazards. Make a list of possible emergencies in your workplace.

Consider the implications of each situation:

- Will your exits still work?
- Do you have emergency lighting and exit signs?
- Will you need any special procedures to evacuate?
- Will you lose phone contact?
- What will you need for help? Firefighters? Police? Medical personnel, rescue?
- Who will get help?

Develop an evacuation plan and ensure everyone is aware of it. Most importantly, practise!

STEP 7: ESTABLISH ORIENTATION, TRAINING AND SUPERVISION

ORIENTATION AND TRAINING

Teaching how to do the work properly

Safe work procedures are an excellent tool as long as they are actually put to use and not ignored. All employees must be familiar with the procedures so they can do their jobs as safely as possible. Doing their jobs safely starts with employees being trained and oriented, an important component of the health and safety program. A program that includes consistent training and orientation of employees is one that will help everyone in the workplace take their health and safety responsibilities seriously and help reduce injuries.

8.1 *(1) Every employer with 20 or more employees regularly employed in the Province shall establish a written health and safety program, in consultation with the committee or the health and safety representative, that includes provisions with respect to the following matters:*

(a) the training and supervision of the employees in matters necessary to their health and safety;

8.2 *(2) The employer shall ensure that a new employee receives orientation and training specific to the new employee's position and place of employment before the new employee begins work.*

Training involves hands-on, job-specific instruction provided individually or in small groups to employees. It often includes demonstrations and active participation by employees so that supervisors can confirm that employees understand safe work procedures.

Orientation is a process designed to help new and young employees adapt to a new work environment. A strong safety culture will be communicated to new employees at this stage, and expectations with respect to safe behaviours must be clearly stated. Hands-on training also begins at this stage.

WHO SHOULD RECEIVE ORIENTATION?

All employees that meet the definition of 'new employee' are required to receive workplace orientation before beginning work

8.2 *(1) For the purposes of this section, "new employee" means an employee who is*

(a) new to a position or place of employment,

(b) returning to a position or place of employment in which the hazards have changed during the employee's absence,

(c) under 25 years of age and returning to a position or place of employment after an absence of more than six months, or

(d) affected by a change in the hazards of a position or place of employment.

8.2 *(4) The orientation for a new employee shall include the following:*

(a) the name and contact information of the new employee's supervisor;

(b) the contact information of the committee or the health and safety representative;

(c) the new employee's rights, liabilities and duties under this Act and the regulations, including reporting requirements and the right to refuse to perform an act under section 19;

(d) the health and safety procedures and codes of practice related to the new employee's job tasks;

(e) the location of first aid facilities and how to obtain first aid;

(f) the procedures related to the reporting of illnesses and injuries;

(g) the procedures related to emergencies; and

(h) the use of personal protective equipment, if applicable.

WHEN IS TRAINING REQUIRED?

Training should take place regularly and at every level of the workplace. Some situations where training is most needed:

- New employees starting on the job
- Seasonal employees or those returning to work after extended absences
- Employees assigned to new job tasks
- Changes made to processes and procedures or to substances, equipment or tools
- New hazards that are identified through inspections, investigations and analyses
- New injury trends as they arise

Every new construction site should have an orientation session to cover issues such as location of hazards, first aid kit, first aid providers, and communication equipment and protocols.

Training is required in all work procedures that apply to the individual's job as well as all emergency response and reporting procedures. Inadequate performance of procedures is a reason to retrain. Repeated problems with the use of correct work procedures may also be a signal to review how effective the procedures are and the reasons for noncompliance (for example, employees are not properly reporting hazards because the procedure is too complicated).

> ***9***(2) *Without limiting the generality of the duties under subsection (1), every employer shall*
> *(c.1) provide the instruction that is necessary to ensure an employee's health and safety;*
> *(c.2) provide the training that is necessary to ensure an employee's health and safety;*

The health and safety program should include the following factors:

- The identification of the person(s) responsible for each type of training. Communicate this to staff.
- Keep records for three years of all training done, including type, instructor, dates and attendees.
- Allow time for clarification and questions.
- Make demonstration and practice a part of the training.
- If PPE is to be used, provide training on appropriate use, cleaning, maintenance and fit.

Remember—Supervisors are responsible for ensuring safe work procedures are followed.

IS SPECIFIC TRAINING LEGISLATED?

Yes. Occupational health and safety regulations state that specific training is required in the following areas. The regulations are available online at www.worksafenb.ca.

