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Occupational Health and Safety Program

Original: February 2001

Amended:

April 1 2009

August 31 2010

August 2011

April 2015

June 2015

February 2018

February 2020

Occupational Health and Safety Program

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# REFERENCES

* WorkSafeBC OHS Regulation 3.1 to 3.3
  + The requirements of the WorkSafeBC Occupational Health and Safety Regulation are mandated by the *Workers’ Compensation Act*.
  + The OHS Regulation requires employers with a work force of 20 or more where at least one workplace creates a moderate or high risk of injury, or 50 or more workers, to initiate and maintain an Occupational Health and Safety Program. Employers who do not fit into these categories must maintain a smaller program, encompassing at a minimum, regular monthly meetings with workers to discuss health and safety issues and the control of hazards.
* *Workers’ Compensation Act*, Part 3, Division 3, Sections 115 through 124.
* *Workers’ Compensation Act*, Part 3, Division 4, Sections 125 through 140 (Joint Health and Safety Committee requirements).
* *Workers’ Compensation Act,* Part 3, Division 10, Sections 172 to 177 (Accident Reporting and Investigation)

# PURPOSE

The Occupational Health and Safety Program is designed to provide workers with a safe and healthy workplace and to comply with the requirements of the *Workers’ Compensation Act* and WorkSafeBC OHS Regulation.

# POLICY

[Organization] is committed to providing workers with a safe and healthy workplace by:

* Promoting a positive attitude towards health and safety in the workplace.
* Providing sufficient resources to implement the Occupational Health and Safety Program.
* Complying with legislated regulations, standards and established safe work procedures.
* Cooperating with the Joint Occupational Health and Safety Committee to identify hazards, assess risks and establish controls to eliminate or reduce the risk of injury or illness.

**A sample Policy Statement is provided in Appendix A**

# 

# SCOPE

This program applies to:

* All [Organization] workers
* All contractors and sub-contractors working for [Organization]

# DEFINITIONS

|  |  |
| --- | --- |
| **Administrative Controls** | Methods of lowering risk to workers by providing, using and scheduling work activities and resources in the workplace. This includes planning, organizing, staffing and coordinating activities for the purpose of controlling risk. Administrative controls are usually combined with written instructions and training to reduce the risk of injury or illness. |
| **Contractor Coordination Program** | Established where workers of two or more employers are working at the same time. The [organization] may choose to enter into a written agreement with one of the contractors, who then becomes the directing contractor. If [organization] does not appoint a Prime Contractor, then [organization] is considered to be the Prime Contractor and must coordinate the occupational health and safety activities on a multiple employer worksite. |
| **Engineering Controls** | Physical controls that reduce the risk of injury to workers. Adjusting the height of a work bench to reduce awkward posture, and a guard on a saw are examples of Engineering Controls. |
| **Hazard** | A thing or condition that may expose a person to a risk of injury or occupational disease. |
| **Hazardous Product** | Any product, mixture, material or substance that is classified in accordance with the regulations made under section 15(1) of the *Hazardous products Act* (Canada) in a category or subcategory of a hazard class listed in Schedule 2 of that Act. Identifying hazardous products is one part of the Workplace Hazardous Materials Information System (WHMIS) |
| **IDLH atmosphere** | An atmosphere containing a substance at a concentration which is immediately dangerous to life or health because the concentration is greater than that from which one could escape without any escape-impairing symptoms or irreversible health effects. IDLH includes an atmosphere with an unknown concentration with the potential to be immediately dangerous to life or health. |
| **Incident** | An occurrence which resulted in or could have caused an injury or occupational disease. |
|  |  |
| **Qualified** | Being knowledgeable of the work, the hazards involved and the means to control the hazards, because of education, training, experience or a combination of these. |
| **Reasonable Cause** | When used in the refusal to do work, means as a result of information received, or deeply held beliefs. |
| **Regularly Employed** | Having worked at the workplace at least one month. This includes part time workers, but does not include seasonal workers during the off season. |
| **Risk** | A chance of injury or occupational disease. |
| **Safety Data Sheet (SDS)** | A document that contains information about a hazardous product, including information related to the hazards associated with any use, handling or storage of the hazardous product in the workplace. The SDS is one of three parts of the WHMIS program. |
| **Supervisor** | A person who instructs, directs and controls workers in performing their duties. |
| **Undue Hazard** | A hazard that would be unusual for that type of occupation. For example, a utility arborist routinely uses elevated platforms. An undue hazard would exist if the platform was being used in icy storm conditions. |
| **WHMIS** | Workplace Hazardous Materials Information System, a program for identifying and controlling Hazardous Products in the workplace. |
| **Worker Health and Safety Representative** | A member of the Joint OHS committee, or if there is no Joint OHS committee, the representative who will fulfill the duties and responsibilities of the committee. |
| **Workplace** | Any place where a worker is working or could be working. This includes any vessel, vehicle or mobile equipment used by a worker in work. |

# RESPONSIBILITIES

## [Organization]

[Organization], through its’ elected officials, administrators, directors and managers, is responsible to:

* Ensure the health and safety of all workers in the workplace.
* Ensure that safety is on the agenda of monthly management meetings.
* Remedy any conditions in the workplace that are hazardous to the health or safety of [Organization] workers.
* Ensure that workers are aware of all known health or safety hazards to which they are likely to be exposed by their work.
* Establish and maintain a Joint Health and Safety committee in each workplace where 20 or more workers are regularly employed.
* Ensure that prime contractors are designated in multiple-employer workplaces, when appropriate, and that they are given information that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace.
* Establish occupational health and safety policies and programs to meet WorkSafeBC OHS Regulation and other standards and legislation that pertain to the business of [Organization].
* Ensure that copies of the WorkSafeBC OHS Regulation and *Workers’ Compensation Act* are readily available for review by workers.
* Provide and maintain in good condition protective equipment, devices and clothing as required and to ensure that workers use them.
* Provide information, instruction, training and supervision necessary to ensure the health and safety of workers in carrying out their work and to ensure the health and safety of other workers at the workplace.
* Hold supervisors and workers accountable for their safety performance.
* Cooperate with representatives from WorkSafeBC.

## [Organization] Responsibilities to the Joint Health and Safety Committee

* Consult and cooperate with the JOHSCs (or Worker Health and Safety Representatives).
* Ensure that all JOHSCs in [Organization] meet at least monthly.
* Provide equipment, premises and clerical personnel to carry out duties and functions of the JOHSC.
* Provide information on health and safety hazards to which workers are likely to be exposed, health and safety experience and work practices and standards in similar or other industries, and WorkSafeBC orders, penalties and prosecutions relating to health and safety at the workplace.
* Alert the JOHSC (or Worker Health and Safety Representative) about proposed or planned changes to the workplace that may affect the health and safety of workers.
* Respond in writing to the JOHSC within 21 days of receiving a written request for a response, or provide a written explanation for any delay or inability to respond to the committee within that time.
* Provide members of JOHSC with time off work and pay to attend meetings and to fulfill other functions and duties of the committee.
* Consult with the JOHSC as required by the OHS Regulation.
* Ensure that each member of the JOHSC is provided with annual educational leave totaling 8 hours for the purposes of attending occupational health and safety training courses without loss of pay or other benefits (as entitled by the *Workers’ Compensation Act*).
* Ensure newly appointed or elected members of the JOHSC receive eight hours of appropriate training in their fundamental responsibilities, within six months of being appointed or elected to the committee.
* Retain copies of JOHSC reports for 2 years from the date of the meeting. Ensure the reports are readily accessible to the JOHSC members, workers, [Organization] officers and directors, union and WorkSafeBC.
* Post in the workplace the names and work locations of the JOHSC members, the reports of the 3 most recent JOHSC meetings and copies of applicable orders for the preceding 12 months.

