



BC **MUNICIPAL**  
**SAFETY** Association

# SAFETY MANAGEMENT SYSTEMS

1<sup>st</sup> Edition  
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Sharing the knowledge to  
improve worker health and safety.



## **SAFETY MANAGEMENT SYSTEMS MANUAL**

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Appendix 4	Training, Education and Certification
Appendix 5	Inspections
Appendix 6	Incident Investigations
Appendix 7	Program Administration
Appendix 8	Joint Health and Safety Committees

## SAFETY MANAGEMENT SYSTEMS

### *Course Objectives*

At the end of this course participants will be able to:

1. Describe the Certificate of Recognition Program.
2. Explain the key benefits of an effective Health and Safety Management System for a local government.
3. List and describe the eight elements of a local government Health and Safety Management System including the purpose and benefits of each.
4. Explain how a local government organization should implement an effective Health and Safety Management System based on the eight elements.
5. Describe techniques for fostering worker involvement in a local government's Health and Safety Management System.
6. Describe the involvement of the Health and Safety Committee in the Health and Safety Management System.

# **SAFETY MANAGEMENT SYSTEMS**

## **Certificate of Recognition**

### **0.1 What is a COR?**

The Certificate of Recognition (COR) was developed by WorkSafeBC in partnership with industries across British Columbia. It is awarded to organizations that have met a Health and Safety Management System standard. The certificate is valid for 3 years and entitles the employer to receive financial incentives. This program is 100% voluntary.

### **0.2 What is the Role of BCMSA?**

The British Columbia Municipal Safety Association (BCMSA) is the Certifying Partner for the local government COR program. Some of the major responsibilities of the BCMSA include:

- Registering local governments in the COR Program
- Developing Health and Safety Management Audit Tools
- Developing and delivering training materials
- Maintaining and ensuring the quality of the audits
- Maintaining training records of Internal and External Auditors
- Assisting auditors

### **0.3 What is an Occupational Health and Safety - COR?**

The Occupational Health and Safety - Certificate of Recognition promotes health and safety, by providing financial incentives for employers that have achieved a recognized Health and Safety Management System standard. It's considered the first level of the program. Employers that receive this OHS-COR will receive a rebate of 10% of the WorkSafeBC assessment.

Employers that achieve the standard receive a certificate that recognizes their efforts in developing and maintaining a Health and Safety Management System. An audit is used to check that a system is in place and that it meets the approved provincial standard.

## **SAFETY MANAGEMENT SYSTEMS**

A Certificate of Recognition (COR) is issued jointly by the BCMSA and WorkSafeBC for local government operations when an employer's health and safety audit meets Partnerships standards by successfully achieving a minimum audit score of 80% overall, and at least 50% in each element. Audits are conducted by certified auditors, either external or internal, depending on the employer size. Employers must achieve and maintain a COR to become eligible for financial incentives through the WorkSafeBC program.

### **0.4 What is a Return to Work - COR?**

The Return to Work Certificate of Recognition is another voluntary program that promotes effective claims management by providing financial incentives for employers that have a recognized Return to Work program. It is the second level of the program and may be earned subsequently or concurrently with the OHS-COR. Employers with a RTW-COR can receive rebates of 5% of the WorkSafeBC base assessment.

Most people who have a workplace injury or illness are able to return to some type of work even while they are still recovering, provided the work is medically suited to the injury or illness. Returning to daily work and life activities can actually help an injured worker's recovery and reduce the chance of long-term disability. In fact, worldwide research shows that the longer you are off work due to injury or illness, the less likely it is that you will ever return to work.

A Return to Work program is a proactive way for employers to help injured workers stay at work or return to productive and safe employment as soon as physically possible.

Return to Work programs are based on the philosophy that many injured workers can safely perform productive work during the process of recovery. Returning to work is seen as part of the therapy and recovery of the worker.

## SAFETY MANAGEMENT SYSTEMS

### 0.5 Benefits of a Return to Work Program:

- An organization can retain workers and reduce accident and workplace costs.
- Injured workers can maintain employment security, seniority, and benefits while they recover.
- Organizations can improve their experience rating by helping injured workers return to work. When it comes to WorkSafeBC insurance costs, it's not the number of claims that counts, but the cost of those claims. A good Return to Work program can help lower your injury costs.



### *What is a Health and Safety Management System?*

A Health and Safety Management System is a comprehensive in-depth approach that addresses all aspects of an organization's operations from a health and safety viewpoint and involves management and workers in a meaningful way.

Focusing on health and safety as part of an overall management system helps others recognize that it is an **integral part of the day to day operations**.

To be successful, the system has to function within a strong, positive health and safety “culture”. This culture is based on the organization’s stated beliefs, values and principles related to health and safety. These statements clearly tell everyone in the organization that they have responsibilities for health and safety and it is important.

#### **0.6 Key Aspects of a Health and Safety Management System**

A Health and Safety Management System is a formal structure to manage health, safety and environmental issues in an organization. Generally speaking, when a local government is building its management system it must incorporate the following key aspects:

##### 0.6.1 Policy

This is a statement of commitment and vision by the organization, which creates the framework for accountability that is adopted and led by senior management.

##### 0.6.2 Planning

A plan is needed for hazard identification, risk assessment and risk control, emergency preparedness and response, with identification of legal and other standards that apply.

The organization should set long term objectives and plan the management targets and actions to achieve them.

##### 0.6.3 Organizing

This is the definition of the organizational structure; the allocation of responsibilities to employees, linked to operational control arrangements; and the means to ensure competence, training and consultation.

## SAFETY MANAGEMENT SYSTEMS

### 0.6.4 Worker Representation

Workers are a crucial resource and can make a valuable contribution to the overall organizational response to risk.

### 0.6.5 Communicating

Organization-wide, two-way communication of everything from basic information and work procedures to the details of the system itself.

### 0.6.6 Consulting

Whatever the flow of information, effective mechanisms are required to tap into the fund of knowledge and expertise within the workforce, clients/suppliers and other stakeholders (e.g. regulators, trade unions, neighbours), and to facilitate the collective shaping of the risk management program.

### 0.6.7 Implementing and Operating

This is the implementation of management processes and plans, and engagement in the activities from risk assessment to audit, which represent the practice of the system.

### 0.6.8 Measuring Performance

This ranges from reactive data on the rates of work-related injuries, ill health, diseases, near misses and other incidents, to active data on routine inspections, health and safety committees, training, risk assessments, etc. Formal audits should be used to evaluate the overall performance of the system.

### 0.6.9 Corrective and Preventive Actions

A fundamental management system component is a systematic approach to identifying opportunities to prevent accidents, ill health, and environmental incidents. A variety of techniques are employed to identify non-compliance situations and correct them, and to seek ways in which adverse outcomes may be prevented.

### 0.6.10 Management Review

This is an evaluation of the appropriateness of the overall design and resourcing of the system, as well as its objectives in the light of performance achieved.

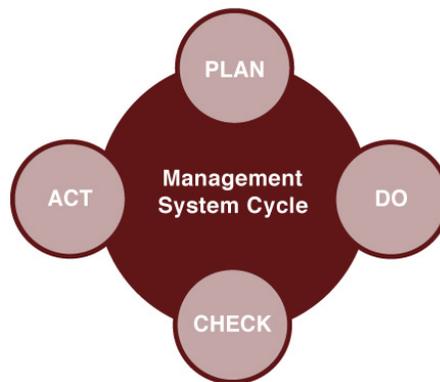
## SAFETY MANAGEMENT SYSTEMS

### 0.7 Continual Improvement

At the heart of the Health and Safety Management System is a fundamental commitment to the continual improvement of the system so that accidents, ill health and damage are reduced (effectiveness) and that the system achieves the desired aims by employing fewer resources (efficiency).

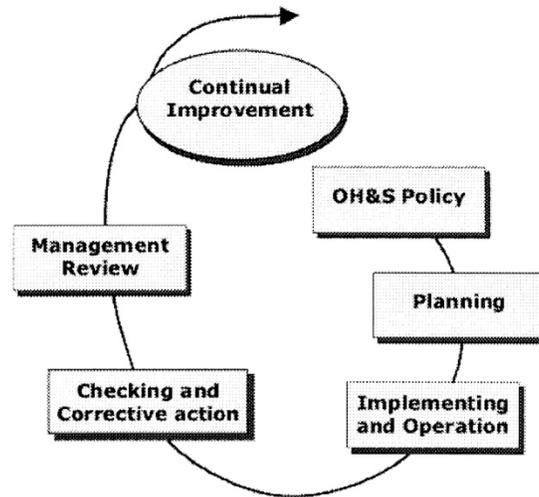
The concept of continual improvement has been described by Dr. W. Edward Deming's plan-do-check-act (PDCA) cycle. There are many other management system standards that are based upon the PDCA cycle - quality management (ISO 9001), environmental management (ISO 14001) and OHS management (OHSAS 18001, ILO-OSH 2001, ANSI/AIHA Z10-2005, and CSA Z1000-2006).

Significant benefits can be obtained within an organization by integrating the management approach of these standards with the organization's general management system and adopting a holistic approach.



## SAFETY MANAGEMENT SYSTEMS

The PDCA cycle is incorporated into the management system model of each standard to describe the basic components of the system. Each component is further broken down into elements. The OHSAS 18001 model is shown below:



### 0.8 Purpose

The purpose of a local government Health and Safety Management System is to minimize the potential for injuries and illness, by identifying hazards and controlling workers' exposures to those hazards.

### 0.9 Benefits of a Health and Safety Program

There are many benefits associated with the implementation of a health and safety program, including:

- fewer injuries and incidents, and reduced associated costs (both direct and indirect)
- less severe injuries if they do occur
- better staff morale and less staff turnover

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- improved work environment
- increased productivity and better quality
- reduced absenteeism
- less downtime due to equipment damage
- improved labour relations climate
- financial incentives from WorkSafeBC which can be used to fund additional health and safety initiatives

The overall impact of injuries and illnesses on the economy is significant when both the direct and indirect costs are considered. Successful business leaders recognize that Health and Safety Management Systems are a necessary part of doing business. The hidden, often unrecorded, *indirect* costs can add up to 5 to 10 times that amount, and include costs resulting from:

- property and equipment damage
- production delays
- training for replacement workers
- investigation time
- downtime
- missed deadlines
- overtime costs
- reduced employee morale

Implementation of an effective Health and Safety Management System is a proactive way to prevent injuries and illnesses. While it cannot guarantee that incidents will *never* occur on a work site, an effective Health and Safety Management System will minimize both the number and the severity of workplace incidents, and will help demonstrate due diligence and duty of care in the event that an incident does occur.

## SAFETY MANAGEMENT SYSTEMS

### *BCMSA Health and Safety Management System Elements*

Health and Safety Management Systems differ from site to site and industry to industry. However, all systems have a combination of the same basic elements. The eight elements listed below are the minimum components of a basic partnerships Health and Safety Management System. Some organizations have more elements, but all systems include these 8 key points. Implementing these eight elements will ensure a local government has a dynamic and comprehensive system that will provide meaningful and measurable results.

1. **Organizational Commitment:** management must be able to demonstrate constant support and commitment to creating a healthy and safe work environment.
2. **Programs and Procedures:** safety programs and written instructions for hazardous work, emergencies and first aid must be in place.
3. **Hazard Identification, Risk Assessment and Control:** a system that identifies the health and safety hazards that exist, assessing those risks and implementing control measures to eliminate or reduce the hazards.
4. **Training, Education and Certification:** workers are trained and competent to perform hazardous tasks.
5. **Inspections:** a comprehensive inspection program must be in place to identify and correct deficiencies and check on existing controls.
6. **Incident Investigations:** a process for determining the root causes of incidents and ensuring corrective actions are taken to prevent a recurrence.
7. **Program Administration:** a system to track the progress of the program which includes documentation, communication and analysis of incidents.
8. **Joint Health and Safety Committees:** a JHS committee must be involved in activities of the Health and Safety Management System.