- First aid
- WHMIS
- Material Safety Data Sheets
- Lock out procedures
- Material handling rules (how heavy material is lifted and moved, for example)
- Maintenance schedules and operations
- Working alone guidelines
- PPE: guidelines for use
- Fall protection
- Confined space procedures
- Forklift operation procedures
- Rescue from confined space or after a fall in fall arrest equipment
- Emergency procedures
- Electrical hazards
- Safe hazardous materials handling

SUPERVISION

Ensuring everyone practises safe work procedures

> ***9**(2) Without limiting the generality of the duties under subsection (1), every employer shall*
> *(c.3) provide the supervision that is necessary to ensure an employee's health and safety;*

Once safe work procedures are in place, and once requirements for training and orientation are met, there must be adequate supervision of employees. Adequate supervision ensures that employees are actually following the safe work procedures. Due diligence requires consistent enforcement of health and safety standards. Failure to do this can make the supervisor liable in the event of an injury.

WHAT IF A WORKER REFUSES TO FOLLOW SAFE WORK PROCEDURES?

When an employee is not using safe work practices, the supervisor must reinforce what is expected of the employee. An employee who continues to deviate from recommended practices should be disciplined accordingly.

A discipline process begins with a discipline policy. The policy needs to be clear, fair and consistently applied. Making employees familiar with the discipline policy and enforcing it will clearly deliver the message that safety infractions are not acceptable. Infractions can include failure to wear PPE, failure to follow safe work procedures, or harassment or horseplay at the workplace. Disciplining employees on safety infractions must be followed up by a written record; therefore, keep records on the monitoring of safe work procedures and on the use of the discipline policy.

It is sometimes helpful to divide health and safety violations into serious and minor categories. In all cases, a record should be kept in the employee's file.

STEP 8: MAINTAIN RECORDS AND STATISTICS

RECORDS AND STATISTICS

Evidence that the health and safety program is being used

***8.1**(1) Every employer with 20 or more employees regularly employed in the Province shall establish a written health and safety program, in consultation with the committee or the health and safety representative, that includes provisions with respect to the following matters:*

(f) a record management system that includes reports of employee training, accident statistics, work procedures and health and safety inspections, maintenance, follow-up and investigations;

***8.1**(3) The employer shall make a copy of the program and all records available*

(a) to the committee or the health and safety representative, and

(b) on request, to an employee at the place of employment or the Commission.

Written records and statistics can help identify trends for unsafe conditions or work practices so you can take steps to correct these potential hazards. To establish due diligence, records must be kept of all the components of the health and safety program as it is developed and used.

Here is a list of written records you should maintain:

- Inspection reports and records of corrective actions taken
- Incident investigation reports and records of corrective actions taken
- Employee orientation records
- Records of employee and supervisor training showing the date, names of attendees, and topics covered
- Records of meetings and crew talks (toolbox talks) where safety issues were discussed
- Supervisors' notes and logs of safety contacts
- Records showing use of progressive discipline to enforce safety rules and written safe work procedures
- JHSC meeting minutes and reports showing steps taken to address health and safety issues
- Subcontractor pre-qualification documents
- Equipment inspection logbooks and maintenance records
- First aid records, medical certificates and hearing tests
- Forms and checklist (confined space entry permits) showing requirements for safe work procedures
- Sampling and monitoring records for work around harmful substances (asbestos, mould) and physical agents such as noise, vibration and radiation
- Emergency response plan, record of drills, and any resulting improvements

Incident and injury statistics are useful for identifying trends and for measuring the effectiveness of health and safety programs. The table below outlines some ways to use data from incidents for analysis.

TYPE OF INCIDENT	TYPES OF DATA	STATISTICAL ANALYSIS
• Near misses	• Number of incidents	• Compare monthly and annual results
• First aid only	• Frequency of incidents	• Compare type of work or activity
• Medical aid/Health care only	• Number of injuries	• Compare shifts
• Lost-time injury	• Types of injuries	• Compare worker experience and training
	• Severity of injuries	
	• Number of days lost	

COMPARING INJURY RATES IS ONE OF MANY INDICATORS USED TO MEASURE SUCCESSFUL PROGRAMS.