## Supervisors

Supervisors are responsible to:

* Ensure the health and safety of all workers under their direct supervision.
* Ensure that workers are trained in and follow safe work procedures.
* Participate in the development of safe work procedures where necessary.
* Ensure that workers are made aware of all known or reasonably foreseeable health or safety hazards in the area in which they work.
* Instruct workers in safe practices at the time they are given assignments and as the work progresses.
* Ensure that workers are able to demonstrate safe work procedures before being assigned a task.
* Recognize unsafe practices and conditions and correct them without delay.
* Ensure that all equipment, tools and apparatus are in good repair and in proper working order.
* Supply the required personal protective equipment (PPE) and enforce the use of equipment as required.
* Enforce established safety policies, safety rules and job procedures as required.
* Participate in incident investigations.
* Ensure that all incidents and injuries are reported immediately and documented.
* Ensure that regular workplace safety inspections take place as required and that deficiencies found during inspections are addressed.
* Consult and cooperate with the JOHSC (or Worker Health and Safety Representative).
* Ensure that JOHSCs are informed about unsafe conditions and actions uncovered during inspections.
* Ensure compliance with the WorkSafeBC OHS Regulation and *Workers’ Compensation Act*, as well as any other Acts or legislation pertaining to [Organization].
* Cooperate with representatives of WorkSafeBC.
* Provide adequate direction and communicate to workers the health and safety procedures of [Organization].

## Workers

All workers are responsible to:

* Take reasonable care to protect their health and safety and the health and safety of other persons who may be affected by their work.
* Carry out their work in accordance with established safe work procedures.
* Use protective equipment, devices and clothing as required.
* Not engage in horseplay or similar conduct that may endanger them or any other person.
* Ensure their ability to work safely is not impaired by alcohol, drugs or other causes.
* Report unsafe conditions, equipment and acts to supervisors or management.
* Consult and cooperate with the JOHSC (or Worker Health and Safety Representative).
* Cooperate with WorkSafeBC.

## Contractors

Contractors are responsible to:

* Gather information from [Organization] about pre-existing hazards and how to eliminate or minimize the hazards.
* Obey the onsite safety policies and regulations of [Organization].
* Ensure workers of the contractor are trained and qualified to perform their duties.
* Provide supervision at all times on the job site.
* If designated as Prime Contractor, meet all of the requirements of the [Organization] Contractor Coordination Program.
* Alert [Organization] to any hazards that might affect the safety of any workers.

# PROGRAM DETAILS

## Joint Occupational Health and Safety Committees (JOHSC)

### Structure/Membership:

* A JOHSC is established for every workplace where twenty or more workers are regularly employed. Each JOHSC is an independent committee and is separate from all other committees.
* Representatives from each worksite JOHSC participate in a “Central JOHSC”.
* Each committee must have at least 4 members and at least half of the members must be worker representatives.
* Each committee has 2 co-chairs, one selected by the worker representatives and the other selected by the employer representatives.
* Worker representatives are selected by the union from workers who do not exercise managerial functions at the workplace, according to procedures established by the union(s). Worker representatives will be chosen by secret ballot if there are no unions.
* Employer representatives are selected by the employer from those employees who exercise managerial functions.
* Employer and worker representatives should be selected because of their interest in health and safety, their ability to apply the legislation and collective agreement to rectify safety concerns, and a willingness to work together in a cooperative, consensus-building manner.
* Each JOHSC committee will establish its own terms of reference as required by the *Workers’ Compensation Act*. (A sample Terms of Reference is provided in Appendix B).

### Duties and Functions of Joint Occupational Health and Safety Committee

Committee members:

* Participate in developing, monitoring, implementing, and promoting the Occupational Health and Safety program.
* Participate in incident investigations, assist in determining direct and indirect causes of incidents and recommending actions to prevent incidents from reoccurring.
* Identify situations that may be unhealthy or unsafe for workers and provide advice on effective systems for responding to those situations
* Participate in workplace inspections, identifying workplace hazards and making recommendations for corrective action.
* Investigating refusals of unsafe work if issues are not resolved by the supervisor and worker.
* Consult with workers and employer on health and safety issues.
* Deal with complaints concerning health and safety of workers in accordance with [Organization] complaint procedures.
* Make recommendations for improvement of workplace health and safety.
* Make recommendations on educational programs promoting the health and safety of workers and monitor the effectiveness of the programs.
* Advise [Organization] on programs and policies required under the WorkSafeBC OHS Regulation and *Workers’ Compensation Act* and proposed changes to the workplace or the work processes that may affect the health or safety of workers.
* Ensure that investigations and regular inspections are conducted as required by the Regulation and participates in the investigations/inspections.
* Participates, where practicable, in inspections, investigations and inquiries conducted by officers of WorkSafeBC.

**Note:** representation on inspections is not limited to members of the JOHSC. A worker representative or, if there is no worker representative or the worker representative is not reasonably available, a reasonably available worker selected by the WorkSafeBC officer may participate.

* Ensure that a report of each JOHSC committee meeting is prepared and a copy of the report is provided to the employer.
* Conduct an annual review of committee effectiveness. In addition, the Co-Chairs of each JOHSC conduct a review of completion of legislated requirements of the JOHSC. The results of these reviews shall be discussed at the next JOHSC meeting and recommendations made, if necessary, for improvements.

### Worker Health and Safety Representative (for organizations with fewer than 20 employees)

Acting as a one-worker JOHSC, the Worker Health and Safety Representative carries out the following functions:

* Makes recommendations for establishing and enforcing health and safety policies and practices.
* Obtains from the employer and other sources information regarding existing or potential hazards in the workplace.
* Participates in identifying hazards and makes recommendations to control the hazards.
* Advises on and promotes educational programs for both management and workers.
* Receives and investigates health and safety complaints and makes recommendations to management.
* Maintains records regarding complaints and their resolution.
* Reviews information resulting from monitoring and measuring procedures and makes recommendations to the employer.
* Participates in inspections of the workplace and incident investigations.

### JOHSC Meetings

Meetings are held at least once a month. The purpose of the meeting is to provide positive participation and cooperation by employer and worker representatives in managing health and safety in the workplace.

Agendas are prepared for the meetings by one or both of the co-chairs, and distributed prior to the meeting. Agenda items are solicited from employer and worker representatives for the agendas.

Activities that generate items for consideration include:

* Workplace Inspections
* Investigations of incidents and diseases
* Workplace hazards
* Investigations of worker complaints
* Consultations with technical experts
* Training

## Management Meetings

Safety will appear on the agenda of all management meetings. [Organization] will review any recent incidents, safety trends and upcoming issues that may have an impact on the safety program to determine the necessary courses of action.