## **SAFETY MANAGEMENT SYSTEMS**

This course involves discussions about each of these elements, how to implement a system around them, and how to measure your success in implementing the elements. There are two key factors that determine success:

1. top management's clear, constant commitment, and
2. meaningful employee participation at all levels including the health and safety committee

# SAFETY MANAGEMENT SYSTEMS

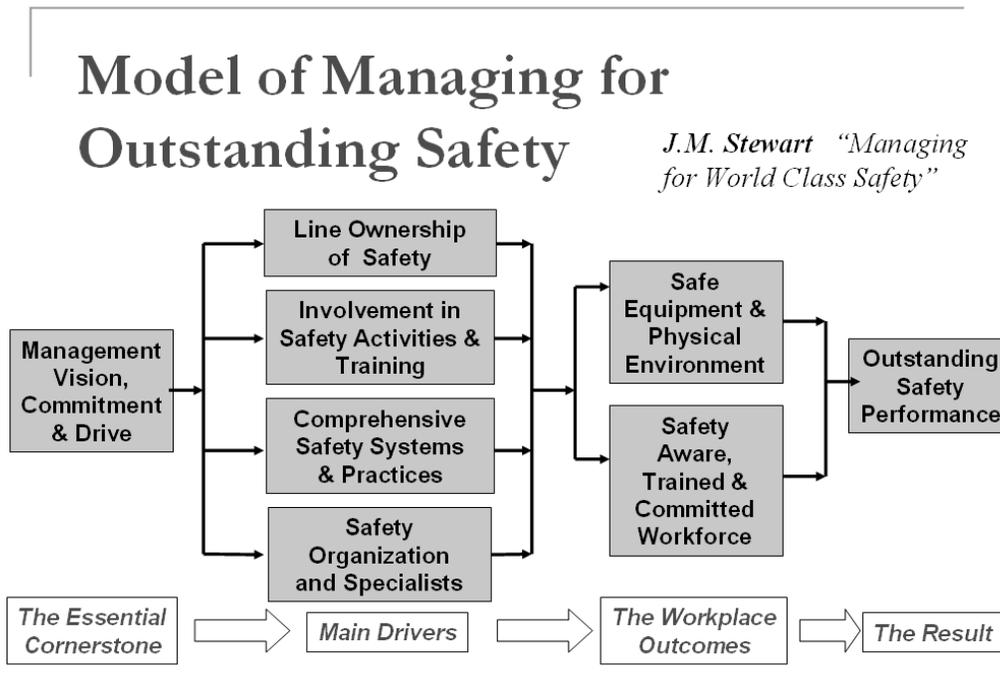
## 1.0 Element 1: Organizational Commitment

Local governments with effective Health and Safety Management Systems have commitment from the entire organization and developing this type of commitment starts at the top of an organization.

Successful local governments have active senior management participation. This active involvement increases the emphasis that middle managers and front line supervisors will put towards health and safety issues. Senior management first signals its commitment by stating a position that is communicated through clear policy. It supports continuous improvement in health and safety through ongoing involvement, allocation of resources, and feedback.

Organizational commitment has 3 parts:

1. Management Commitment
2. Assignment of Responsibilities
3. Health and Safety Policy



# SAFETY MANAGEMENT SYSTEMS

## 1.1 Management Commitment

### 1.1.1 Purpose

Management commitment is critical to ensure the Health and Safety Management System is fully implemented.

### 1.1.2 Benefits

Management commitment makes the system come to life. It provides support and direction to the program and ensures that adequate resources will be available.

### 1.1.3 Description

One of the primary reasons Health and Safety Management Systems succeed is because of strong leadership and commitment to the process by senior management.

Management demonstrates commitment by:

- Committing resources (time and money) to make the process work.
- Ensuring that hazards are properly controlled – this includes replacing worn, broken equipment, maintaining equipment, ensuring staff receive required training, etc.
- Touring work sites, talking to workers about health and safety, recognizing workers who are doing the right thing, and those who are not.
- Including health and safety in the job descriptions and performance appraisals of all employees in the local government.
- Following the rules.
- Attending safety meetings and talks, and joint health and safety committee meetings.
- Taking part in inspections.

## **SAFETY MANAGEMENT SYSTEMS**

- Reviewing inspection reports and investigation reports, asking questions and making recommendations.
- Integrating health and safety into overall local government operations.

Health and safety is part of the management system, just like inventory control or accounting. Management needs to give health and safety the same attention as other management systems.

### **1.2 Assignment of Responsibilities**

#### 1.2.1 Purpose

For a Health and Safety Management System to achieve its desired results, everyone in the organization must understand their health and safety responsibilities.

#### 1.2.2 Benefits

Everyone understands their responsibilities for health and safety, and recognizes the importance of health and safety.

#### 1.2.3 Description

Responsibilities can be defined as an individual's obligations to carry out assigned duties. Clearly defining health and safety responsibilities helps to clarify each person's role within the Health and Safety Management System and provides a measure of accountability.

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Things to consider when developing responsibilities:

- Responsibilities are in writing and communicated to everyone.
- Assign responsibilities for all levels of the organization including contractors.
- Ensure safety responsibilities are consistent with the organizational structure.
- Ensure there are no gaps in responsibilities.
- Specifically identify how management is to demonstrate their commitment.
- Include how workers can participate.
- Include provisions of resources for occupational health & safety.
- Develop a reference to and training on applicable legislation.

Keep written responsibilities general (e.g. a worker responsibility might be to “wear personal protective equipment as required”, but shouldn’t be as specific as “wear eye protection when using the grinder”). These details are provided in other documents, such as safe work practices.

## SAFETY MANAGEMENT SYSTEMS

### 1.2.4 Assignment of Responsibility and Accountability for Safety

#### **Manager**

- |   |   |
|---|---|
| <input type="checkbox"/> Set a good example                   | <input type="checkbox"/> Ensure regular inspections are done    |
| <input type="checkbox"/> Establish a health and safety policy | <input type="checkbox"/> Ensure unsafe conditions are corrected |
| <input type="checkbox"/> Provide a safe and healthy workplace | <input type="checkbox"/> Provide first aid supplies & services  |
| <input type="checkbox"/> Maintain a health and safety program | <input type="checkbox"/> Review all incident reports            |
| <input type="checkbox"/> Ensure proper training of workers    | <input type="checkbox"/> Report injuries to WorkSafeBC          |
| <input type="checkbox"/> Ensure PPE is available              | <input type="checkbox"/> Ensure compliance with regulations     |
| <input type="checkbox"/> Promote health and safety awareness  |   |

**Accountability** - The safety performance of the manager's section will form a part of the manager's performance review.

#### **Supervisor/Foreman**

- |  |  |
|--|--|
| <input type="checkbox"/> Set a good example                  | <input type="checkbox"/> Correct unsafe conditions       |
| <input type="checkbox"/> Promote health and safety awareness | <input type="checkbox"/> Enforce health and safety rules |
| <input type="checkbox"/> Establish safe work procedures      | <input type="checkbox"/> Inspect for hazards             |
| <input type="checkbox"/> Instruct workers in safe procedures | <input type="checkbox"/> Investigate all incidents       |
| <input type="checkbox"/> Correct unsafe practices            | <input type="checkbox"/> Ensure proper maintenance       |
| <input type="checkbox"/> Provide first aid                   | <input type="checkbox"/> Comply with regulations         |

**Accountability** - The safety performance of the supervisor's section will form a part of the supervisor's performance review.

#### **Worker**

- |  |  |
|--|--|
| <input type="checkbox"/> Set a good example  | <input type="checkbox"/> Correct unsafe conditions           |
| <input type="checkbox"/> Report unsafe conditions  | <input type="checkbox"/> Report unsafe acts                  |
| <input type="checkbox"/> Report any injury   | <input type="checkbox"/> Comply with rules and regulations   |
| <input type="checkbox"/> Use safe work practices   | <input type="checkbox"/> Make safety suggestions             |
| <input type="checkbox"/> Cooperate with the employer through involvement in all aspects of the health and safety program | <input type="checkbox"/> Promote health and safety awareness |
|  | <input type="checkbox"/> Provide First Aid                   |

**Accountability** - The safety performance of a worker will form a part of their performance review.

Note: "Safety Performance" refers to actions that indicate contributions made towards the health and safety program.

## SAFETY MANAGEMENT SYSTEMS

### 1.3 Health and Safety Policy

#### 1.3.1 Purpose

A Health and Safety Policy provides managers, supervisors and workers with a clear statement regarding management's commitment to creating a healthy and safe work environment for its staff.

#### 1.3.2 Benefits

The policy is an essential foundation for a successful Health and Safety Management System. It becomes the starting point for all other parts of the program and is the first public declaration of the organization's commitment to health and safety.

#### 1.3.3 Description

At a minimum the policy must have the following components:

- Must be in writing.
- Must include health and safety responsibilities of:
  - Management
  - Supervisors
  - Workers
- Must be signed or somehow endorsed by the current CAO, City Manager or Mayor.
- Must be posted at major sites and facilities or made available to workers.

## SAFETY MANAGEMENT SYSTEMS

### 1.4 Implementing Element 1: Organizational Commitment

#### 1.4.1 Step One – Create the Policy

- Draft your organization's health and safety policy.
- Ask for input from the health and safety committee, safety representative, and/or staff.
- Ensure the policy includes the general responsibilities of management, supervisors and workers.
- Have it reviewed by CAO, City Manager or Mayor.
- Have it signed or somehow endorsed by the CAO, City Manager or Mayor.
- Depending on internal procedures, it may be adopted by Council.

#### 1.4.2 Step Two – Communicate the Policy

- Present the policy to all employees at a health and safety meeting or other event involving management and workers.
- Explain the importance of the policy and how it will impact future plans.
- Provide employees with their own copy.
- Have copies prominently displayed around the work site.
- Review responsibilities with all employees and management.
- Have senior management discuss the policy, the importance of health and safety and their commitment to the program. Senior management should also explain their role and the workers' role in making the program work.

## SAFETY MANAGEMENT SYSTEMS

### 1.4.3 Step Three – Orientation of New Workers

- Include your organization's health and safety policy in worker orientation and training programs.

### 1.4.4 Step Four – Health and Safety Manual

- Include a copy of the health and safety policy and responsibilities in the health and safety manual.

### 1.4.5 Step Five – Accountability for Health and Safety

- Have health and safety accountability built into performance reviews for everyone: management, workers, and others at the work site.

## SAFETY MANAGEMENT SYSTEMS

### 1.5 Evaluating Element 1: Organizational Commitment

- Is there a written health and safety policy?
- Is the safety policy signed or somehow acknowledged by the current CAO, City Manager or Mayor?
- Does the safety policy include health and safety responsibilities for:
  - Managers?
  - Supervisors?
  - Workers?
- Is the safety policy posted or readily available for workers?
- Is the policy discussed during employee orientation?
- Is there a copy of the policy in the health and safety manual?
- Can managers, supervisors and workers describe their responsibilities for health and safety?
- How does management demonstrate its commitment to health and safety?
- Do managers lead by example?
- Are health and safety regulations and other resources available to supervisors?
- Do managers discuss health and safety issues at least quarterly with workers?
- Do supervisors share relevant health and safety information with workers?
- Do managers attend meetings that have safety as a standing issue?

# SAFETY MANAGEMENT SYSTEMS

## 2.0 Element 2: Programs and Procedures

It's important to have a clearly defined written health and safety program. The program will include written safe work procedures, emergency response plans, WHMIS programs and First Aid programs, all of which encourage and enforce the following safety rules.

### 2.1 Purpose

To ensure there is documentation of the organization's health and safety management program.

### 2.2 Benefits

This documentation provides a well defined safety program with results and activities that can be easily understood and evaluated.

### 2.3 Description

A well defined safety program will have responsibilities assigned to specific individuals. Workers need to be encouraged to follow safe work procedures; therefore it is essential that they have some input into the development of the procedures. Written instructions regarding emergencies, hazardous work, etc. should be reviewed at regular intervals to ensure they are effective. Training workers and supervising their performance in safety related activities are an essential component to effective safety systems.

- There should be a minimum of eight components of a local government health and safety program
- The program consists of written work procedures for hazardous tasks
- Positive and negative reinforcement for following safety rules
- The existence of an effective WMHIS program

## **SAFETY MANAGEMENT SYSTEMS**

- Site Specific Emergency Response procedures
- Written first aid program that includes first aid assessments and adequate supplies for each workplace

### **2.4 Emergency Procedures**

There must be a means of escape in emergency situations where the malfunction of equipment or work process could create an immediate danger.

At least once each year emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures, and a record of dates of the drills must be kept.

### **2.5 Training for Emergencies**

All workers must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.

Workers assigned to firefighting duties in their workplace must be given adequate training in fire suppression methods, fire prevention, emergency procedures, organization and chain of command, firefighting crew safety and communications applicable to their workplace.

Retraining for firefighting duties take place at least once a year.

A worker who is responsible for firefighting must be physically capable of performing the duties.

## **SAFETY MANAGEMENT SYSTEMS**

### **2.6 Fire Departments**

Employers who have WHMIS products, explosives, pesticides, radioactive material, consumer products or hazardous wastes in quantities which may endanger firefighters must ensure the local fire department is notified of the nature and location of the hazardous materials or substances and methods to be used in their safe handling. There are some exceptions to these requests.