STEP 9: MONITORING THE PROGRAM

Program Evaluation: *Evidence that the health and safety program is effective*

> ***8.1****(1) Every employer with 20 or more employees regularly employed in the Province shall establish a written health and safety program, in consultation with the committee or the health and safety representative, that includes provisions with respect to the following matters:*
>
> *(g) monitoring the implementation and effectiveness of the program.*
>
> ***8.1****(2) The employer shall review its health and safety program at least once each year, in consultation with the committee or the health and safety representative, and shall update the program as required.*

It is important to know whether your safety program is actually working. The evaluation process should reveal that the program is achieving its objectives (as stated in your health and safety policy) and is addressing new or emerging safety issues. One way to monitor your program is by tracking and comparing incident and injury statistics. Fewer incidents may indicate that your program is effective.

Monitoring the program's effectiveness is, in part, a role of the JHSC. This is done through regular workplace inspections, identification of hazards, investigating incidents and near misses and concerns from all employees. Ultimately, though, the responsibility for effectiveness lies with supervisors and managers. They are responsible for responding to and following up on all recommendations made by the JHSC or H&S representative, as well as any changes that were made as a result of those recommendations.

A procedure should be developed to regularly evaluate and revise the program. The procedure should clearly identify responsibilities for monitoring and evaluating the components of the program. Accountability will ensure that the program is kept current and active. Keeping the program current and active involves the following:

- Yearly evaluation.
- Assigning appropriate people to review the program gradually over the year to make the task easier.
- Involving the JHSC or H&S representative in evaluating and revising the program. Legally, they are not responsible for the evaluation, but rather for participation. The employer is ultimately responsible.
- Making the program accessible to your JHSC or H&S representative, to any employee upon request, and to an officer on request.

APPENDIX A
DRAFT SAFETY POLICY

This policy will apply to _____ at all locations.
(Name of Firm)

POLICY

_____ is committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety.

As the employer, _____ is responsible for the health and safety of its workers.

_____ will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of eliminating the possibility of injury and illness.

As _____ , I give you my personal promise to take all reasonable precautions to prevent harm to workers.

Supervisors will be trained and held responsible for ensuring that the workers, under their supervision, follow this policy. They are accountable for ensuring workers use safe work practices and receive training to protect their health and safety.

Supervisors also have a general responsibility for ensuring the safety of equipment and facility.

_____ through all levels of management, will co-operate with the joint occupational health and safety committee, (if you have one) or the representative and workers to create a healthy and safe work environment. Co-operation should also be extended to others such as contractors, owners, officers, etc.

The workers of _____ will be required to support this organization=s health and safety initiative and to co-operate with the occupational health and safety committee or representative and with others exercising authority under the applicable laws.

It is the duty of each worker to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by_____ .

_____ will, where possible, eliminate hazards and, thus, the need for personal protective equipment. If that is not possible, and where there is a requirement, workers will be required to use safety equipment, clothing, devices and materials for personal protection.

_____ recognizes the workers duty to identify hazards and supports and encourages workers to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

Signed:_____ Title:_____

This policy has been developed in co-operation with the joint health and safety committee, health and safety representative or workers.

APPENDIX B
SAMPLE WORKPLACE INSPECTION REPORT FORM

Inspection Area	Frequency				Safe		Hazard or Substandard Condition	Action Required	Date	Action Completed
	1/day	1/m	1/3 m	1/12 m	Yes	No				
A) GENERAL WORKPLACE CONDITIONS										
Floors, Aisles and Passageways		X								
Exits, Stairs and Handrails		X								
Lighting		X								
Ventilation		X								
Workstations		X								
Parking		X								
Washrooms		X								
Lunch Room		X								
H&S Act and Regulations		X								
JHSC Minutes Posted		X								
Other										
B) FACILITIES AND PRODUCTION EQUIPMENT										
Offices		X								
Maintenance Garage		X								
Production Area		X								
Stock Room		X								
Compressor Room		X								
Lockout Station		X								
Electrical Room		X								
Warehouse		X								
Other										
C) MECHANICAL SAFETY										
Lockout Mechanisms			X							
Lockout Station and Updated Procedures			X							
Safeguards		X								
Other										
D) MATERIAL HANDLING EQUIPMENT										
Powered Mobile Equipment	X									
Industrial Lift Truck (Forklift)	X									
Overhead Hoist Log Book (>1,815 kg / > 2 tons)	X		X							
Other Hoisting Apparatus (>1,815 kg / > 2 tons)	X		X							
E) APPROPRIATE TRAINING OR CERTIFICATION			X							
Other										
F) WHIMIS										
MSDS		X		X						
Hazardous Products		X								
User Training				X						
G) PROTECTIVE EQUIPMENT (PPE)										
PPE Zone Warning Signs		X								
Adequate Eye Protection		X								
Safety Boots		X								
Protective Handware		X								
Respiratory Protective Equipment		X								
Adequate Ear Protection		X								
Appropriate Sound Level Signs			X							
Adequate Protective Clothing		X								
Fall-Arresting Systems			X							
Other		X								
H) EMERGENCY MEASURES										
First Aid			X							
Emergency Showers			X							
First Aid Provider List				X						
Eye-wash Showers			X							
Emergency Numbers				X						
Emergency Lighting			X							
Alarm and Fire Detection Systems				X						
Fire Extinguishers				X						
Other		X								