## Investigation of Incidents

[Organization] will ensure prompt investigation of incidents to determine actions required to prevent recurrence.

Incidents that require investigation are:

* Serious injury or death
* Major structural failure or collapse
* Major release of a hazardous substance
* Involved a fire or explosion that had a potential for causing serious injury to a worker
* Any incident that resulted in injury to a worker requiring medical treatment
* Any incident that did not cause injury to a worker or caused only minor injury that did not require any medical treatment, but could have caused serious injury or death (near misses).

There are two types of investigations required:

* Preliminary Investigation
* Full Investigation

A preliminary investigation will be completed within 48 hours of the incident. A full investigation will commence immediately and be completed within 30 days of the incident. If it is not possible to complete the full investigation within 30 days, an extension must be requested from WorkSafeBC at least one week prior to the expiry of 30 days.

If the full investigation can be completed within 48 hours, a preliminary investigation is not required.

Both the preliminary and full investigations will be performed by the supervisor, injured worker (if available), and, if they are reasonably available, a worker representative/ bargaining unit member of the Joint Occupational Health and Safety Committee. If the worker is not available, then someone knowledgeable in the work should participate in the investigation.

**PRELIMINARY INVESTIGATION**

The focus of the preliminary investigation is to, as far as possible, identify any unsafe conditions, acts or procedures that significantly contributed to the incident, and to take immediate action reasonably necessary to prevent a recurrence of the incident.

The preliminary investigation must be documented, and must contain the following elements:

1. the place, date and time of the incident;
2. the names and job titles of persons injured in the incident;
3. the names and job titles of witnesses or other persons necessary for a proper investigation of the incident;;
4. a statement of the sequence of events that preceded the incident;
5. identification of any unsafe conditions, acts or procedures that significantly contributed to the incident;
6. a brief description of the incident;
7. the names and job titles of the persons who conducted the preliminary investigation;
8. interim corrective actions the investigators have determined to prevent the recurrence of similar incidents, for the interim period between the occurrence and the submission of the full investigation report;
9. information about what interim corrective action has been taken and when actions not yet implemented will be taken; and
10. the circumstances of the incident that preclude the employer from addressing a particular element of the above listed items during the preliminary investigation period.

The preliminary investigation and interim corrective action report must be provided to the Joint Occupational Health and Safety Committee, and/or posted on the bulletin board, and provided to WorkSafeBC if requested.

**FULL INVESTIGATION**

A full investigation report of the incident must contain:

1. all of the elements noted in a) through e) above, plus:
2. determination of the cause or causes of the incident
3. a full description of the incident
4. the names and job titles of the persons who conducted the preliminary and full investigation of the incident;
5. all corrective actions the employer has determined are necessary to prevent the recurrence of similar incident; and
6. information about what corrective action has been taken and when any corrective actions not yet implemented will be taken

A full investigation report, including corrective actions, shall be provided to the Joint Occupational Health and Safety Committee and WorkSafeBC.

WorkSafeBC shall be immediately notified by [Department Manager, Safety Manager, etc] for incidents:

* That resulted in injury requiring medical aid, beyond the level of first aid at the workplace with risk of death, or death of a worker.
* Involving a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.
* Involving the major release of a hazardous substance, e.g. release of ammonia at an ice arena, release of chlorine at a swimming pool that resulted in two or more workers receiving first aid or one worker requiring medical aid.
* Involved a fire or explosion that had a potential for causing serious injury to a worker

Sample Preliminary and Full Investigation report form and Follow Up form are in Appendix C.

## Workplace Inspections

Supervisors and worker representatives from the JOHSC, will perform regular inspections of all workplaces, including:

* buildings
* structures
* grounds
* excavations
* tools
* equipment
* machinery
* work methods and practices
* mobile equipment/vehicles

Inspections of tools, equipment and machinery are conducted at intervals according to manufacturer’s recommendations, e.g. mobile equipment. Inspections of buildings, structures and others listed will be conducted at a frequency as determined by the appropriate JOHSC, so as to prevent the development of unsafe working conditions. (An example of an Inspection Checklist is provided in Appendix D). Copies of the completed inspection checklists will be forwarded to the JOHSC committee to ensure that follow-up has been completed.

Regular inspections include participation of members of the JOHSC or worker health and safety representative.

In addition to regular inspections, inspections are conducted in response to incidents that require medical aid or when there is a malfunction of a tool, piece of equipment or machinery.

Unplanned, or daily inspections, will be conducted in the workplace, by all staff.

Any unsafe or harmful conditions or unsafe behaviours observed during inspections will be rectified according to the criteria set for corrective action outlined in the hazard identification process of this program.

Records of inspections are kept for one year.

## Hazard Identification

Work processes are analyzed for potential hazards.

Unsafe or harmful conditions found in the course of an inspection are remedied without delay.

Only qualified and properly instructed workers correct a condition that constitutes an immediate threat to workers. Every possible effort is made to control the hazard while this is being done.

The A-B-C hazard-rating method is used to rate items observed during a safety inspection. This system highlights the degree of severity of those hazards, which will assist the employer and JOHSC to prioritize corrective action.

Hazards are rated as follows:

**A Hazard**

* An “A” Hazard rating is an imminent hazard that requires immediate corrective action. The activity must be discontinued until hazard is corrected or reduced to as low a level as possible.

Examples:

* Lack of a fall protection program for workers on the roof.
* Workers in an unsloped, unshored excavation more than 4 feet deep.

**B Hazard**

* A “B” Hazard rating is given to a hazardous condition or activity which is not imminently dangerous but should be attended to as soon as possible. (As a general rule, the time frame for correction should never exceed 2 weeks).

Example:

* Workers on a sloped roof are using a personal fall protection system, but the toeholds that they are using are 2” x 4” rather than 2” x 6”.

**C Hazard**

* A “C” Hazard rating is low hazard. It generally does not include machinery with moving parts. (As a general rule, the time frame for correction should not exceed 4 weeks.)

Example:

* The written procedures for excavations do not include a section to ensure that workers digging excavations refrain from using pointed tools to probe for underground electrical services. The procedures will be reviewed by the JOHSC and corrective recommendations made.

## Requesting Inspection by WorkSafeBC

Any worker can request an inspection by WorkSafeBC. In the interest of an effective problem resolution process, employees are encouraged to contact the appropriate supervisor, or health and safety representative prior to requesting an inspection by WorkSafeBC.

If a worker decides to proceed with requesting an inspection by WorkSafeBC, they are encouraged to advise their supervisor and employee health and safety representative that the request is being made.

## Risk Assessment

Risk assessment is a way of determining what needs to be done to prevent injury or illness in the workplace once hazards have been identified. A risk assessment begins with a careful examination of the workplace for hazards that can cause harm to people. Hazards are identified in order to determine whether it is necessary to take precautions or avoid certain activities in order to prevent harm.