### **2.7 Notification of Utilities**

An employer must immediately notify the owner of the utility that is hit or damaged (pipelines, buried electrical cables or other such utilities).

## SAFETY MANAGEMENT SYSTEMS

### 2.8 10 General Principles of Emergency Preparedness and Response

1. **Response:** emergencies associated with our operating activities will be resolved in a safe and effective manner.
2. **Planning:** we have developed a plan that is effective. It includes a timely response to emergencies, including the use of written procedures, competent personnel and availability of necessary equipment and materials.
3. **Documentation:** accurate records are kept on all activities associated with emergencies.
4. **Communications:** reliable communication occurs within the organization and other affected parties.
5. **Resources:** appropriate personnel and equipment are available.
6. **Mutual Aid:** where necessary, mutual aid agreements are established with local organization and industry, to enhance the available resources.
7. **Training:** documented training activities and emergency exercises are conducted regularly to ensure staff is competent.
8. **Community Liaison:** we work corporately with local authorities, the public and industries to establish a coordinated plan.
9. **Responsibilities:** the representative responsible for emergency preparedness and response administers the program. Project Management ensures the program is implemented and maintained and perform the assigned emergency response activities in accordance with procedures.
10. **Testing the Plan:** we periodically conduct emergency exercises to test the effectiveness of the response and identify opportunities for improvement.

## SAFETY MANAGEMENT SYSTEMS

### 2.9 Implementing Element 2: Programs and Procedures

#### 2.9.1 Step One

- Establish the eight components of a health and safety program.

#### 2.9.2 Step Two

- Develop written work procedures for hazardous tasks and ensure the appropriate workers have access to this information and are trained.

#### 2.9.3 Step Three

- Establish positive and negative reinforcement for following safety rules, procedures and regulations.

#### 2.9.4 Step Four

- Assign specific responsibilities for overseeing the WMHIS program.

#### 2.9.5 Step Five

- Develop site specific emergency response procedures for staff.
- Assign roles in a health and safety emergency to specific individuals.
- Train employees in emergency response procedures.
- Test emergency response plans.
- Document any deficiencies and take steps to eliminate them.

## SAFETY MANAGEMENT SYSTEMS

### 2.9.6 Step Six

- Develop a written first aid program.
- Complete first aid assessments for each workplace.
- Ensure adequate first aid supplies and facilities.
- Determine the number of qualified first aid personnel required for each worksite.
- Train workers on how to request first aid.

## SAFETY MANAGEMENT SYSTEMS

### 2.10 Evaluating Element 2: Programs and Procedures

#### 2.10.1 Safety Program

- Is there a documented health and safety program?

#### 2.10.2 Discipline

- Is there a process to address non-conformance with safety rules and regulations?

#### 2.10.3 Safe Work Procedures

- Are safe work procedures written for identified hazards?
- Are written safe work procedures readily available to workers?
- Have supervisors and workers (including representatives on the Joint Occupational Health and Safety Committee) had the opportunity to participate in the development and review of these procedures?

#### 2.10.4 Safety Rules

- Are safety rules and regulations enforced?

#### 2.10.5 WHMIS

- Has someone been assigned the responsibility for overseeing the WHMIS program?
- Is there evidence that a WHMIS program is in place?

## SAFETY MANAGEMENT SYSTEMS

### 2.10.6 Emergency Response

- Have site-specific emergency response procedures - that address health and safety emergencies for staff - been developed?
- Have specified employees been given lead roles in a health and safety emergency?
- Have employees been trained in emergency response procedures applicable to their workplace?
- Have the emergency response plans been tested for deficiencies and corrective action taken?

### 2.10.7 First Aid

- Is there a written first aid program?
- Has a first aid assessment been completed for each workplace?
- Are there adequate first aid supplies and facilities?
- Are the required number of qualified first aid personnel available where and when required?
- Are workers aware of how to contact first aid?

## SAFETY MANAGEMENT SYSTEMS

### 3.0 Element 3: Hazard Identification, Risk Assessment and Control

Establishing and maintaining a healthy and safe work place requires that the organization systematically identifies hazards and implements controls.

Hazard identification and risk assessment provides an opportunity to recognize health and safety problems before they result in injury or damage. It also provides the building blocks for much of your Health and Safety Management System. The information gathered in this element will be used in almost every other element. When we talk about hazard identification we are not only dealing with **recognizing** the hazards at the work site, but also **assessing** those hazards to determine which create the greatest potential problems. We want to ensure that we spend our time and resources dealing with the most serious issues.

Employers have responsibilities to ensure affected workers are informed of the hazards of their jobs, and the methods used to control/eliminate them.

#### 3.1 Purpose

The process of hazard identification, risk assessment and control helps to ensure workplace hazards are controlled. The results of this process are later used in developing safe work procedures, emergency response procedures, training workers, inspections and assisting joint health and safety committees.

#### 3.2 Benefit

Workers will remain protected from hazards that they will be exposed to at their work place. Hazards can be identified and prioritized on the basis of which ones pose the greatest risk.

## SAFETY MANAGEMENT SYSTEMS

### 3.3 Definitions

- Hazard:** any condition or circumstance that has the potential to cause injury, illness, disease or damage to property and equipment.
- Risk:** combination of probability of injury or illness and its severity.
- Formal Hazard Assessments:** are conducted before the work actually begins. They are often in writing and used to eliminate or minimize potential losses (to people, property, materials or environment).

### 3.4 Description

In this element, the focus is on identifying and prioritizing hazards and ensuring controls are in place.

A systematic process for assessing hazards related to all equipment, machinery, materials, work areas, procedures, operations and jobs.

#### 3.4.1 Types of Hazards:

- chemical, e.g.** – solvents, fumes, dusts
- biological** – Hantavirus, Hepatitis B or C, HIV, or other blood borne pathogens, molds
- physical** – crush, slips, trips, falls, strains/sprains
- psychosocial** – stress, violence

#### 3.4.2 Steps:

1. Identify/inventory all work done.
2. Identify the hazards with each job.
3. Rate the hazards by their degree of risk.
4. Ensure the controls in place are appropriate.

## SAFETY MANAGEMENT SYSTEMS

Note: Involve workers and or the JHS Committee members in the process:

- They are most familiar with their work, so may be able to provide a greater insight to the risk and possible controls.
- They can take more ownership of the program.

### 3.5 Exercise: What Are the Hazards?

Example of Hazard Assessment Process and Risk

#### 3.5.1 Step 1: Select a position

Job / Task: <i>Filling Spray Truck</i>	Severity	Probability	Frequency	Total
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#### 3.5.2 Step 2: Identify the hazards

Job / Task: <i>Filling Spray Truck</i>	Severity	Probability	Frequency	Total
<b>Hazards</b>				
1. <i>Striking person / object when backing into bay</i>				
2. <i>Lifting &amp; carrying 25lb jugs - 10 per filling</i>				
3. <i>Exposure to chemical mists</i>				

## SAFETY MANAGEMENT SYSTEMS

### 3.5.3 Step 3: Rate the hazards

Once hazards have been identified, it is important that they be evaluated in terms of the danger or risk they pose to workers. This ensures hazards that create the greatest problems are dealt with first.

Risk is a combination of the probability that someone will be injured and the possible severity of the injury. We then include a third factor – the frequency of exposure of the workers to the hazard. Frequency refers to both the number of times a single worker could be exposed, as well as the number of workers who could be exposed.

#### Assigning Values

Assigned Value	1	2	3
<b>Severity</b>	First Aid/Minor Damage	Lost Time Injury/Moderate Damage	Fatal/Major Damage
<b>Probability</b>	Unlikely	Probably	Likely
<b>Frequency of Exposure</b>	Rarely (<1 per month) 1 worker	Often (3 times/week) several workers	Daily Many workers

## SAFETY MANAGEMENT SYSTEMS

Job / Task: <i>Filling Spray Truck</i>		Severity	Probability	Frequency	Total
<b>Hazards</b>					
1.	<i>Striking person / object when backing into bay</i>	<b>3</b>	<b>2</b>	<b>2</b>	<b>7</b>
2.	<i>Lifting &amp; carrying 25lb jugs - 10 per filling</i>	<b>2</b>	<b>3</b>	<b>2</b>	<b>7</b>
3.	<i>Exposure to chemical mists</i>	<b>1</b>	<b>3</b>	<b>2</b>	<b>6</b>

- 3 - 4 low** priority
- 5 - 6 medium** priority
- 7 - 9 high** priority

The high priority hazards are addressed first, followed by the medium priority hazards. Low priority hazards may not require attention at this time; they may simply require monitoring. The organization must make a determination of what risks are acceptable when hazards are unavoidable.

### 3.5.4 Step 4: Evaluating Controls

The next part of the exercise is to complete the sections on existing controls. In the example below we see how the existing controls are noted and recommendations that are made to improve the types of controls that are in place.

## SAFETY MANAGEMENT SYSTEMS

Existing Controls		Recommendations
1.	<i>Procedures include checking mirrors</i>	<i>Install parabolic mirror</i>
	<i>Sound horn before backing up</i>	<i>Install back-up alarm on truck</i>
		<i>Improve lighting</i>
2.	<i>None</i>	<i>Buy in bulk containers, use electric pump to fill truck</i>
3.	<i>Full face organic vapour respirator, gloves</i>	<i>Continue use of PPE; Recommend an evaluation of actual exposures to determine if respirators are required.</i>  <i>If respirator still required after using electric pump, ensure staff are trained and fit tested</i>

The dates required for the implementation of the controls need to be documented along with the persons responsible. See below for examples.

Date Required	Person Responsible	Initial When Complete
1.	<i>Oct 8/10</i>	<i>Manager Equipment Maintenance</i>
	<i>Oct 10/10</i>	<i>Manager Equipment Maintenance</i>
	<i>Oct 10/10</i>	<i>Supervisor Public Works</i>
2.	<i>Contact suppliers for estimate of costs by Oct 8/10</i>	<i>Supervisor Public Works</i>
3.	<i>First opportunity</i>	<i>Safety Manager to arrange evaluation of the chemical exposures.</i>

## SAFETY MANAGEMENT SYSTEMS

### 3.6 Group Exercise: Hazard Assessment

Fill in the Job/Task at the top of this table. List three hazards associated with that task.

Job / Task:	Severity	Probability	Frequency	Total
<b>Hazards</b>				

**Assigning Values:** Determine the severity, probability and frequency of the three hazards listed above, based on the following table. Fill in the boxes above.

Assigned Value	1	2	3
<b>Severity</b>	First Aid/Minor Damage	Lost Time Injury/Moderate Damage	Fatal/Major Damage
<b>Probability</b>	Unlikely	Probably	Likely
<b>Frequency of Exposure</b>	Rarely (<1 per month) One worker	Often (3 times/week) Several workers	Daily  Many workers

**Total** the previous 3 columns.

## SAFETY MANAGEMENT SYSTEMS

Next, number the hazards from high to low, by placing a number beside the hazard (when this form is done in a spreadsheet it can then be sorted).

- 3 - 4 low** priority
- 5 - 6 medium** priority
- 7 - 9 high** priority

The **high** priority hazards are addressed first, followed by the **medium** priority hazards. **Low** priority hazards may not require attention at this time; they may simply require monitoring.

### TRANSFER THIS INFORMATION TO THE FOLLOWING PAGE

Review the controls already in place to eliminate or lessen the hazard.

Make recommendations for additional controls based on the Hierarchy of Controls:

- a. Elimination
- b. Substitution
- c. Engineering Controls
- d. Administrative Controls
- e. Personal Protective Equipment

Assign responsibility for implementing additional controls.

Evaluate the effectiveness of additional controls.