APPENDIX C
INCIDENT/INJURY INVESTIGATION REPORT FORM

Date of accident / incident (mm/dd/yy): Time: ☐ A.M. ☐ P.M.	Date reported (mm/dd/yy): Time: ☐ A.M. ☐ P.M To whom reported:

STEP 1 – Description of the accident / incident

Type of accident / incident ☐ Near miss ☐ First aid (at scene) ☐ Medical aid only (hospital / physician) ☐ Lost-time ☐ No lost-time ☐ Fatality	Employee Name: _____ Occupation at the time of the accident/incident _____ Experience in the job where the accident/incident occurred: ☐ 0-6 months ☐ 7-12 months ☐ 1-3 years ☐ 4-10 years ☐ more than 10 years What training did the employee(s) receive? ☐ Orientation to H&S policy and procedures ☐ OHS Act & Regulations ☐ Orientation to body mechanics ☐ Others: _____ _____

Describe property & process loss

Location of accident/incident (department, building, parking lot, etc.)

Is there a written job procedure for the job being performed when the accident/incident occurred? Yes ☐ No ☐ don't know ☐

Identify equipment/material involved (make and model, size, weight, shape where pertinent)

Witness name (#1): _____ Contact Information:	Witness name (#2) _____ Contact Information:	Witness name (#3) _____ Contact Information:

Describe how the accident/incident occurred:	**Sketch, diagram and/or additional notes**

STEP 2 - Circle the letter(s), which best identif(y)ies the loss potential if the hazard(s) is (are) not eliminated or controlled.

LOSS POTENTIAL	ACTUAL / POTENTIAL SEVERITY				
	PROBABILITY OF RECURRENCE	Death, permanent total disability or property damage › $100,000	Lost-time injury or property damage › $10,000 ‹ $100,000	Medical aid injury only or property damage › $1,000 ‹ $10,000	First aid injury only or property damage ‹ $1,000
	Frequent	A	D	G	J
	Occasional	B	E	H	K
	Rare	C	F	I	L

Step 3: If injury occurred describe nature of injury

☐ Abrasions, cuts & bruises ☐ Allergic reactions ☐ Amputations ☐ Burns ☐ Embedded object / foreign object	☐ Fractures & dislocations ☐ Infections ☐ Sprains, strains & tears ☐ Occupational illness or diseases ☐ Other (explain)

IMMEDIATE/DIRECT CAUSES

STEP 4 – Place ✓ to identify the substandard work practices / work conditions that caused or could have caused this accident/incident.

- ☐ Operating equipment without authority
- ☐ Failure to warn
- ☐ Failure to secure/make safe
- ☐ Operating at improper speed
- ☐ Making safety devices inoperative
- ☐ Removing safety devices
- ☐ Using defective/improper equipment
- ☐ Using equipment improperly
- ☐ Failure to use PPE properly
- ☐ Improper loading
- ☐ Improper placement
- ☐ Inadequate guards or barriers
- ☐ Inadequate or improper PPE
- ☐ Defective tools, equipment or materials
- ☐ Congestion or restricted action
- ☐ Inadequate warning system
- ☐ Fire and explosion hazards
- ☐ Poor housekeeping
- ☐ Noise exposures
- ☐ Radiation exposures
- ☐ Extreme temperatures
- ☐ Inadequate illumination
- ☐ Hazardous environmental
- ☐ Conditions: gases, dusts, smoke, fumes, vapours
- ☐ Other (specify) _____

How did the immediate/direct cause(s) contribute to the accident/incident? (Brief description)

BASIC / ROOT CAUSES

STEP 5: . Place ✓ mark to identify the basic/root cause(s) that caused or could have caused this accident/incident