## Risk Assessments Required For [Organization]

|  |  |
| --- | --- |
| **Subject** | **Regulation** |
| Asbestos | 6.6 |
| Abrasive blasting | 12.98 |
| Biological Agents | 6.34 |
| Cold stress | 7.34 |
| Confined Spaces | 9.9 |
| Emergency Washing Facilities | 5.88 |
| Ergonomics (Musculoskeletal injury/MSI) | 4.48 |
| Exposure to harmful substances | 5.54 |
| Heat stress | 7.29 |
| Land Slide (Forestry specific) | 26.18 |
| Lead | 6.59 |
| Noise | 7.3 |
| Release of hazardous substances - accidental, fire or other emergency | 5.99 |
| Rescue or Evacuation of Workers | 4.13 |
| Silica | 6.112 |
| Snow Avalanche Assessment | 4.1.1 |
| Toxic Process Gases | 6.118 |
| Working Alone or in Isolation | 4.20.2 |
| Workplace Violence | 4.28 |

## Hazard Control

Hazards are controlled in a number of ways. In order to control hazards solutions are identified in the following order, called the Hierarchy of Controls:

1. Eliminate or substitute products or processes
2. Engineering controls
3. Administrative controls
4. Use of personal protective equipment

### Elimination or Substitution

This is the first level of hazard control. Ideally, hazards or procedures should be eliminated or another product or procedure may be substituted to control the hazard, e.g. when stacking heavy objects, eliminate the risks associated with manual lifting and substitute with the use of a mechanical aid such as a scissor lift. If that is not possible, the next level of hazard control will be used.

### Engineering Controls

Engineering controls will be considered whenever possible. For example, the installation of area fans and local exhaust to control exposure to dusts, fumes and vapors.

Enclosures, guards, barriers and lockout mechanisms will be built into equipment and systems where required.

Inventories of parts necessary for safety will be developed and maintained.

Safety requirements, i.e. noise levels, vibration, ergonomics, etc., will be considered prior to purchasing machinery and equipment.

### Administrative Controls

Administrative controls include the provision, use and scheduling of work activities and resources in the workplace. These include:

* Scheduling of work tasks to limit the duration of exposure to a hazard
* Varying the tasks and rotation of the jobs to minimize the risk of exposure to musculoskeletal injuries
* Written work procedures including safe work practices
* Manuals for all new equipment and machinery will be supplied
* Education and training will be provided
* Hazardous materials and substances will be identified and monitored
* Health monitoring will occur when required to ensure the worker is not suffering ill effects from performing his/her tasks, e.g. audiometric testing for workers operating in environments where the noise level exposure is in excess of 85dBAlex or 135dBA peak sound level
* Ensuring that First aid services and equipment are up to date and meet WorkSafeBC requirements

### Personal Protective Equipment

When elimination, substitution, engineering or administrative controls are not feasible, or not completely effective, then personal protective equipment is supplied and worn.

The use of personal protective equipment is necessary wherever a worker may be exposed to hazards.

Workers are trained in the effective use and care of personal protective equipment.

## Communication Strategies

The JOHSC is an important channel for workers’ input in the decision-making process. [Organization] communicates safety decisions to the JOHSC.

Worker health and safety representatives report to workers who have identified concerns or made suggestions. Workers are kept in the communication loop until the matter has been resolved.

Employer health and safety representatives report committee proceedings to management on a monthly basis.

JOHSC meeting minutes are posted in a conspicuous place for all to see.

Worker health and safety representatives of a union provide a regular report at their local union meetings.

## Problems and Hazard Resolution

The best method for preventing occupational injury and illness is by identifying potential or existing hazards and implementing corrective actions before injury or illness occurs.

Where a hazard exists [Organization] will take any necessary corrective action without delay.

Where there is a question about the health and safety of the workplace, worker health and safety representatives and employer health and safety representatives work together in a cooperative and positive manner to resolve the situation.

### Hazard Resolution Process

The process begins with an effort to clearly establish whether there is a genuine hazard. WorkSafeBC OHS Regulation and other legislation related to occupational health and safety provide specific standards that identify when a condition, substance or circumstance is hazardous.

When a worker or groups of workers identify an occupational health or safety hazard or concern that they cannot resolve, the matter is referred to their supervisor.

Where the supervisor is not available, the matter should be referred to the Safety advisor/representative who will follow up with the supervisor and / or the JOHSC.

On being advised of a health and safety hazard or concern the supervisor, in conjunction with the JOHSC as needed, will review the situation and endeavor to resolve the hazard or concern as soon as possible by the following steps:

1. **Assess the Situation**

* Discuss the problem or hazard with the worker(s) in conjunction with an Safety advisor/representative.
* Determine the nature of the concern and the extent to which the problem is affecting workers.
* If necessary, conduct an inspection to obtain further details.
* Obtain advice or consultation from other sources as appropriate.

Some examples of types of matters that may need referral for assistance are those that:

* Require the manager’s expenditure authority
* Require a policy decision
* Affect more than the immediate local workplace
* Workers and supervisor cannot resolve

1. **Plan of Action**

* Once the supervisor is familiar with the situation, actions will be considered in consultation with the JOHSC to resolve the hazard or condition. If necessary, the JOHSC Co-Chairs will submit a written recommendation to the employer; the employer must respond within 21 days.
* When the plan of action is determined, it will be carried out as soon as possible.
* Once action has been taken, the supervisor will conduct a review with the JOHSC to ensure that the conditions or concerns have been resolved.

1. **Progressive Authorities for Conflict Resolution**

Where dealing with an issue or concern that cannot be resolved by the supervisor and worker the matter should be referred to the JOHSC.

Where the JOHSC cannot resolve the matter, the committee should refer it to [Insert name or job position here].

## Refusal of Unsafe Work

WorkSafeBC OHS Regulation 3.12 states that a person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.

The steps to be taken to resolve such an issue are listed under Section 3.12 WorkSafeBC OHS Regulation and are as follows:

1. A worker who refuses to carry out a work process or operate a tool, appliance or equipment, as above, must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
2. A supervisor or employer receiving a report must immediately investigate the matter and ensure that any unsafe condition is remedied without delay.
3. If in his or her opinion the report is not valid, the supervisor or employer must so inform the person who made the report.
4. If the matter is not resolved, and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of:

* A worker member of the JOHSC,
* A worker who is selected by a trade union representing the worker, or
* If there is no JOHSC or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.

1. If the investigation does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify a WorkSafeBC Officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

No employee will be subject to discriminatory action (as defined in section 150 of Part 3 of the *Workers’ Compensation Act*) because the worker has acted in compliance with section 3.12 or with an order made by an officer.

## Medical Examinations and Health Monitoring

Health monitoring services will be in place to keep track of workers’ exposure to noise.

Hearing tests will be performed on workers who are exposed to noise levels exceeding 85dBAlex  or 135dBA peak sound level. Tests will be conducted upon commencement of workers’ employment or at least within the first six months of employment and annually thereafter.

Where workers are exposed to chemical and biohazardous substances, health monitoring will be implemented when required according to Part 5 of the WorkSafeBC OHS Regulation.

# TRAINING REQUIREMENTS

## Goal

To provide instruction and supervision of workers for the safe performance of their work.

## Objectives

As a result of this training, workers and supervisors will be aware of the Occupational Health and Safety Program and the hazards of the workplace, how to protect themselves from those hazards, how to perform their duties, and operate equipment safely.