## SAFETY MANAGEMENT SYSTEMS

### SAMPLE HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL WORKSHEET

Department:		Position:			Done By:			Date:	
Job / Task:	Severity	Probability	Frequency	Total	Existing Controls	Recommendations	Date Required	Person Responsible	Initial When Complete
Hazards									

- **Severity**—depending on how serious the outcome if something went wrong - rate 1, 2, or 3 (3 being worst)
- **Probability** - how likely is it that something will go wrong – rate 1, 2 or 3 (3 being most likely)
- **Frequency of Exposure** - how many people, how often are exposed – rate 1, 2, or 3 (3 being most often, or lots of people)
- **Total** - total the previous 3 columns:     3 - 4 is **low** priority             5 - 6 is **medium** priority             7 - 9 is **high** priority
- Address high priority hazards first, then medium priority hazards. Low priority hazards may not require attention at this time; they may simply require monitoring.
- Review the controls in place and consider what should be added. Try engineering controls (guards, screens, mufflers, ventilation, etc.) before relying on things like warning signs, pylons, reminder notes, masks, gloves, etc.
- Determine how quickly the recommended controls should/can be put in place (remember to set reasonable goals) and who is responsible to ensure it gets done

## SAFETY MANAGEMENT SYSTEMS

### SAMPLE – Completed

#### HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL WORKSHEET

Department: Public Works Position: Spray Truck Driver Done by: John Doe (sup) Jane Smith (worker) Date: Sept. 30/2010

Job/Task: Filling Spray Truck

Hazards	Severity	Probability	Frequency	Total	Existing Controls	Recommendations	Date Required	Person Responsible	Initial When Complete
Striking person/object when backing into bay	<b>3</b>	<b>2</b>	<b>2</b>	<b>7</b>	Procedures to check mirrors, sound horn	Install parabolic mirror Install back-up alarm on truck Improve lighting	Oct 8/10 Oct 10/10 Oct 10/10	Mgr, Equip Maint Mgr, Equip Maint Supt, PW	
Lifting & carrying 25 lb jugs - 10 per filling	<b>2</b>	<b>3</b>	<b>2</b>	<b>7</b>	None	Buy in bulk containers, use electric pump to fill truck	Contact suppliers for cost estimates by Oct 8/10	Supt, PW	
Exposure to chemical mists	<b>1</b>	<b>3</b>	<b>2</b>	<b>6</b>	Full face Organic vapour Respirator, gloves	Continue use of PPE; using electric pump to fill truck should further reduce risk of exposure  Confirm level of exposure through testing			First use

## SAFETY MANAGEMENT SYSTEMS

### 3.7 Implementing Element 3: Hazard Identification, Risk Assessment and Control

#### 3.7.1 Step One

- Prepare a hazard identification directive stating who does hazard identification and how, when and where it is done. Include the directive in the health and safety manual.
- Train personnel responsible for conducting hazard assessments.

#### 3.7.2 Step Two

- Look at every job and work process at the work site. Involve workers and ask questions to identify where the hazards exist in each area.
- All of the hazards, including those that have a current control mechanism in place, must be identified.
- Make notes regarding the hazards and potential harmful situations in a clear, systematic format.

#### 3.7.3 Step Three

- Determine where controls are needed and try to involve affected workers in this process. Workers must be trained in the use of the controls such as PPE.
- Four types of control methods. Known as the Hierarchy of Control, each step must be ruled out before moving to the next. There can be more than one type of control in place at any given time:

Elimination and/or Substitution:

- This is the preferred method of control and focuses on completely eliminating the hazard.
- Includes substitution of a less toxic chemical, changes in the work process that eliminate the hazard, etc.

## SAFETY MANAGEMENT SYSTEMS

### Engineering:

Focus on physically controlling hazards and includes ventilation, machine guarding, interlocks, guard rails, platforms, enclosures, circuit breakers, etc.

- Engineering controls will be considered whenever possible (i.e. 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:

Focus on eliminating or reducing the amount of worker exposure to hazards and includes work scheduling, job rotation, signs, labels, safe work practices/procedures, preventative maintenance scheduling, purchasing criteria and training. Administrative controls include:

- Scheduling work tasks to limit the duration of exposure to a hazard.
- Vary the tasks and rotate the jobs to minimize the risk of exposure to musculoskeletal injuries, heat stress, cold stress, etc.
- Written work procedures which include 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 (i.e. audiometric testing for workers operating in environments where the noise level exposure is in excess of 85dBA lex or 135 dBA peak sound level).

## SAFETY MANAGEMENT SYSTEMS

- First aid services and equipment meets requirements of WorkSafeBC.

### Personal Protective Equipment (PPE):

- Least preferred method of control.
- Lessens the potential harmful effects of exposure to hazards.
- Includes head, eye, hearing, foot, limb and body protection, fall protection and respiratory protective equipment.
- Workers must be formally trained in the use, maintenance and limitations of PPE and in the nature and effects of the hazard.
  - Address the high priority hazards first. Using the Hazard Control Form, develop a plan of action to eliminate or control the hazards that pose the greatest risk of harm to workers.
  - Make note of hazards that are partially controlled to see if they can be eliminated through some form of substitution or engineering method in the future.
  - Determine a realistic implementation date and assign individual responsibility for each control recommendation.

## SAFETY MANAGEMENT SYSTEMS

### 3.7.4 Step Four

- Ensure the appropriate PPE is made available to workers in accordance with the safety regulations or local government policy.
- Train workers in the use, maintenance and limitations of the PPE they are required to use.

### 3.7.5 Step Five

- Develop a communication system for workers to report unsafe/unhealthy conditions or practices.

### 3.7.6 Step Six

- Develop a preventative maintenance program for equipment and machinery. The schedule should be checked to make sure it is followed.
- Inform employees on what steps they should take when they encounter broken or defective tools or equipment.

## SAFETY MANAGEMENT SYSTEMS

### 3.8 Evaluating Element 3: Hazard Identification, Risk Assessment and Control

- Have processes been developed for identifying hazards and assessing risks?  
There should be a form used to identify hazards and assess the risks.
- Have individuals responsible for identifying hazards and assessing risks received formal or informal training?
- Have hazards been documented and communicated to workers? This may be accomplished through bulletin board postings, safety meetings, tail gate meetings, etc.
- Have controls been developed for the identified hazards? Hopefully most hazards have adequate controls in place. In situations where more controls are necessary these should be identified and implemented.
- Is PPE made available to workers in accordance with the Regulation or Local government policy?
- Are workers aware of the appropriate type of PPE required and have they been trained in its use, maintenance and limitations?
- Is there a system for workers to report unsafe/unhealthy conditions or practices?
- Is there a preventative maintenance program in place for equipment and machinery and is it followed?
- Are workers aware of what they should do when they encounter broken or defective tools or equipment?

### 4.0 Element 4: Training, Education and Certification

It's imperative that workers are competent to perform the work that they are assigned. Therefore training, education and certification of workers is an important component of any safety program. New and transferred employees must become familiar with the organization's policies and procedures and learn how to perform their jobs safely and effectively. Experienced workers may also require training as equipment and processes change. All workers may require refresher training at regular intervals.

A system should be in place to ensure all staff are appropriately qualified to safely perform their jobs.

#### 4.1 Purpose

The purpose of training is to ensure workers know how to do their jobs without risk to themselves, their co-workers or the public.

#### 4.2 Benefits

Training reduces incidents, illness and injuries and increases productivity and quality.

#### 4.3 Description

- A system must be established to determine what competencies are required for any work that is potentially hazardous.
- Workers must be competent — adequately qualified, suitably trained and with sufficient experience to carry out hazardous work safely.
- Workers required to use equipment must be trained in its use.
- Training must include reference to applicable legislation.
- Specific training may be required: for example, first aid, WHMIS, defensive driving, transportation of dangerous goods, flag person, etc.

## SAFETY MANAGEMENT SYSTEMS

- Tailgate or pre-planning meetings should be conducted and documented.
- A formal safety orientation program must be in place.
- New workers must be oriented in the first week on the job (the first day for critical issues and first week for all others).
- Employees transferring to a new position, or who have been away from their position for a significant period of time, must be retrained/orientated within the first week (the first day for high hazard activities).
- Records should be maintained showing the training given, to whom, by whom, and when retraining is required, if applicable.
- Employee training should include:
  - Procedures for contacting first aid and the location of first aid facilities
  - Right to refuse unsafe work
  - Reporting injuries and incidents
  - The name and contact information of the workers' supervisor
  - Contact information and responsibilities for the Joint Occupational Health and Safety Committee (or worker representative)
  - The workers' rights and responsibilities under the Workers Compensation Act and WorkSafeBC OHS Regulation
  - Health and safety policy and health and safety program
  - Basic health and safety instruction and workplace health and safety rules
  - Workplace hazards and high risk job-specific training
  - Working alone or in isolation
  - Prevention of workplace violence
  - Personal Protective Equipment requirements

## SAFETY MANAGEMENT SYSTEMS

- 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
  
- Employees transferring to a new position, or who have been away from their position for a significant period of time, must be retrained/oriented within the first week (the first day for high hazard activities). Items covered in this orientation include:
  - Name and contact information of the workers' supervisor
  - The workers' rights and responsibilities under the Workers Compensation Act and WorkSafeBC OHS Regulation
  - 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
  - Prevention of workplace violence
  - 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

## **SAFETY MANAGEMENT SYSTEMS**

- WHMIS information applicable to the work
- Contact information for the Joint Occupational Health and Safety Committee (or worker health and safety representative)

### **4.4 Joint Health and Safety Committee**

JHSC members are entitled to 8 hours of training each year.

### **4.5 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 the local government with reference to appropriate safe work procedures being made during instruction. Some examples may include but are not limited to following areas:

- Blasting operations, general requirements and emergency procedures
- Chemical and Biohazardous Substances
- Cold Stress
- Confined spaces
- Controlled products (WHMIS)
- 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
- Fall protection system and procedures

## SAFETY MANAGEMENT SYSTEMS

- Fire Prevention
- First aid
- Forestry operations, general, and faller qualifications
- Handling sharps
- 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

## SAFETY MANAGEMENT SYSTEMS

### 4.6 Implementing Element 4: Training, Education and Certification

#### 4.6.1 Step One

- Develop a system to evaluate the competencies required to perform specific jobs. The system should track the qualifications of the individuals doing those jobs.

#### 4.6.2 Step Two

- Train supervisors in how to evaluate an employee's ability to safely perform the work.

#### 4.6.3 Step Three

- Develop a system to track the education and training of employees and ensure it is updated regularly.
- The system should also ensure that workers certifications are valid and up to date.

#### 4.6.4 Step Four

- Ensure tailgate meetings or toolbox meetings are conducted at appropriate intervals and the documentation of these meetings is kept on file.

#### 4.6.5 Step Five

- Develop a formal orientation program. The orientation should contain general safety information, including, at a minimum:
  - corporate safety policy
  - general safety rules
  - how to contact first aid
  - location of first aid facilities

## SAFETY MANAGEMENT SYSTEMS

- emergency evacuation procedures
- right to refuse unsafe work
- how to report injuries and incidents
- Joint Occupational Health & Safety Committee

### 4.6.6 Step Six

- Create a policy to ensure that health and safety information is provided to contractors before they begin working for the local government.

**SAMPLE**

**SAFETY TRAINING DIRECTIVE**

**Purpose**

The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the municipality.

**Policy**

This municipality will provide, and employees will participate in, all safety and related training that is necessary to minimize losses of human and physical resources of the municipality.

This training will include, but not be limited to:

- New hire safety orientations
- Job-specific training
- Safety training for supervisors and management
- Task and trade-specific training and certification
- Specialized safety and related training

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

## SAFETY MANAGEMENT SYSTEMS

### 4.7 Health and Safety Orientation for New Workers

#### 4.7.1 Purpose

The safety orientation helps new and transferred workers become familiar with the municipality's health and safety program and the work site. The orientation provides important information on hazards at the work site and the safety precautions in place.

#### 4.7.2 Orientation Procedure

Every employee, contractor and subcontractor who is new to a job or worksite should receive a safety orientation. It should occur before the person starts his or her new job or within the first week on the job.

#### 4.7.3 Orientation Topics

- Municipality's health and safety policies and rules
- Worker's responsibility to wear appropriate work clothing
- Specific job hazards
- Health and safety precautions
- Job responsibilities
- Regulatory requirements
- Municipality's enforcement policy
- Workers' responsibility to refuse to do unsafe work
- Municipality's responsibilities to provide a safe work place
- Emergency/First Aid procedures

## SAFETY MANAGEMENT SYSTEMS

### 4.7.4 Record Keeping

Records of all orientations should be kept as part of each employee's training record. You can use these records to track an individual's progress as well as training.

### 4.8 **Evaluating Element 4: Training, Education and Certification**

- Is there a system to evaluate the qualifications and competencies required to perform specific jobs?
- Do supervisors evaluate the workers ability to safely perform the work?
- Is there a method of tracking education and training of employees?
- Is training being conducted with workers on an on-going and as-required basis?
- Is there a method within the company to ensure that workers certifications are valid and up to date?
- Are tailgate or toolbox meetings held regularly and documented?
- Does the employer have a formal orientation program? The orientation should contain general safety information, including, at a minimum:
  - corporate safety policy
  - general safety rules
  - how to contact first aid
  - location of first aid facilities
  - emergency evacuation procedures
  - right to refuse unsafe work
  - how to report injuries and incidents
  - Joint Occupational Health & Safety Committee

## SAFETY MANAGEMENT SYSTEMS

- Are orientations mandatory for all new employees and for internally-transferred employees, as well as those returning to the job after a lengthy absence?
- Did the orientation occur within the first week?
- Is there an orientation checklist form?
- Does the form provide for signatures of workers and the person conducting the orientation?
- Is health and safety information given to contractors before they begin working for the local government?