- ☐ Lack of training/skills
- ☐ Inattentive
- ☐ Rushing (in a hurry)
- ☐ Not following SOP (Standard operating procedures)
- ☐ Improper motivation
- ☐ Inadequate leadership & supervision
- ☐ Inadequate engineering
- ☐ Inadequate purchasing
- ☐ Inadequate maintenance
- ☐ Inadequate tools & equipment
- ☐ Inadequate work standards
- ☐ Wear & tear
- ☐ Abuse & misuse
- ☐ Other (specify) _____

How did the basic/root cause(s) contribute to the accident/incident? (Brief description)

Step 6: Identify the lack of control

Inadequate H&S management system	☐ Yes	☐ No
Inadequate standards	☐ Yes	☐ No
Inadequate compliance to standards	☐ Yes	☐ No

STEP 7 - Recommended actions to all related causes.	Responsibility	Date to be Completed	Date Completed

STEP 8 –Follow-up (actions that were taken)

Signature of supervisor/manager:

_____

_____

Signature of health & safety co-ordinator:

_____

Signature of JHSC member(s) involved in the investigation:

_____

_____

_____

_____

This completed report will be forwarded to:

☐ **Director/Manager** ☐ **Vice-president** ☐ **Human Resources** ☐ **Health & Safety Co-ordinator** ☐ **JHSC**

APPENDIX D
SAMPLE CRITICAL HAZARD IDENTIFICATION SYSTEM

JOB TASK: MOVEMENT OF PRODUCT FROM STORAGE TO LOADING DOCKS:

TASK	POTENTIAL HAZARDS	PREVENTIVE MEASURES:
Drive to Warehouse C.	Pedestrian traffic; obstacles left in path; other lift trucks.	Check for pedestrians; clear path before starting truck; and establish right-of-way patterns with other lift drivers.
Activate overhead doors.	Contact with door not fully open.	Stop and wait for doors to open completely.
Drive inside to pallets.	Visibility may be limited by going from bright light to darker interior or by mist from freezer doors; may be someone inside door.	Ensure good interior lighting. Drive slowly allowing eyes to adjust. Honk as going through door.
Position lift and slide forks under load.	Forks or truck may hit frames or tubs and dislodge product.	Ensure lift is centred, observe for hazards nearby, look up.
Lift load.	Load may be unstable.	Test for balance with forks low; ensure load is centred before completing lift.
Back into aisle.	Visibility may be limited.	Use mirrors, back up alarms.
Drive forward to doors.	Visibility may be restricted by load. Other lifts may be using same aisle. Load may fall.	Drive slowly, honk horn at corners, establish right of way with other drivers, ensure walkways are clear and smooth.
Proceed to loading dock.	Pedestrians, obstacles in path other forklifts.	As above
Assess material for potential hazards.	Contents may be explosive or dangerous if opened, very heavy, or unstable.	Check contents for hazards, implement recommended precautions, check weight and stability of load. Take in smaller units if necessary.

JOB TASK: GRADING FROZEN RAW PRODUCT

STEPS	POTENTIAL HAZARDS	PREVENTIVE MEASURES:
Standing at grading station observing product for sub-standard quality.	Back/foot pain. Forward bend may cause back strain.	Use sit/stand stool. Use railing for foot rest. Take frequent breaks to stretch. Ensure belt is at appropriate height for worker. Use anti-fatigue mats, footrest.
Pick up rejects and put in reject bucket.	Frequent overreaching may cause shoulder pain. Awkward hand and arm positions may cause strain. Pinch grip with gloves may require excessive repetitive force.	Use a guide or rake to bring product closer to worker. Ensure reject buckets are in a convenient location, close to worker. Try different types of gloves. Stretch hands, shoulders, arms frequently. Rotate tasks.

SAMPLE CRITICAL HAZARD IDENTIFICATION SYSTEM WITH WORK PROCEDURES

JOB TASK: TAMPING SAND INSIDE A BUILDING

STEPS	POTENTIAL HAZARDS	PREVENTIVE MEASURES:
Operating the tamper	Noise	Ensure the power tool's exhaust is equipped with a muffler. Measure noise output of tool to ensure proper selection of hearing protection, or follow manufacturer's recommendations.
	Fumes of unburned 2 stroke oil or carbon monoxide	Ensure proper oil to gas to ratio. Ensure power tool is properly tuned. Ensure adequate ventilation, as recommended by manufacturer.
	Dust	Keep area wet to suppress dust, have adequate ventilation to keep dust levels within acceptable means, and/or wear a proper respirator fitted to the user and designed for the dust being generated.
	Eye injuries	Wear appropriate eye protection.
Operating tamper	Foot injuries, head injuries	Wear CSA-approved footwear. Use head protection where there is a risk of head injury.
	Vibration	Ensure equipment is equipped with an anti-vibration handle and is working properly, the user is wearing anti-vibration gloves. Don't grip the tool too tightly, and rotate workers to ensure exposure is minimized.
	Over-exertion	Let the tool do the job don't try to force it, get help from co-workers when you need to lift tool, use proper lifting techniques.