## Summary of Training

### Orientation

New workers, or those who are returning to work after a lengthy absence where the hazards of the work have changed, or those who are transferred to a new position, receive an orientation immediately, or at the latest, within the first week on the job. Items covered in this orientation include:

* The name and contact information of the workers’ supervisor
* The workers’ rights and responsibilities under the *Workers’ Compensation Act* and WorkSafeBC OHS Regulation, including the process for refusal of unsafe work
* Health and safety policy and health and safety program
* Basic health and safety instruction and workplace health and safety rules
* Hazards of the workplace and the job
* Working alone or in isolation procedures
* Prevention of workplace violence, bullying and harassment
* Personal Protective Equipment requirements
* Instruction and demonstration of the work task or work process
* Location of first aid room, washrooms, lunchroom and smoking areas
* Emergency procedures and personnel
* Fire prevention
* WHMIS information applicable to the work
* Contact information for the Joint Occupational Health and Safety Committee (or worker health and safety representative)

### Joint Occupational Health and Safety Committee

All members on the Joint Occupational Health and Safety Committee are entitled to 8 hours of training each year. The content of this training is determined in consultation with the appropriate JOHSC.

New members on the JOHSC are required to receive eight hours of Joint Occupational Health and Safety Committee Fundamentals training, within the first six months of being elected or appointed to the JOHSC. This training will include all items found in OHS Regulation 3.27.

### Instruction and Supervision

Instruction and supervision of workers is provided for the safe performance of their work. Subjects for instruction will be listed according to the requirements of [Organization] with reference to appropriate safe work procedures being made during instruction. Some examples may include but are not limited to following:

* Blasting operations, general requirements and emergency procedures
* Chemical and biohazardous substances
* Cold stress
* Confined spaces
* Coordination of multi-employer workplaces
* Driver training
* Emergency eyewash/shower use
* Emergency procedures
* Ergonomics
* Evacuation and rescue
* Exposure to asbestos, lead, radioactive equipment, PCB’s, silica
* Fall protection system and procedures
* Fire prevention
* First aid
* Forestry operations, general, and faller qualifications
* Handling sharps
* Hazardous products (WHMIS)
* Heat disorders
* Ladder safety
* Lockout
* Mobile equipment operation
* Overhead power lines
* Personal protective equipment
* Scaffolding
* Small equipment operation
* Tire servicing
* Toxic process gases (chlorine, ammonia, ozone)
* Traffic control
* Underground working (excavations, shoring and underground utilities)
* Vibration
* Violence
* Working alone

# PROGRAM MAINTENANCE

## Monthly Review

Occupational Health and Safety Program

The JOHSC shall review monthly:

* Reports of current incidents or occupational diseases, their causes and means of prevention
* Remedial action taken or required by the reports of investigations and inspections
* Any other matters pertinent to occupational health and safety

## Annual Review

The following table provides a list of supplementary programs, procedures and equipment that are reviewed annually.

| **Program** | **Review By** | **REGULATION** |
| --- | --- | --- |
| Working Alone | Employer | The procedure and system for checking a worker's well-being is reviewed at least annually or more frequently if there is a change in work arrangements which could adversely affect a worker's well-being or a report that the system is not working effectively. |
| Ergonomics | Employer | The employer monitors the effectiveness of the measures taken to comply with the Ergonomics (MSI) Requirements and ensure they are reviewed at least annually. |
| Hazardous Materials | Employer & JOHSC | The employer, in consultation with the JOHSC, reviews the Exposure Control Plan annually, or more frequently if required by a change in work conditions or available hazard information. |
| Emergency | Employer and JOHSC | The emergency plan is developed, implemented and reviewed annually in consultation with the JOHSC, or the Worker Health and Safety Representative. |
| Lead | Employer | The employer reviews the Exposure Control Plan if workers are or may be exposed to lead in excess of 50% of the exposure limits, or if exposure through any route of entry could result in elevated lead body-burdens. |
| Noise | Employer | Noise control and hearing conservation program is reviewed annually to ensure its effectiveness. |
| Ionizing and non-ionizing radiation | Employer | The employer reviews the Exposure Control Plan annually. |
| Personal Protective Equipment | Employer & JOHSC | The personal protective equipment program is reviewed annually by the employer in consultation with the JOHSC or the health and safety representative. |
| Avalanche control | Employer | The employer must ensure that procedures are reviewed annually and that proposed changes to the procedures are submitted to the board for approval before implementation. |
| First Aid Assessments | Employer | The employer must review first aid assessments within 12 months of the previous assessment or review. |
| WHMIS | Employer | WHMIS program is reviewed at least annually or more frequently if required by a change in work conditions or available hazard information |
| HEPA Filters | Employer | The employer must assess the effectiveness of HEPA filters by DOP (Dioctyl phthalate) testing or similar means at least annually, after a HEPA filter is replaced in a vacuum cleaner or ventilation system, and before use in high risk work activity |
| Toxic Process Gas monitoring and alarm systems | Employer | Monitoring and alarm systems must be tested at least monthly for proper operation and calibrated at least annually by authorized personnel |
| Respirators | Employer | SCBA and SAR must be tested at least annually to ensure that the air being supplied meets requirements |
| Confined Space Rescue | Employer | A practice drill must be conducted at least annually to ensure every person assigned rescue duties are properly equipped and adequately trained to carry out such duties |
| Movable Work Platforms | Employer | A vehicle-mounted elevating work platform and a self-propelled boom-supported elevating work platform must be inspected in accordance with good engineering practice at least every 12 months |
| Mobile cranes, boom trucks and sign trucks | Employer | A mobile crane or boom truck must be inspected at least once every 12 months in accordance with good engineering practice |
| Elevating Work Platform | Employer | The employer must ensure that insulated elevating work platforms intended for use by a worker is dielectrically tested, at least once every 12 months |
| Firefighting Aerial Devices and Ground Ladders | Employer | A fire department aerial device must be inspected and tested in accordance with good engineering practice at intervals not exceeding 12 months |
| Safe Work Procedures | Employer/ JOHSC | Safe Work Procedures should be reviewed annually, or whenever changes in work or equipment are made that would impact safe operations |
| Laboratory fume hoods | Employer | Laboratory fume hood operation must be assessed annually using a smoke tube or other suitable qualitative method. |
| Biological safety cabinets | Employer | Must be certified at least annually by a qualified person |

# DOCUMENTATION

Documentation for this program includes the Joint Occupational Health and Safety Committee Terms of Reference **(Sample in Appendix B)**, and the following information provided in the Records and Statistics section of this document.

## Records and Statistics

Statistics are being maintained for the following:

* Lost time, medical aid, first aid and near miss incidents
* The nature and severity of worker injuries/illnesses
* Comparison of injuries and incidents from year to year

Statistics are reviewed on a regular basis to determine if there are any trends which should be addressed, and to make recommendations for improvement in the Health and Safety Program.