## SAFETY MANAGEMENT SYSTEMS

### 5.0 Element 5: Inspections

A regular inspection program of the premises, equipment and workplaces will aid in the early identification and correction of hazardous situations. It is important to implement corrective measures as soon as possible. Additionally employers are required by BC Health and Safety Regulations to ensure that regular inspections are conducted of all workplaces including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices. The intervals of these inspections will depend on the risks associated with the jobs.

#### 5.1 Purpose

To check the effectiveness of existing hazard controls and to identify hazards not previously recognized.

#### 5.2 Benefit

Ensures hazards are regularly monitored and controlled effectively.

#### 5.3 Description

There are two major types of inspections.

1. **Formal Workplace Inspections** are planned scheduled inspections. Formal inspections are different than hazard identification. In hazard identification you looked at the jobs and activities and assessed what could go wrong when doing those jobs/activities. Formal inspections are a physical tour of the work site, where you look at the conditions in place at that specific point in time.
2. **Ongoing or Informal Inspections** are unplanned inspections often conducted as part of the day to day activities of supervisors and workers.

## **SAFETY MANAGEMENT SYSTEMS**

The inspection process has a number of key activities that support Health and Safety Management Systems. It includes:

- Focus on the identified hazards and the controls implemented in the workplace being inspected.
- Talk to workers during inspections to get their input and feedback and to let them know what's going on.
- Check for new hazards.
- Comment on positive items.
- Best done as a team: involve managers, supervisors and workers, Joint Health and Safety Committee members.
- Prioritize the inspections findings.
- Prepare a written report and share findings with employees.
- Management reviews and signs the inspection reports.

### **5.4 Who Should Conduct the Inspections?**

- Inspections should include the participation of members of the joint committee or the worker health and safety representative.
- If there is no committee or worker health and safety representative the employer must designate an employer representative and the union must designate a worker representative.
- If there is no union the employer must invite the workers to designate one of their members as a representative.

## SAFETY MANAGEMENT SYSTEMS

### 5.5 Inspection Responsibilities

#### 5.5.1 Management Should:

- occasionally participate in inspections
- review inspection reports

#### 5.5.2 Supervisors Should:

- assist in performing continuous informal inspections
- be aware of hazards that may arise during the course of the work being performed
- be included in planned inspections when possible

#### 5.5.3 Workers Should:

- be involved in pre-job inspection
- continuously inspect work areas for hazards
- report any hazards found

### 5.6 Frequency of Inspections

Formal or planned inspections should be done at intervals that reflect the hazards at the worksite.

Example:

- low hazard areas could be done once a quarter
- high hazard areas could be done every other month or more frequently

### 5.7 Special or Spot Inspections

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.

Spot inspections should be done to follow up on the implementation of corrective actions or the arrival on site of a new piece of equipment or process.

### 5.8 Correction of Unsafe Conditions

It's imperative that unsafe or harmful conditions are fixed without delay and are reported to a supervisor or to the employer. The person receiving the report must investigate to ensure corrective actions are taken.

### 5.9 Emergency Circumstances

Only qualified people should be used when emergency actions are required to correct an immediate threat to workers.

### 5.10 Assessments of Unsafe Conditions during an Inspection

Only qualified and properly instructed workers are required to 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. The reason for this system is to highlight the degree of severity of those hazards, which will assist the employer in prioritizing corrective action.

## SAFETY MANAGEMENT SYSTEMS

### 5.10.1 Hazards are rated as follows:

#### **A Hazard (High Hazard)**

“A” Hazard rating is an imminent hazard that requires immediate corrective action. (Activity to be discontinued until hazard is corrected.)

Examples:

- Lack of a fall protection program for workers on the roof.
- Workers in an un-sloped un-shored excavation more than 4 feet deep.

#### **B Hazard (Medium Hazard)**

“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).

Examples:

- 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 (Low Hazard)**

“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.)

## SAFETY MANAGEMENT SYSTEMS

Examples:

- 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 JHS Committee.
- A flat roof without guardrails does not have a safety zone or restraint system for workers who may have to access the roof. No one is required to access the roof at this time.

### 5.11 Implementing Element 5: Inspections

#### 5.11.1 Step One

- Prepare a written inspection directive describing the process for conducting inspections in the local government organizations.
- Set the frequency of inspections depending on the degree of risk. The higher risk sites should be inspected at least once every two months. Administrative sites should be at least quarterly.
- Assign the responsibility for performing inspections. Supervisors should be encouraged to involve workers in the process. The inspection team can be two or more people as appropriate.
- Involve some of the Joint Health and Safety Committee members.

#### 5.11.2 Step Two

- Prepare an inspection checklist and report form using information from the Hazard Identification & Assessment and Hazard Control elements as well as from other sources such as previous incidents, worker concerns, etc.

## SAFETY MANAGEMENT SYSTEMS

### 5.11.3 Step Three

- Train the inspection team. This can be accomplished with formal training or informal training through an experienced team member.

### 5.11.4 Step Four

- Ensure the formal inspections are conducted and the reports are written.

### 5.11.5 Step Five

- Review the inspection report with the inspection team. Bring items requiring action to the attention of the appropriate individuals. Ensure a time frame for correction is included.

### 5.11.6 Step Six

- Make sure copies of the reports are provided to senior management, the Health and Safety Committee and supervisors of the areas being inspected.
- Make sure copies are posted for workers to read.
- Keep copies on file for the next inspection team.
- Records of formal inspections are important sources of information and should be kept for future reference. Periodically a “big picture” review should be done to track how well the system is working to improve conditions.

### 5.11.7 Step Seven

- Ensure there is a system in place so that identified deficiencies are corrected.
- Ensure there is a system for follow-up action for correcting and identifying positive findings.

## SAFETY MANAGEMENT SYSTEMS

### 5.12 Evaluating Element 5: Inspections of Premises, Equipment and Workplaces

- Is there a written safety inspection process in place? An inspection directive would help identify the intent of the inspections and who is responsible for inspecting.
- Does the inspection program outline what is to be inspected? This should cover all facilities and worksites owned and operated by the local government.
- Does the inspection program identify inspection frequency? An inspection frequency should be identified and will help to prevent unsafe conditions from occurring.
- Are inspections being carried out as defined in the program?
- Are inspection checklists or forms being used? There should be pre-printed checklists or a form used during inspections that identifies hazard levels and assigns responsibilities for corrective actions.
- Is there a system to ensure that any identified deficiencies are reported?
- Is there a system to ensure that any deficiencies are corrected in a timely manner?

### 6.0 Element 6: Incident Investigations

When an incident occurs, it is important to determine all the causes so action can be taken to prevent recurrence. Many safety professionals believe that all incidents are preventable.

#### 6.1 Purpose

The purpose of investigations is to identify the “**direct**” and “**indirect**” causes of incidents and implement corrective actions to prevent reoccurrence of similar incidents.

- Direct causes: the unsafe practices and unsafe conditions (uncontrolled hazards) that allowed the incident to occur.
- Indirect causes: the underlying or root causes that contributed to the existence of the uncontrolled hazards (why the immediate causes developed).

#### 6.2 Benefits

- Prevent reoccurrence of similar incidents.
- Correct deficiencies in the systems that allowed incident to happen.
- Improve the Health and Safety Management System.

#### 6.3 Definitions

- An **incident** is an unplanned event that results in some kind of harm (injury, illness, loss, property, environment or equipment damage) or under slightly different circumstances **could have** resulted in harm. This definition also includes “near-miss” incidents.

## SAFETY MANAGEMENT SYSTEMS

### 6.4 Description

- Incidents are reported to the supervisor.
- Investigations look at direct and indirect causes of incidents; recommendations are made to prevent future incidents.
- Legal Requirements:
  - Reporting serious incidents and conducting investigations.
  - Reporting injuries requiring medical aid or resulting in lost time.
- Incidents are not investigated to assess blame; they are investigated to improve health and safety.

#### 6.4.1 Investigation Process

- The supervisor, Health and Safety Committee member or occupational health and safety designate should participate in the investigation of incidents.
- All near-misses (incidents without loss) and incidents with loss should be investigated
- Investigate as soon as injured have been taken care of and all hazards to investigators have been removed.
- Collect information and interview witnesses.
- Analyze the information and determine all causes.
- Write the report with recommendations.
- Follow-up.

## SAFETY MANAGEMENT SYSTEMS

### 6.4.2 Incident Report

- Persons involved include: supervisor of work area, workers, Health and Safety Committee.
- Information required:
  - Department and job titles
  - Location, date and time of incident
  - Names and job titles of persons injured in the incident
  - Names of witnesses
  - Statement of the sequence of events which preceded the incident
  - Description of what happened (from witnesses/workers involved)
  - Description of injuries or illnesses if applicable
  - Description of damage to equipment, vehicle, building, etc., if applicable
  - All causes of the incident (both direct and indirect)
  - Recommended corrective actions to prevent similar incidents
  - Names of the persons who investigated the incident

### 6.4.3 Reporting to Provincial Government - Legislation

- Incident investigations are initiated and reported to WorkSafeBC immediately for the following incidents:
  - 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

## SAFETY MANAGEMENT SYSTEMS

- 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 (i.e. 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)
- Investigations for other incidents that must be initiated immediately are:
  - Incidents that resulted in medical aid for the worker
  - Incidents that did not result in injury, but had the potential for causing serious injury (i.e. “Near-miss” incidents)

Copies of investigation reports are distributed to the JHS Committee and to WorkSafeBC.

## SAFETY MANAGEMENT SYSTEMS

### 6.5 Implementing Element 6: Incident Investigations

#### 6.5.1 Step One

- Prepare a directive about reporting/investigating incidents and implementing corrective action (what is to be reported/investigated, purpose of reporting/investigating, who will investigate, corrective actions, follow-up, time frame, etc.)
- Note: Should immediately investigate any accident or incident that results in injury to a worker requiring medical treatment and potential for serious injury.
- Assign responsibility for doing the investigation. This may involve a number of people: supervisors, Health and Safety Committee members and other workers.
- The directive must identify which incidents have to be reported to WorkSafeBC.

Incidents to be reported include:

- Resulted in serious injury or death of a worker
- A major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation
- Major release of a hazardous substance

#### 6.5.2 Step Two

- Develop a standard incident investigation form suitable for the needs of the local government, which focuses on identifying all causes and determining corrective actions.

## SAFETY MANAGEMENT SYSTEMS

### 6.5.3 Step Three

- Educate employees about the reporting and investigating procedures.
- Provide training for those responsible for doing the investigations, which focuses on the identification of direct and indirect (underlying) causes, and making meaningful recommendations to improve health and safety.

### 6.5.4 Step Four

- Develop and implement procedures for reporting incidents and near-misses.
- Near-misses (where no injury occurs, but could have) are often not investigated. Useful information can be lost by ignoring these events. Employees should be encouraged to report near-miss incidents. They will be more comfortable reporting near-misses if the investigations are not designed to assign blame or punish individuals. Near-misses should be investigated on the basis of their **potential for harm**.

### 6.5.5 Step Five

- Have managers review investigation reports and sign off.
- Follow-up on corrective actions to ensure they are appropriate and have been implemented in a timely manner.

### 6.5.6 Step Six

- Communicate results of the investigation and corrective actions that were taken to affected workers.

### 6.5.7 Step Seven

- Track types of incidents and injuries to identify trends.

## SAFETY MANAGEMENT SYSTEMS

### 6.6 Evaluating Element 6: Incident Investigations

- Is there a written policy or procedure for investigation of hazards, accidents and near-miss incidents?
- Does the written policy or procedure clearly direct what types of incidents are to be reported to WorkSafeBC?

Incidents which must be reported include:

- Any incident that kills or seriously injures a worker
  - A major leak or release of a toxic substance
  - A major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary support system or excavation
  - Any incident requiring medical aid or time loss from work
- Is the policy or procedure being followed?
  - Are standardized incident investigation forms readily available and used?
  - Have workers been made aware of the reporting process?
  - Is the appropriate staff involved in the investigations?
  - Have employees who are conducting investigations been trained in investigation procedures, and in the organization's policy/procedure for investigations?
  - Are "near-miss" incidents being reported?
  - Are recommendations for prevention or remedial action assigned and implemented in a timely manner?
  - Are corrective actions communicated to workers?
  - Are investigation reports reviewed by management?