WORK PROCEDURE FOR TAMPING SAND

- Inspect tamper for potential safety problems as per manufacturer's instructions. (Include these on the procedure).
- Ensure adequate ventilation. Use extraction fans or respirators if necessary.
- Check dust levels, dampen if necessary.
- Wear PPE: CSA-approved boots, hearing protection, eye protection, half face respirator, anti-vibration gloves and head protection.
- Start tamper. Work in sections.
- Take breaks and rotate workers every 30 minutes.

JOB TASK: USE OF PRESSURIZED WATER FIRE EXTINGUISHER

STEPS	POTENTIAL HAZARDS	PREVENTIVE MEASURES:
Remove fire extinguisher from wall bracket.	Dropping unit on foot.	Support bottom of extinguisher by putting one hand under it. Put the other hand on the carry handle and use it to carry the extinguisher.
Carry to fire.	Muscle injury due to improper carrying Use of the extinguisher on the wrong class of fire. Fighting a fire that is too big. Smoke inhalation and burns. Injury due to lack of rescue capacity.	Lower extinguisher slowly using proper body mechanics. Carry extinguisher by handle below waist. Use only to suppress class A fires (ordinary combustibles). Only fight small fires, otherwise GET OUT! Stay outside of small rooms and shoot the water stream in. Never fight a fire alone. Get help.
Remove pin from handle.	Dropping extinguisher on foot. Discharging extinguisher while removing pin due to pressure on discharge lever.	Set extinguisher down in upright position. Hold one hand on top of extinguisher to hold it steady while slowly removing the pin with the other hand. Don't put pressure on the discharge lever while removing the pin.
Point hose nozzle at the base of the fire and depress discharge lever.	Dropping extinguisher during use. Smoke inhalation	Keep a firm grip on extinguisher and hold steady while using.
Return fire extinguisher to bracket and arrange for servicing. Report use.	Dropping unit on foot.	Support bottom of extinguisher by putting one hand under it. Put the other hand on the carry handle to lift the extinguisher.

WORK PROCEDURE FOR EXTINGUISHING FIRE

- Call for help.
- Remove fire extinguisher from wall bracket. Support the extinguisher with one hand on the bottom and one hand on the carry handle under the discharge lever.
- Carry the extinguisher to the fire using the handle and keeping the extinguisher below your waist.
- Assess the fire. Attempt to put it out only if it is small. If you are alone ensure someone is coming to assist. Ensure you are fighting a Class A fire, one with ordinary combustibles, not an electrical or chemical fire.
- Never enter a small room to fight a fire. Spray from the door.
- Set the extinguisher down. Steady the extinguisher with one hand and pull the pin with the other.
- Point the hose at the base of the fire and apply the stream of water from the edges in. If the fire spreads leave. If you are in danger from smoke stand further back or leave and get help.
- Ensure the fire is out before leaving. Douse any smoldering surfaces.
- Return the extinguisher to its bracket and arrange for servicing.
- Report use.

RESOURCES FOR MORE INFORMATION

There are many specific health and safety resources online. Below are some non-profit sources. They will have references to further information as well. The occupational health and safety regulatory bodies in each province have resources also (CCOHS has links to all these.)

WorkSafeNB
Phone: 1 800 999-9775
www.worksafenb.ca

Canadian Centre for Occupational Health and Safety (CCOHS)
Phone: 1 800 263-8466
www.ccohs.ca/ohsanswers/

Industrial Accident Prevention Association (IAPA)
www.iapa.ca

Government of Australia
www.safetyline.wa.gov.au/

National Institute for Occupational Safety and Health (NIOSH)
www.cdc.gov/niosh/

Workers Compensation Board of PEI
Phone: 902 368-5697
www.wcb.pe.ca

WorkSafeBC
http://www.worksafebc.ca
Worksafe bulletins provide health and safety details for different sectors.

Canada's National Occupational Health and Safety website
http://www.canoshweb.org/en/topics.html