Records are being maintained for the following:

*Numbers listed below refer to the applicable Part from the WorkSafeBC Occupational Health and Safety Regulation.*

| **Type of Records** | **Ref.** | **Length of Time** |
| --- | --- | --- |
| Risk assessments required by WorkSafeBC OHS Regulation | Various | No guidelines at this time |
| Workplace Inspection reports | WC Act | One year |
| Incident Investigation reports | WC Act | Duration of worker employment |
| JOHSC minutes | WC Act | Two years |
| Management meetings | WC Act | No guidelines at this time |
| First aid treatment records, including Form 7 & 7A | 3.19 | The employer must keep a record of all injuries and exposures to contaminants. First aid records must be kept for a period of three (3) years. |
| Orientation | 3.25 | An employer must keep records of orientation and training for new or young workers |
|  | 5.14 | When a supplier SDS obtained under subsection (1) for a hazardous product is 3 years old, the employer must obtain from the supplier an up-to-date supplier SDS for the hazardous product if any of the product remains in the workplace, or a statement from the supplier than no changes are required to the SDS. |
| Investigation of overexposure to hazardous substances | 5.59(3) | Records of the investigation required under subsection (2) must be made available to workers, and maintained by the employer for a minimum of 10 years. |
| Inventory of hazardous substances - SDS | 5.98(1) | An inventory must be maintained which identifies all hazardous substances at the workplace in quantities that may endanger workers in an emergency including hazardous products covered by WHMIS, explosives, pesticides, radioactive materials, hazardous wastes, and consumer products. |
| Asbestos - fiber release, training written work procedure | 6.32 | The employer must maintain for at least 3 years, records of corrective actions to control fiber release, training and instruction of workers, written work procedures and written notification of the WorkSafeBC |
| Asbestos materials on site | 6.32(1) | The employer must maintain for at least 10 years, records of asbestos-containing materials inventories and risk assessments, inspections and air monitoring. |
| Lead - worker exposure/training | 6.68 | The employer must maintain records of risk assessments, worker exposures, worker training & health monitoring for a time undefined by Regulation, therefore, as long as practicable. |
| Pesticide application – health monitoring for workers exposed to pesticides | 6.79 | Records must be maintained in a manner acceptable to the Board as long as practicable. |
| Pesticide application | 6.94 | The employer must maintain a record of pesticide applications |
| Use of Antisapstain materials | 6.108 | The employer must keep records and SDSs on all previously used antisapstain materials if a change of chemical has occurred and the equipment or work areas have not been adequately decontaminated, and this information must be readily available to workers for 3 years. |
| Radiation survey | 7.25 | The employer must maintain records of radiation surveys for at least 10 years and of exposure monitoring and personal dosimetry data for the period of employment plus 10 years. |
| Noise | 7.9 | Noise exposure measurement results must be maintained for as long as the noise-inducing task or equipment is in use, and hearing test results must be kept for as long as the worker is employed. Records of worker training in hearing conservation must be maintained but the time is not defined by Regulation. |
| PPE – fit test result, worker instruction, maintenance for air supplying respirator | 8.44 | The employer must maintain a record of (a) fit test results and worker instruction, and (b) maintenance for air supplying respirators, powered air purifying respirators, and for sorbent cartridges and canisters. |
| Confined space isolation points | 9.19(1) | The employer must keep a record that identifies the location of every isolation point as long as the confined spaces are in operation. |
| Inspection and maintenance records | 12 | For the duration of the service life of the machine or equipment |
| Automotive lifts/hoists maintenance and inspection | 12.77 | An automotive lift or hoist must be inspected and tested monthly, unless the manufacturer requires more frequent inspection and testing. |
| Elevating work platform operator and maintenance records, inspection, repair and modification | 13.22 | Records of inspection, maintenance, repair or modification meeting the requirements of Part 4 (General Conditions) must be kept for each elevating work platform, swing stage and permanent powered platform |
| Cranes and hoists manufacturer manual, inspection/ maintenance/modifications | 14.14 | Records of inspection and maintenance meeting the requirements of Part 4 (General Conditions) must be kept by the equipment operator and other persons inspecting and maintaining the equipment. |
| Tower crane manufacturers manual, operation, inspection & repair | 14.79 | The manufacturer's manual and current records pertaining to operation, inspection and repair of a tower crane must be kept at the workplace while the crane is erected. |
| All terrain vehicles (A.T.V.) training | 16.53 | The employer must ensure that each A.T.V. operator is properly trained in the safe operation of the vehicle. |
| Concrete pumping boom and mast inspection/maintenance | 20.47 | Concrete boom and mast must be inspected annually. |
| Aircraft operations | 29.3 | Training must be documented by employer. |
| Firefighting equipment test, inspection and records | 31.9 | The employer must keep the test and inspection records required by this part available at the workplace for inspection by an officer or the joint committee or worker health and safety representative, as applicable. |
| Firefighting respiratory equipment, maintenance and records | 31.26(4) | Complete maintenance and repair records for each self-contained breathing apparatus and all air cylinders must be kept in accordance with the requirements of CSA Standard CAN/CSA-Z94.4-93, Selection,  Use, and Care of Respirators (section 10.3.5.1-b to f, inclusive), or other standard acceptable to the board. |
| Evacuation and rescue, maintenance of equipment | 32.6(3) | Maintenance records must be available upon request to any worker concerned with the safe operation of the equipment or to an officer. |

Training records are also kept for:

* JOHSC members
* Orientation of supervisors
* Work procedures, use of equipment, emergency procedures

There are no WorkSafeBC guidelines at this time for how long these records must be kept. Any Occupational Health and Safety related training records or sign-in sheets are kept as records of training. [Include information here if your organization utilizes another form of record keeping for training]

Written instructions are available for reference by all workers to supplement the WorkSafeBC OHS Regulation. These written safe work procedures are kept [show where these are kept that are easily assessable to workers]

Records and statistics, including reports of inspections and incident investigations are available to the JOHSC, worker health and safety representative or union upon request.

Records will be used as a source of reference for procedures (repair and maintenance), inspections, investigations and training that are conducted by [Organization]. They may be referred to during program evaluations to monitor effectiveness and compliance with Regulations. Statistics will be used to monitor trends in occupational accidents/incidents and illnesses that have occurred during a period of time.

# 

# SUPPLEMENTARY INSTRUCTIONS

Supplementary instructions may include, but are not limited to:

|  |  |
| --- | --- |
| * Abrasive Blasting * Biohazardous Materials * Bullying and Harassment/Respectful workplace * Contractor Coordination * Confined Space * Emergency Procedures * Evacuation and Rescue * Excavations * Exposure to hazardous substances (Asbestos, Lead, Silica, PCB’s, etc) * Fall Protection * First Aid Equipment and Services * Forestry/Urban Forestry * Guarding * Hand Tool Safety * Hazardous Materials * Hearing Conservation * Housekeeping * Indoor Air Quality * Ladder Safety * Lifting Procedures * Lockout | * Mobile Equipment Regulations * Musculoskeletal Disorder Prevention (Ergonomics) * Personal Protective Equipment * Pest Control * Radiation * Respirator Use * Scaffolding * Tire Servicing * Toxic Process Gases (ammonia, chlorine, ozone) * Traffic Control and workzone set up * Underground/Overhead Utilities * Vehicle & Mobile Equipment Use (including ROPS) * Vibration * Violence * Weather Temperature Protection * Welding and Cutting * WHMIS * Working Alone or in Isolation |

# APPENDICES

## Forms

Insert [Organization] forms here.