### 7.0 Element 7: Program Administration

#### 7.1 Purpose

The purpose of this element is to encourage the sharing, tracking and communication of health and safety related information. This can be achieved by providing resources to ensure ongoing record keeping and continuous improvement on health and safety related issues. All employers are required to maintain specific information about work related injuries and illnesses. This type of information typically comes from the following:

1. First aid records
2. Incident investigation records
3. The Employer's Report of Injury or Occupational Disease

The focus here is injury and illness data that is needed to generate work injury and illness statistics. Note that although injury and illness records are important, other important types of records must also be maintained (e.g. records of education and training, risk assessments, workplace inspections, exposure monitoring for harmful chemicals and noise, hearing tests, etc.).

#### 7.2 Benefits

Computers are tools to help standardize record keeping and reporting functions and are used extensively to compile, store, analyze and report on occupational injuries and disease. A good record keeping system can help the organization:

- Objectively evaluate safety-related problems and measure overall progress and effectiveness of the safety program.
- Identify areas with high incident rates so that extra organizational effort can be focused on those areas.

## SAFETY MANAGEMENT SYSTEMS

- Identify causes of accidents and illnesses and implement effective preventive measures.
- Create interest in safety with managers and supervisors by providing them with meaningful information about their area's accident/injury experience.
- Provide managers and supervisors hard facts about their safety problems so that they can prioritize their safety efforts.
- Assist management in evaluating safety performance and determining if controls are working as intended.

### 7.3 Description

- Data on lost time, medical aid and first aid injury is recorded and analyzed.
- Other data is kept and monitored:
  - Employee orientation and training records
  - Work site inspections
  - Incident investigations
  - Preventative maintenance logs
  - Health and safety meeting minutes
- Includes audits of the management system and encourages continuous improvement through suggestions for improvement and Post-Audit Action Plans.
- Includes two-way communications through pre-job meetings, health and safety meetings, tool box meetings, etc.
- Worker feedback and input is encouraged.

## SAFETY MANAGEMENT SYSTEMS

Safety performance is relative. In order to compare an organization's accident/injury experience to its own previous experience or that of its industry, a method of measurement that will adjust for certain variables is needed. Incident frequency rates and injury severity rates are commonly used to do this.

### 7.4 Frequency Rate

Frequency rates are calculated using a numerical base of 1,000,000 man-hours (American National Standards Institute - ANSI Z16.1), or as is more prevalent today, a base of 200,000 man-hours (U.S. Bureau of Labor Statistics). The 200,000 base represents 100 full-time workers working 40 hours per week, 50 weeks per year. If "A" is the event for which the frequency rate is to be computed, (incident, injury, illness), "B" the numerical base, and "C" the exposure, (hours worked) then:

$$\text{Frequency Rate} = \frac{A \times B}{C}$$

### 7.5 Severity Rate

Injury severity rates also can be calculated using numerical bases of 1,000,000 or 200,000 man-hours, days lost and the hours worked (exposure hours):

$$\text{Severity Rate} = \frac{\text{total days lost} \times 200,000}{\text{total exposure hours}}$$

#### Example

During the past three months, regional district experienced 3 back strains (15 days lost), 1 hernia (50 days lost), and 3 fingertip amputations (175 days lost). There were 537,493 hours worked during that period. The local government used a numerical base of 200,000 in its calculations.

## SAFETY MANAGEMENT SYSTEMS

1. What is the severity rate?

- **Step One** – Calculate total number of days lost

15 days lost + 50 days lost + 175 days lost = 240 days lost

- **Step Two** – Apply Formula

$$\frac{240 \text{ total lost days} \times 200,000}{537,493 \text{ hours worked}} = \frac{48,000,000}{537,493} = 89.3 \quad (89.3034886)$$

The lower the severity rate, the lower the seriousness of injury when injury/illness occurs (e.g. fewer days lost for sprained wrist versus amputation of hand).

2. What is the frequency rate?

- **Step One** – Calculate the total number of lost times

3 + 1 + 3 = 7 LTC

- **Step Two** – Use the Formula

$$\frac{7 \text{ total lost times} \times 200,000}{537,493 \text{ hours worked}} = \frac{1,400,000}{537,493} = 2.60 \quad (2.604685084)$$

The lower the frequency rate, the lower the risk of injury on the job.

## SAFETY MANAGEMENT SYSTEMS

### 7.6 Implementing Element 7: Program Administration

#### 7.6.1 Step One

- Establish a system to track important records such as orientation and training records, inspection reports, investigation reports, Joint Health and Safety Committee meeting minutes, staff health and safety meeting minutes, tailgate meetings, etc.

#### 7.6.2 Step Two

- Conduct an audit of the local government's Health and Safety Management System at least annually.

#### 7.6.3 Step Three

- Develop an action plan, taking into consideration audit recommendations. Assign responsibilities and deadlines.

#### 7.6.4 Step Four

- Implement the health and safety action plan to help ensure continuous improvement.
- Ensure that health and safety goals and objectives are identified annually.

#### 7.6.5 Step Five

- Assign someone to be responsible for tracking all injuries, incidents, etc. Maintain an ongoing system to compare statistics over a period of time to monitor progress to help ensure continuous improvement.

## SAFETY MANAGEMENT SYSTEMS

### 7.7 Evaluating Element 7: Program Administration

- Are regular discussions or meetings held with workers to discuss current and on-going health and safety issues?
- Is there relevant documentation or minutes of these meetings?
- Is there a process to organize and manage program documentation?
- Are health and safety goals and objectives identified on an annual basis?
- Are health and safety statistical reports generated on an ongoing basis and readily available?
- Does the organization compare health and safety performance from year to year?
- Are annual statistics analyzed and needs or trends identified?
- Are records kept of lost time, medical aid, first aid and near miss incidents?

## **SAFETY MANAGEMENT SYSTEMS**

### **8.0 Element 8: Joint Health and Safety Committee**

#### **8.1 Purpose**

The Joint Health and Safety Committee is recognized as a positive way to bring commitment and ownership of the safety program to every level of the local government. It is founded on the principle that rules, procedures, standards and work environments developed with the participation of workers will enjoy a far higher level of acceptance by those workers. Through the JHSC, workers are involved in the development, operation and maintenance of the local government health and safety program. They come to understand the rationale for working safely and realize that they have a major stake in the safety of themselves and others at their workplace.

#### **8.2 Benefits**

- A JHSC brings people of different skills and experience together to identify and solve workplace health and safety problems more effectively.
- A JHSC ensures that health and safety concerns are brought into the open and discussed, whether they arise from workers or from managers. By keeping written minutes, a JHSC can ensure that these concerns are communicated and followed up, not ignored and forgotten.
- By meeting regularly, dealing with health and safety concerns and making recommendations, a JHSC emphasizes the importance of health and safety in the workplace.
- By providing for regular dialogue between management and workers, a JHSC can improve communication in the workplace.
- Because of differing viewpoints of its members, a JHSC is well suited to the task of assisting in the development, implementation, and monitoring of the local government health and safety program.

## SAFETY MANAGEMENT SYSTEMS

### 8.3 Joint Health and Safety Committee Expectations

#### 8.3.1 Employers should

- Provide equipment, premises and clerical personnel to carry out duties and functions of the JHS Committee.
- Provide information on health or 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 JHS Committee 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 JHS Committee within 21 days of receiving a written request or recommendation, or provide a written explanation for any delay or inability to respond to the committee within that time.
- Provide members of JHS Committee with time off work and pay to attend meetings and to fulfill other functions and duties of the committee.
- Ensure each member of JHS Committee is provided an opportunity to receive annual educational leave totaling 8 hours for the purposes of attending occupational health and safety training courses without loss of pay or other benefits.
- Reimburse JHS Committee members for the costs of training courses and reasonable costs of attending the course.
- Retain copies of JHS Committee reports for 2 years from the date of the meeting. Ensure the reports are readily accessible to the JHS Committee members, workers, officers and directors, union and WorkSafeBC officers.

## SAFETY MANAGEMENT SYSTEMS

- Post the names and work locations of the JHS Committee members, the reports of the 3 most recent JHS Committee meetings and copies of applicable orders for the preceding 12 months.

### 8.4 Implementing Element 8: Joint Health and Safety Committees

#### 8.4.1 Step One

Establish a Joint Occupational Health and Safety Committee.

#### 8.4.2 Step Two

Develop a written document that clearly defines the function of the Joint OH&S Committee in the Health and Safety Program. Ensure that committee members are aware of their duties and functions.

#### 8.4.3 Step Three

Assign specific responsibilities to members of the Joint OH&S Committee for part of the health and safety program activities.

#### 8.4.4 Step Four

Ensure meetings are held on a regular basis and post or communicate the safety committee meeting minutes to all employees.

#### 8.4.5 Step Five

Train committee members to ensure they can competently carry out their duties.

#### 8.4.6 Step Six

Involve, where practicable, the committee members in inspections and investigations.

## SAFETY MANAGEMENT SYSTEMS

### 8.5 Evaluating Element 8: Joint Health and Safety Committees

- Has a Joint Occupational Health and Safety Committee been established?
- Is the function of the Joint OH&S Committee clearly defined in the Health and Safety Program?
- Are members of the Joint OH&S Committee actively involved in health and safety program activities?
- If the Joint OH&S Committee has made recommendations for improvement in the health and safety program, have they been acted upon?
- Are safety committee meeting minutes posted or made readily available to all employees?
- Are committee members familiar with their duties and functions?
- Have committee members received any training in how to carry out their duties?
- Are committee members involved in inspections and investigations?

# SAFETY MANAGEMENT SYSTEMS

## APPENDIX 1

### SAMPLE A

#### MUNICIPAL HEALTH AND SAFETY POLICY OCCUPATIONAL HEALTH AND SAFETY

##### Policy Statement

It is the policy of **[[Corporation]]** to provide a safe work environment which is designed, operated and maintained in accordance with Occupational Health and Safety Standards.

It is the responsibility of **[[Corporation's]]** management to develop, implement and maintain programs designed to prevent injuries and occupational diseases throughout **[[Corporation]]** 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.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position: CAO / City Manager / Mayor

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

# SAFETY MANAGEMENT SYSTEMS

## ORGANIZATIONAL COMMITMENT

### ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY FOR SAFETY

#### Elected Officials, Administrators, Directors and Managers

- 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 **[[Corporation]]** 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 at the workplace 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 Acts that pertain to the business of **[[Corporation]]**.
- Ensure that copies of the 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 they are used by workers.
- 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, including Contractors.
- Cooperate with representatives from WorkSafeBC.

## SAFETY MANAGEMENT SYSTEMS

### Supervisors

- Ensure the health and safety of all workers under their direct supervision.
- Ensure that workers are trained in and follow safe 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 accident/incident investigations.
- Ensure that all accidents and injuries are reported immediately and documented.
- Ensure that regular inspections are taking place as required and that deficiencies found during inspections are addressed and/or corrected.
- Consult with and cooperate with the JHS Committee or Worker Health and Safety Representative for the workplace.
- Ensure that JHS Committees 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 Regulations pertaining to **[[Corporation]]**.
- Cooperate with representatives of WorkSafeBC.
- Provide adequate direction and communicate to workers the health and safety procedures of **[[Corporation]]**.

## SAFETY MANAGEMENT SYSTEMS

### Workers

- 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.
- Engage in work activities that they have been adequately trained in.
- Use protective equipment, devices and clothing as required.
- Not engage in horseplay or similar conduct that may endanger themselves 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 JHS Committee or Worker Health and Safety Representative.
- Cooperate with WorkSafeBC.

### Contractors

- Gather information from **[[Corporation]]** about pre-existing hazards and how to eliminate or minimize them.
- Obey the onsite safety policies and regulations of **[[Corporation]]**.
- 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 Contractor Coordination Program for **[[Corporation]]**.
- Alert **[[Corporation]]** to any hazards that might affect the safety of workers.

## SAFETY MANAGEMENT SYSTEMS

### Employer Responsibilities to the Joint Health and Safety Committee

- Consult and cooperate with the JHS Committees and Worker Health and Safety Representatives.
- Provide equipment, premises and clerical personnel to carry out duties and functions of the JHS Committee.
- Provide information on health or 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 JHS Committee or Worker Health and Safety Representative about proposed or planned change to the workplace that may affect the health and safety of workers.
- Respond in writing to the JHS Committee 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 JHS Committee with time off work and pay to attend meetings and to fulfill other functions and duties of the committee.
- Ensure each member of JHS Committee is entitled to annual educational leave totaling 8 hours for the purposes of attending occupational health and safety training courses without loss of pay or other benefits.
- Reimburse JHS Committee members for the costs of training course and reasonable costs of attending the course.
- Retain copies of JHS Committee reports for 2 years from the date of the meeting. Ensure the reports are readily accessible to the JHS Committee members, workers, **[[Corporation]]** officers and directors, union and WorkSafeBC officers.
- Post the names and work locations of the JHS Committee members, the reports of the 3 most recent JHS Committee meetings and copies of applicable orders for the preceding 12 months.