## Site Specific Procedures

Insert [Organization] forms here.

## Safe Work Procedures

Insert [Organization] other written procedures here.

# Appendices

## APPENDIX A - SAMPLE OHS POLICY

**Occupational Health and Safety Policy**

It is the policy of [Organization] to provide a safe work environment that is designed, operated and maintained in accordance with occupational health and safety standards.

It is the responsibility of [Organization] management to develop, implement and maintain programs designed to prevent injuries and occupational diseases throughout [Organization] workplaces by ensuring that health and safety hazards are controlled or eliminated, and by developing work procedures conducive to a healthy and safe workplace.

It is the responsibility of every supervisor to ensure that all workers are instructed in, and follow all safe work procedures, regulatory requirements and collective agreement provisions.

It is the responsibility of all workers to follow proper safe work procedures and to monitor their workplaces for unsafe conditions and hazards.

It is the responsibility of all contractors working for or on behalf of [Organization] to implement effective safety programs for their workers, and comply with all safety rules of [Organization].

Though the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees, [Organization] will promote healthy and safe working conditions and attitudes as integral parts of its operations.

Signed on behalf of the Executive Committee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position (Mayor, CAO, City Manager, Board Chairperson, etc)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## APPENDIX B - JOHSC TERMS OF REFERENCE

1. The Joint Occupational Health and Safety Committee (Committee) consists of [insert # of bargaining unit members here] members representing [insert Bargaining Unit] and [insert # of management members here] management members representing [Organization]. The members representing [bargaining unit] are elected by the membership. Management members are selected and appointed by the Chief Administrative Officer. [or however the members are selected in your organization].

2. The term of Committee membership is one year, from [insert Committee fiscal year start]. to [end of fiscal year].

3. The Committee executive shall be comprised of two co-chairpersons, one selected by the Management representatives and one from the Union representatives. A recording secretary will be provided by the [Organization].

4. Meetings shall take place [insert the day of the month the Committee meets. This should be the same day every month for scheduling]. Agenda items are to be determined in consultation with the Co-Chairs, and submitted to the Human Resources Department by the 15th of the month for inclusion on that months’ agenda. [Insert your site-specific information here]

5. All decisions of the Committee shall be by majority vote on any issue. Majority shall mean a simple majority of those present.

6. If the committee fails to reach a majority decision on an issue, either the Union’s members on the Committee or the Management members on the Committee may place the issue before the Chief Administrative Officer for resolution. Alternately, either co-chair may request that WorkSafeBC investigate and resolve the issue.

7. The Recording Secretary shall record the proceedings of the Committee in a form acceptable to WorkSafeBC, shall forward the minutes promptly to the employer, who shall make copies available for [bargaining unit], Committee members, WorkSafeBC and all bulletin boards.

8. Duties of the Joint Occupational health and Safety Committee:

* identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
* consider and expeditiously deal with complaints relating to the health and safety of workers;
* consult with workers and the employer on issues related to occupational health and safety and occupational environment;
* make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
* make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the WC Act and the WorkSafeBC OHS Regulation and to monitor their effectiveness;
* advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
* advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers;
* ensure that incident investigations and regular inspections are carried out as required by the *WC Act* and the WorkSafeBC OHS Regulation;
* ensure there are up to date terms of reference for the Joint OHS committee;
* carry out any other duties and functions prescribed by regulation.

9. The employer shall pay wages for Committee members to:

* Attend Joint Occupational Health and Safety Committee meetings
* Inspect work sites
* Investigate any accidents or violations of safety regulations as requested.
* Perform duties upon the instructions of the Committee
* Attend training sessions appropriate to the duties of Committee members. A minimum of eight hours training relative to the duties of Committee members will be offered annually to each member on the Committee, and eight hours of training will be provided to new members on the Committee within the first six weeks of being appointed or elected.

Note: In addition to WorkSafeBC requirements, there may be duties and functions prescribed by collective agreement(s) which must be carried out by committee members. If so, that information should be added to the terms of reference.

Date of adoption by JOHSC:

Signature of Co-Chairs:

## APPENDIX C – SAMPLE Incident Investigation Report

|  |  |  |
| --- | --- | --- |
| * Preliminary investigation only (Final investigation form will be needed) | * Final investigation only (Preliminary investigation was already completed) | * Combined preliminary and final investigation |

|  |
| --- |
| **PRELIMINARY INVESTIGATION** |

|  |  |
| --- | --- |
| **Preliminary investigation conducted on:** | yyyy-mm-dd |

*Purpose: to identify any unsafe conditions, acts or procedures as far as possible, in order to ensure that work can be continued or resumed safely during the interim period between the incident and the conclusion of the full investigation.*

*Instructions:*

* *Complete* ***within 48 hours of the incident****.*
* *If completing only a preliminary investigation, include a safety committee worker representative if one is reasonably available. If completing both a preliminary and full investigation a safety committee worker representative shall be included.*
* *If preliminary investigation only – stop at black box; if preliminary and full investigation complete entire form.*

|  |  |
| --- | --- |
| [Organization] | Firm # [ ] |
| [Mailing/street address of Organization] | |

**Place, date and time of the incident**:

|  |  |  |
| --- | --- | --- |
| Address where incident occurred | | |
| City | Province | Postal Code |
| Date of incident  yyyy-mm-dd | Time incident occurred |  |

Name(s) and job title(s) of **person(s) injured in the incident**:

|  |  |
| --- | --- |
| Injured person name (last, first) | Job title |
| 1) |  |
| 2) |  |

Name(s) and job title(s) of **witness(es)**:

|  |  |
| --- | --- |
| Witness name (last, first) | Job title |
| 1) |  |
| 2) |  |

Name(s) and job title(s) of **other persons** whose presence might be necessary for a proper investigation:

|  |  |
| --- | --- |
| Other person name (last, first) | Job title (if applicable) |
| 1) |  |
| 2) |  |

**Provide a brief description of the incident**, including a statement of the sequence of events that preceded the incident:

|  |
| --- |
|  |
| Full description of the incident. Include any additional details determined during full incident investigation: |

**Unsafe conditions, acts or procedures** that significantly contributed to the incident:

|  |
| --- |
|  |
| Additional unsafe conditions, acts or procedures determined during full incident investigation: |

**Interim corrective actions** to prevent recurrence of similar incidents (for the interim period between the occurrence of the incident and the submission of the full investigation report:

|  |  |  |
| --- | --- | --- |
| Interim corrective action | Action assigned to: | Completion date or expected completion date |
| 1) |  | yyyy-mm-dd |
| 2) |  | yyyy-mm-dd |
| 3) |  | yyyy-mm-dd |
| 4) |  | yyyy-mm-dd |
| Additional corrective actions determined during full incident investigation: | | |
| Addn. 1) |  | yyyy-mm-dd |
| Addn. 2) |  | yyyy-mm-dd |

This preliminary investigation report may be limited due to circumstances of the incident resulting in only some of the unsafe conditions, act or procedures being identified, or only identifying them in broader or more general terms. These limitations are (e.g. unable to contact injured worker, could not contact all witnesses, restriction access to incident scene, additional information is needed (specify below):

|  |
| --- |
|  |

Name and job titles of the **persons conducting preliminary investigation**:

|  |  |  |  |
| --- | --- | --- | --- |
| Name (last, first) | Job titles | Signature | Date signed |
|  |  |  | yyyy-mm-dd |
|  |  |  | yyyy-mm-dd |
|  |  |  | yyyy-mm-dd |

***Next steps:***

* *Provide copies of completed preliminary investigation report to – [Manager, Joint Occupational Health and Safety Committee & Health and Safety, etc].*
* *Transfer information to a Follow Up Form and complete it.*
* *Schedule the Final Investigation meeting – note timelines below.*

|  |
| --- |
| **FULL INVESTIGATION – ADDITIONAL DETAILS** |

*Instructions:*

* *Complete within one month of incident. If additional time is needed contact your Manager who must request an extension of time from WorkSafeBC.*
* *For the full investigation, a safety committee worker representative shall be included.*
* *Confirm of all information above (if adding to a preliminary investigation report).*
* *Complete shaded boxes above (as appropriate).*
* *Complete information below.*

|  |  |
| --- | --- |
| **Full investigation conducted on:** | yyyy-mm-dd |

**Determination of the cause or causes of the incident:**

|  |
| --- |
| 1) |
| 2) |
| 3) |
| 4) |

Name and job titles of the **persons conducting Full Investigation**:

|  |  |  |  |
| --- | --- | --- | --- |
| Name (last, first) | Job titles | Signature | Date signed |
|  |  |  | yyyy-mm-dd |
|  |  |  | yyyy-mm-dd |
|  |  |  | yyyy-mm-dd |

***Next steps:***

* *Provide copies of completed preliminary investigation report to – [Department Manager, Joint Occupational Health and Safety Committee and Health and Safety, etc. ]*
* *Transfer information to a Follow Up Form and complete it.*

|  |  |  |
| --- | --- | --- |
| To be completed by Human Resources: | | |
| Full incident investigation submitted to WorkSafeBC via: | * WorkSafeBC employer portal * Fax * Email to Prevention Division | yyyy-mm-dd |

**SAMPLE FOLLOW UP FORM**

|  |  |  |
| --- | --- | --- |
| Safety Incident Investigation:   * Preliminary only * Final only * Preliminary and final | Inspection:   * Regular * Safety committee | Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| Information - Investigation | | | |
| Date of Incident : | Name of injured worker: | | |
| Information - Inspection | | | |
| Date of Inspection: | Area of Inspection: | | |
|  | | | |
| Recommendations / Corrective Action: *Transfer from Safety Incident Investigation or Inspection sheet.* | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| Follow Up Taken: | | | Date completed: |
|  | | | yyyy/mm/dd |
|  | | | yyyy/mm/dd |
|  | | | yyyy/mm/dd |
|  | | | yyyy/mm/dd |
| Date all follow-up completed: date | | Completed By: print name | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Copies forwarded to:* | *****JOHSC* | *****Manager* | *****Worker Rep* | **** *Person who submitted the inspection* |

## APPENDIX D – SAMPLE INSPECTION CHECKLIST

LOCATION: DATE:

CONDUCTED BY:

|  |  |  |  |
| --- | --- | --- | --- |
| **WORK ENVIRONMENT**   * Floors/aisles/stairs free of slipping or tripping hazards * Handrails/guardrails in place * Adequate lighting in place * Floor openings/trenches barricaded * Underground utilities located * Adequate overhead powerline clearance * Room to work around power lines * Gases/vapours/fumes controlled * Noise levels acceptable * Heat/cold extremes controlled * Exits clearly marked * Exits free of clutter – good access/egress * Materials/equipment stored appropriately * Shelves are secure and solid * Garbage disposed of properly * Facility protects staff from violent clients * Shoring, sloping or engineer certification for excavations |  |  |  |
| **Note any hazards identified:** | **Hazard Rating\*** | **Assigned to** | **Date Completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

“A” Hazard: IDLH condition. Immediate corrective action required.

“B” Hazard: Potential for causing serious injury. Requires attention as soon as possible.

“C” Hazard: Should be eliminated without delay, but not emergency.

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK**   * Jobs have been reviewed to reduce need for manual lifting, awkward postures and repetitive movements * Mechanical assists are available for heavy lifting * Work has been assessed for possible repetitive strain injuries (RSI’s) * Work/rest cycles have been established to reduce RSI’s * Written procedures are in place for critical tasks (e.g. Confined Space Entry, Lockout, etc.) * Staff have appropriate training and experience for the work they are doing * Workers are following appropriate procedures * No unsafe actions were noted | | | |
| **Note any hazards identified:** | **Hazard Rating\*** | **Assigned to** | **Date Completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **HAZARDOUS MATERIALS**   * Containers are properly labeled; labels are legible * Containers are in good condition * Appropriate safety containers are used (e.g. for flammables) * Incompatible materials are stored separately * Hazardous materials are stored below eye level * Compressed gas cylinders upright, restrained and capped * MSDS are available and current | | | |
| **Note any hazards identified:** | **Hazard Rating\*** | **Assigned to** | **Date Completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

“A” Hazard: IDLH condition. Immediate corrective action required.

“B” Hazard: Potential for causing serious injury. Requires attention as soon as possible.

“C” Hazard: Should be eliminated without delay, but not emergency.

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| **EQUIPMENT**   * Correct equipment and tools available for task * Equipment guards in place * Hand tools in good repair * Defective/damaged hand tools not in use * Equipment and tools stored appropriately (not blocking exits, access to other materials or equipment) * Ladders/scaffolds/step stools available to access heights * Ladders secured against movement * Ladders in good condition * Equipment blocked or secured against unplanned energy release * Personal Protective Equipment available, appropriate and maintained * Maintenance system followed | | | |
| **Note any hazards identified:** | **Hazard Rating\*** | **Assigned to** | **Date Completed** |
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| **MOBILE EQUIPMENT**   * Maintenance log books are present * Only licensed/certified operators are operating equipment * Roll Over Protective Structures in place where required * Seat Belts in place as required; evidence of worker use * Movement Warning Devices (back-up alarms) operable * Evidence of operator pre-and post-trip inspections being completed | | | |
| **Note any hazards identified:** | **Hazard Rating\*** | **Assigned to** | **Date Completed** |
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| **EMERGENCY RESPONSE**   * Emergency response plan in place and appropriate to worksite * Workers know what to do in an emergency * Emergency lighting in place * Emergency shower/eyewash available and working * First Aid Supplies stocked; staff have appropriate level of first aid training * Adequate number of fire extinguishers in place; inspected within the past 12 months * Other specialized plans in place and tested (e.g. Confined Space rescue, ammonia or chlorine alarms and emergency procedures) | | | |
| **Note any hazards identified:** | **Hazard Rating\*** | **Assigned to** | **Date Completed** |
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| **Additional Comments:** |  |  |  |
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Distribution: Department Manager, Joint Occupational Health and Safety Committee, Bulletin Boards