# SAFETY MANAGEMENT SYSTEMS

## APPENDIX 2

### PROGRAMS AND PROCEDURES

#### WHMIS IMPLEMENTATION PLAN

Activity	Time Required	Assigned To	Date Completed
<b>Assign Responsibilities for WHMIS Implementation</b>			
1.			
2.			
3.			
<b>Establish Inventory of Controlled Products</b>			
<ul style="list-style-type: none"> <li>• Determine which products used or produces are classified as controlled products.</li> </ul>			
<b>WHMIS Labels and SDSs</b>			
<ul style="list-style-type: none"> <li>• Obtain SDSs for controlled products in work place.</li> </ul>			
<ul style="list-style-type: none"> <li>• Develop process for requesting and receiving MSDSs for new product purchases.</li> </ul>			
<ul style="list-style-type: none"> <li>• Develop methods to store SDSs so they are readily available to workers.</li> </ul>			
<ul style="list-style-type: none"> <li>• Develop process to ensure supplier labels are on or available for all new controlled products received.</li> </ul>			
<ul style="list-style-type: none"> <li>• Develop a process to create and provide workplace labels and other means of identification.</li> </ul>			
<b>Determine Hazards</b>			
<ul style="list-style-type: none"> <li>• Identify and evaluate the hazards of controlled products in the workplace (for example, Consider the quantities to be used and stored, and the work processes where these products are used).</li> </ul>			
<b>Workplace Controls</b>			
<ul style="list-style-type: none"> <li>• Based on hazard evaluation, determine the following workplace controls.</li> </ul>			
<ul style="list-style-type: none"> <li>• Substitution of a less hazardous product.</li> </ul>			
<ul style="list-style-type: none"> <li>• Engineering controls such as local exhaust ventilation and process modification.</li> </ul>			
<ul style="list-style-type: none"> <li>• Administrative controls such as work procedures and work scheduling.</li> </ul>			
<ul style="list-style-type: none"> <li>• Personal protective equipment and clothing.</li> </ul>			
<ul style="list-style-type: none"> <li>• Integrate these controls into the overall health and safety program.</li> </ul>			

## SAFETY MANAGEMENT SYSTEMS

<b>Emergency Procedures</b>			
• Review first aid procedures and upgrade them if required.			
• Review spill control procedures and upgrade them if required.			
• Notify the local fire department of the location, types and quantities of controlled products used and stored.			
<b>Worker Education and Training</b>			
• Complete WHMIS Education and training for all affected workers.			
<b>Activity</b>	<b>Time Required</b>	<b>Assigned To</b>	<b>Date Completed</b>
<b>Evaluation WHMIS Program</b>			
Establish periodic review process for the following:			
• Check to ensure the no SDS is more than 3 years old.			
• Check that all items on the SDS have been complied with.			
• Check the condition and presence of labels for all controlled products.			
• Monitor workplace controls to ensure they are effective.			
• Review the WHMIS education and training program.			

# SAFETY MANAGEMENT SYSTEMS

## APPENDIX 3

### HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

#### SAMPLE

##### HAZARD IDENTIFICATION DIRECTIVE

The purpose of hazard identification is to ensure that all hazards that pose a threat to the well being of this municipality's workers are identified and evaluated so that they can be eliminated or controlled. Hazard identification includes the proactive process of identifying all hazards at all work sites within the municipality and then evaluating them in terms of risk so that situations creating the greatest risk are dealt with on a priority basis.

The Joint Occupational Health and Safety Committee is responsible for ensuring a hazard assessment is conducted on all permanent work sites within the municipality. Supervisors are responsible for conducting the hazard identification and following up with a risk assessment for positions deemed to have hazards.

At all temporary or seasonal work sites, the supervisor responsible for the work being carried out shall complete hazard identification and risk assessment, with the assistance of some affected workers, before the work begins.

Members of the Joint Occupational Health and Safety Committee and supervisors who are involved in the Hazard Identification process shall receive training in this activity.

Department heads shall review and sign off on all risk assessments conducted within their area of responsibility.

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO/City Manager/Mayor

# SAFETY MANAGEMENT SYSTEMS

## HAZARD ASSESSMENTS

### CONDUCTING A HAZARD ASSESSMENT

#### STEPS

1. Have a list of every position.
2. Have each employee list the jobs/tasks they do.
3. Determine the hazards associated with the jobs/tasks.
4. Determine Severity: What would happen if something went wrong?
  - 1 = first aid and/or minor damage
  - 2 = lost time injury, minor damage
  - 3 = death and/or major damage
5. Determine the Probability: How likely is it this will happen?
  - 1 = unlikely
  - 2 = probable
  - 3 = likely
6. Determine Frequency of Occurrence: How often is the job task performed?
  - 1 = rarely (less than once a month) or one worker
  - 2 = often (3 times a week) or several workers
  - 3 = daily or many workers
7. Using the information you have learned from the above list, rearrange your job list in order of priority by adding risk, consequence and occurrence numbers together. An example of this would be:

	Severity	3	
+	Probability	3	
+	Frequency	<u>3</u>	
		=	9

Values of 9 would be higher priority than those of 3.
8. Review existing controls to evaluate their effectiveness.
9. Create recommendations for additional controls and assign responsibility.
10. Evaluate effectiveness of additional controls.

## SAFETY MANAGEMENT SYSTEMS

### SAMPLE HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL WORKSHEET

Department:		Position:			Done By:		Date:		
Job / Task:	Severity	Probability	Frequency	Total	Existing Controls	Recommendations	Date Required	Person Responsible	Initial When Complete
Hazards									

- **Severity**—depending on how serious the outcome if something went wrong - rate 1, 2, or 3 (3 being worst)
- **Probability** - how likely is it that something will go wrong – rate 1, 2 or 3 (3 being most likely)
- **Frequency of Exposure** - how many people, how often are exposed – rate 1, 2, or 3 (3 being most often, or lots of people)
- **Total** - total the previous 3 columns:            3 - 4 is **low** priority            5 - 6 is **medium** priority            7 - 9 is **high** priority
- **Address high priority hazards first, then medium priority hazards. Low priority hazards may not require attention at this time; they may simply require monitoring.**
- Review the controls in place and consider what should be added. Try engineering controls (guards, screens, mufflers, ventilation, etc.) before relying on things like warning signs, pylons, reminder notes, masks, gloves, etc.
- Determine how quickly the recommended controls should/can be put in place (remember to set reasonable goals) and who is responsible to ensure it gets done

# SAFETY MANAGEMENT SYSTEMS

## APPENDIX 4

### TRAINING, EDUCATION AND CERTIFICATION

#### SAFETY TRAINING DIRECTIVE

##### **Purpose**

The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization.

##### **Policy**

This municipality will provide, and employees will participate in, all safety and related training that is necessary to minimize losses of human and physical resources of the municipality.

This training will include, but not be limited to:

- New hire safety orientations
- Job-specific training
- Safety training for supervisors and management
- Task and trade-specific training and certification
- Specialized safety and related training

Signed: \_\_\_\_\_

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



## SAFETY MANAGEMENT SYSTEMS

### EMPLOYEE ORIENTATION CHECKLIST

The supervisor is responsible to ensure that a safety orientation is provided to every new, transferred or returning worker, before that person starts work.

<b>EMPLOYEE INFORMATION</b>
-----------------------------

- |                                       |                                      |                                    |                                    |
|---------------------------------------|--------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> New employee | <input type="checkbox"/> Transferred | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Returning |
|---------------------------------------|--------------------------------------|------------------------------------|------------------------------------|

EMPLOYEE: \_\_\_\_\_

POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

SECTION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

START DATE: \_\_\_\_\_

<b>ORIENTATION TO THE ORGANIZATION</b>
--

(required for all new employees)

SUPERVISOR CONTACT INFORMATION: \_\_\_\_\_

DEPARTMENT AND ORGANIZATION INFORMATION:

- |  |  |
|--|--|
| <input type="checkbox"/> Function of your job<br><input type="checkbox"/> Department objectives<br><input type="checkbox"/> Organization chart, chain of command<br><input type="checkbox"/> Keys/security access<br><input type="checkbox"/> Setting up voicemail<br><input type="checkbox"/> Mail delivery process<br><input type="checkbox"/> Tools, equipment, supplies<br><input type="checkbox"/> Parking facilities<br><input type="checkbox"/> Location of lunch room and rest room<br><input type="checkbox"/> How to contact first aid<br><input type="checkbox"/> | <input type="checkbox"/> Tour of work area, identification of other departments and their function in the organization<br><input type="checkbox"/> Location of first aid room<br><input type="checkbox"/> Location of exits and marshalling area<br><br><u>Introductions:</u><br><input type="checkbox"/> Supervisory staff<br><input type="checkbox"/> Fellow workers<br><input type="checkbox"/> Shop Steward<br><input type="checkbox"/> Health & Safety Committee member<br><input type="checkbox"/> First Aid Attendant |
|--|--|

POLICIES AND PROCEDURES:

- |  |  |
|--|--|
| <input type="checkbox"/> Start and stop time<br><input type="checkbox"/> Employee Handbook<br><input type="checkbox"/> Proper office and fieldwork attire<br><input type="checkbox"/> Absenteeism reporting<br><input type="checkbox"/> Vacation policy/how to request time off<br><input type="checkbox"/> Location of Policies, Collective Agreement, Benefits & Employee Handbook | <input type="checkbox"/> Lunch period and break periods<br><input type="checkbox"/> Lockers and storage facilities<br><input type="checkbox"/> Where to get information/help<br><input type="checkbox"/> Explain routine paperwork<br><input type="checkbox"/><br><input type="checkbox"/> |
|--|--|

PAY DATA:

- |   |  |
|---|--|
| <input type="checkbox"/> How to complete timecard/sheet<br><input type="checkbox"/> Overtime procedure<br><input type="checkbox"/> Errors in Pay – what to do | <input type="checkbox"/> Payroll cut off and paydays<br><input type="checkbox"/> Acting Pay<br><input type="checkbox"/> Statutory Holidays |
|---|--|

# SAFETY MANAGEMENT SYSTEMS

## GENERAL AND DIVISION/DEPARTMENT SAFETY ORIENTATION

General Safety Orientation completed by: \_\_\_\_\_ Date: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Safety Policy   | <input type="checkbox"/> WHMIS                               |
| <input type="checkbox"/> Safety apparel (what is provided, what the employee must provide and use) | <input type="checkbox"/> Hearing Conservation                |
| <input type="checkbox"/> OH&S Program components   | <input type="checkbox"/> RSI and MSI hazards                 |
| <input type="checkbox"/> Employee rights   | <input type="checkbox"/> General Safety Rules                |
| <input type="checkbox"/> Working Alone or in Isolation   | <input type="checkbox"/> Housekeeping                        |
| <input type="checkbox"/> Violence in the Workplace   | <input type="checkbox"/> No horseplay                        |
| <input type="checkbox"/> Biohazard Control Program   | <input type="checkbox"/> Fellow worker concept               |
|  | <input type="checkbox"/> Stay at Work/Return to Work program |

Quiz Score: \_\_\_\_\_

---

Division/Department Orientation completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### Departmental Emergency Procedures

- |  |  |
|--|--|
| <input type="checkbox"/> Location of emergency exits     | <input type="checkbox"/> Designated Meeting point  |
| <input type="checkbox"/> What to do in case of emergency | <input type="checkbox"/> Location of Extinguishers |

### How to report incidents/accidents/hazards

- |   |  |
|---|--|
| <input type="checkbox"/> Who to report to           | <input type="checkbox"/> How to complete forms |
| <input type="checkbox"/> Where to find report forms |  |

### Specific Workplace Hazardous Materials Information System (WHMIS)

- |  |   |
|--|---|
| <input type="checkbox"/> What hazardous products are in this workplace             | <input type="checkbox"/> Where the MSDS are located   |
| <input type="checkbox"/> Purpose and significance of information on product labels | <input type="checkbox"/> Procedures for emergency involving hazardous materials, including clean-up of spills |

### Joint Occupational Health and Safety Committee

- |   |   |
|---|---|
| <input type="checkbox"/> Identification of members      | <input type="checkbox"/> How to contact JOHSC members |
| <input type="checkbox"/> Safety bulletin board location | <input type="checkbox"/> Location of OH&S Regulations |

### Personal Protective Equipment – What and when to use it, where to get it

- |  |   |
|--|---|
| <input type="checkbox"/> Hard Hat                        | <input type="checkbox"/> Eye/Face Protection  |
| <input type="checkbox"/> Hearing Protection              | <input type="checkbox"/> Respiratory Protection (including requirement for annual fit-test) |
| <input type="checkbox"/> Steel Toe Footwear Requirements | <input type="checkbox"/> Coveralls, other protective clothing                               |
| <input type="checkbox"/> Chain Saw Chaps                 | <input type="checkbox"/> Metatarsal guards  |
| <input type="checkbox"/> Rubber Boots                    |   |

### Specific Workplace Hazards and procedures

- |  |  |
|--|--|
| <input type="checkbox"/> Manual Material Handling – safe lifting | <input type="checkbox"/> Computer workstation set up     |
| <input type="checkbox"/> Stretching/warm up program              | <input type="checkbox"/> Housekeeping requirements       |
| <input type="checkbox"/> Vehicle Inspections and Repair          | <input type="checkbox"/> Equipment inspection and repair |
| <input type="checkbox"/> Safety rules and expectations (handout) | <input type="checkbox"/> Location of written SWP's       |

## SAFETY MANAGEMENT SYSTEMS

**SITE/TASK SPECIFIC SAFETY ORIENTATION AND TRAINING**

The following table specifies equipment and tasks requiring certification and training prior to work at the [\[municipality\]](#). Employees are **not permitted** to operate the equipment or perform the tasks below without producing the appropriate **unexpired** proof of training/certification. All related certificates and documentation are to be sent to Human Resources to be added to their personnel file.

Supervisors are to identify what the worker is required to perform as part of their duties. [\[Human Resources or the Training Officer\]](#) will ensure required training is scheduled as soon as possible.

<b>REQUIRED EQUIPMENT / JOB TRAINING</b>			
<b>Equipment / Job</b>	<b>Trained and Authorized (✓)</b>	<b>Not Required (✓)</b>	<b>Requires Training (✓)</b>
Backhoe			
Loader			
Forklift			
Grader			
Boom Truck (HIAB)			
Bucket Truck			
Flail Mower			
Chipper Operating Procedures			
Confined Space Entry			
Propane Filling			
Excavation			
Lockout			
Load Securement			
Work Zone Set Up			
Traffic Control Person			
Electrical Safety			
A/C Pipe Cutting Procedures			
Chainsaw			
Respirator fit-test			
Other (specify)			

## SAFETY MANAGEMENT SYSTEMS

The following written Safe Work Procedures reviewed with this employee prior to him/her starting the position:

	Date _____

The following tasks were demonstrated to this employee:

	Date _____
	Date _____
	Date _____

IDENTIFIED FIELD PARTNER: \_\_\_\_\_  N/A

**SUPERVISOR AND EMPLOYEE ACKNOWLEDGEMENT**

**I have reviewed and understand the information provided to me in this orientation package**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor comments:

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The supervisor is responsible for providing a photocopy of this orientation checklist to the employee. The original checklist is to be forwarded to Human Resources.

# SAFETY MANAGEMENT SYSTEMS

## APPENDIX 5

### INSPECTIONS

#### MUNICIPALITY FORMAL INSPECTIONS DIRECTIVE

- It is the policy of this municipality that formal inspections are carried out regularly in all areas of our operation.
- Formal inspections are conducted to ensure that:
  - methods used to protect staff from health and safety hazards are effective, and
  - any other hazards are identified, assessed and controlled.
- Formal inspections are to be conducted by the supervisor of each area, with assistance from a member of his/her staff (this staff member is a rotating position).
- Managers are to participate in at least one formal inspection, in each area they are responsible for, every six months.
- The municipal manager will participate in at least one formal inspection in each department every year.
- Formal inspections are to be conducted, at a minimum, as follows:
  - public works shops and grounds: bi-monthly
  - short-term projects: start of project, weekly or more often if needed
  - pool, arena, rec. centre: bi-monthly
  - parks and rec. projects: start of project, weekly or more often if needed
  - administrative buildings: quarterly
- Operations should also be informally inspected on an ongoing basis to ensure no uncontrolled hazards are evident.
- All supervisors, managers and JHSC members must have training in Formal Inspections.
- Follow-up will be done by the Department Manager within one month of inspection.

## SAFETY MANAGEMENT SYSTEMS

### SAMPLE A SAMPLE WORKSITE SAFETY 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.

## SAFETY MANAGEMENT SYSTEMS

### 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.

## SAFETY MANAGEMENT SYSTEMS

### 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

### 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

“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.

## SAFETY MANAGEMENT SYSTEMS

### 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
Additional Comments:			

"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.

Distribution: Department Manager, Joint Occupational Health and Safety Committee, Bulletin Boards

# SAFETY MANAGEMENT SYSTEMS

## WORKSITE INSPECTION CHECKLIST

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_ CONDUCTED BY: \_\_\_\_\_

### 1. SAFE ACCESS / EGRESS

	Yes	Comments
Ramps 20" wide with guardrails	<input type="checkbox"/>	_____
Fire routes and hallways not blocked	<input type="checkbox"/>	_____
Signs posted / tape / barricades to identify any unsafe areas	<input type="checkbox"/>	_____
Scaffold access provided	<input type="checkbox"/>	_____
Ladders tied off and 3 extension above platform	<input type="checkbox"/>	_____
Other: _____		_____

### 2. VEHICLES

	Yes	Comments
Only authorized vehicles on site	<input type="checkbox"/>	_____
First aid kits and fire extinguishers in vehicles	<input type="checkbox"/>	_____
Parked in safe location - not blocking access	<input type="checkbox"/>	_____
Mobile equipment has warning lights	<input type="checkbox"/>	_____
Traffic control system in place - signs, barricades	<input type="checkbox"/>	_____
Backup alarms installed / working	<input type="checkbox"/>	_____
Other: _____		_____

### 3. GENERAL SITE CONDITIONS

	Yes	Comments
Lighting systems bright enough to read by	<input type="checkbox"/>	_____
Walkways free of obstacles	<input type="checkbox"/>	_____
Walkways wide enough for travel while carrying tools, parts	<input type="checkbox"/>	_____
Heat stress survey required / completed	<input type="checkbox"/>	_____
Heat work / recovery regime required / in place	<input type="checkbox"/>	_____
Lack of contamination (fugitive emissions, dust etc.)	<input type="checkbox"/>	_____
Refuse containers, if required, supplied and used	<input type="checkbox"/>	_____
Tripping / slipping hazards removed	<input type="checkbox"/>	_____
Floor openings guarded / covered	<input type="checkbox"/>	_____
Compressed gas cylinders restrained	<input type="checkbox"/>	_____
Storage containers WHMIS compatible	<input type="checkbox"/>	_____
Other: _____		_____

## SAFETY MANAGEMENT SYSTEMS

### Sample Inspection Checklist (continued)

#### 4. COORDINATION

	Yes	Comments
No workers above / below others with hazards	<input type="checkbox"/>	_____
Cutting welding does not impact others	<input type="checkbox"/>	_____
Rigging warnings to alert workers to movement	<input type="checkbox"/>	_____
Equipment movement signals in place / used	<input type="checkbox"/>	_____
No one producing contaminants for nearby workers	<input type="checkbox"/>	_____
Guards are replaced as soon as work is finished	<input type="checkbox"/>	_____
Unsafe areas barricaded or taped	<input type="checkbox"/>	_____
Other: _____		_____

#### 5. OVERHEAD HAZARDS

	Yes	Comments
Elevated platforms have toe boards	<input type="checkbox"/>	_____
No work in proximity to overhead power lines	<input type="checkbox"/>	_____
Crane operators can see total operation or have spotters	<input type="checkbox"/>	_____
Cranes movement not within limits of approach	<input type="checkbox"/>	_____
Loads are within rated capacity of crane	<input type="checkbox"/>	_____
Tag lines in use for loads	<input type="checkbox"/>	_____
Rigging slings no kinks, cuts, damage, tags O.K.	<input type="checkbox"/>	_____
Suspended equipment blocked or jacked	<input type="checkbox"/>	_____
Scaffolds tied off to structure	<input type="checkbox"/>	_____
Other: _____		_____

#### 6. FALL PROTECTION

	Yes	Comments
Guard rails / mid rails / end rails in place over 4 ft. up	<input type="checkbox"/>	_____
If no guard rails, fall prevention lines over 10 ft.	<input type="checkbox"/>	_____
If no fall prevention, fall arrest with full body harness	<input type="checkbox"/>	_____
Man lifts equipped with harnesses	<input type="checkbox"/>	_____
Ladders tied off and non slip base	<input type="checkbox"/>	_____
No workers on top two steps of ladders	<input type="checkbox"/>	_____
No ladder rails or rungs defective, cracked or bent	<input type="checkbox"/>	_____
No workers carrying heavy or bulky objects on ladders	<input type="checkbox"/>	_____
All scaffold components, braces, clips in place	<input type="checkbox"/>	_____
Scaffolds on firm and stable base	<input type="checkbox"/>	_____
Guard rails, mid rails on 3 sides	<input type="checkbox"/>	_____
Planks structurally sound, doubled to 20" wide	<input type="checkbox"/>	_____
Other: _____		_____

## SAFETY MANAGEMENT SYSTEMS

### Sample Inspection Checklist (continued)

#### 7. PERSONAL PROTECTIVE EQUIPMENT

	Yes	Comments
All workers in head hazard area with hard hats	<input type="checkbox"/>	_____
Safety boots for all employees exposed to foot hazards	<input type="checkbox"/>	_____
Hi-visibility vests if exposed to equipment movement	<input type="checkbox"/>	_____
Eye protection if required by process of environment	<input type="checkbox"/>	_____
Hearing protection, if noisy	<input type="checkbox"/>	_____
Respiratory protection available and used if required	<input type="checkbox"/>	_____
Safety belts and lanyards available and used over 10 ft. if no guard rails	<input type="checkbox"/>	_____
Other: _____		

#### 8. SITE SPECIFIC / TOOL SPECIFIC / PROCESS SPECIFIC ISSUES

	Yes	Comments
Asbestos in area identified / labeled / undisturbed	<input type="checkbox"/>	_____
Chain saws - trigger interlock, anti-kickback brake, mounting brackets, sound handle not cracked	<input type="checkbox"/>	_____
Concrete Formwork - barricaded below, shores secured, re-bar guarded, inspection certificate	<input type="checkbox"/>	_____
Excavation -sloped / shored if over 4 ft. deep (1.2 m), access to excavation (ladder)	<input type="checkbox"/>	_____
Power tools - cords undamaged, grounded or double insulated, guards in place	<input type="checkbox"/>	_____
Other: _____		

#### 9. SPECIFIC PROCEDURES

	Yes	Comments
<b><u>CONFINED SPACE</u></b>		
Standby Person in place	<input type="checkbox"/>	_____
Permit is current and legible	<input type="checkbox"/>	_____
Standby Person knows who is in the space	<input type="checkbox"/>	_____
Standby Person has radio	<input type="checkbox"/>	_____
Continuous monitoring for contaminants	<input type="checkbox"/>	_____
Ventilation in place & working	<input type="checkbox"/>	_____
Harnesses worn as required	<input type="checkbox"/>	_____
All lines blanked / double blocked with bleed	<input type="checkbox"/>	_____
All valves locked out	<input type="checkbox"/>	_____
Locks on board = number of workers in tank	<input type="checkbox"/>	_____
No compressed gas cylinders in tank	<input type="checkbox"/>	_____
All cords grounded and GFI protected	<input type="checkbox"/>	_____
Other: _____		

## SAFETY MANAGEMENT SYSTEMS

### 9. SPECIFIC PROCEDURES - continued

#### LOCKOUT:

##### General:

	Yes	Comments
Isolation points known	<input type="checkbox"/>	_____
Locks on all isolation points	<input type="checkbox"/>	_____
Scissors used correctly	<input type="checkbox"/>	_____
No lock in last hole of scissors	<input type="checkbox"/>	_____
Number of locks = number of workers	<input type="checkbox"/>	_____

##### Lockout Board:

Checklist signed / legible	<input type="checkbox"/>	_____
2 keys / seal in place	<input type="checkbox"/>	_____
Seal # = checklist #	<input type="checkbox"/>	_____
Other: _____		_____

# SAFETY MANAGEMENT SYSTEMS

## WORKSITE INSPECTION CHECKLIST

Inspection Team: \_\_\_\_\_

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

<b>WORKSITE CONDITION ASSESSMENT</b>		
Category	Location	Action Required
<b>Floors/Stairs/Aisles/Exits - Look for:</b>		
Emergency Lighting		
Slipping/Tripping Hazards		
Handrails		
Aisle Markings		
Exit Markings		
Other		
<b>Electrical Systems - Look for:</b>		
Lock Out Systems		
Damaged Cords		
Explosion Proof Fixtures		
Overhead Power Line Clearance		
Closed Power Panels		
Other		
<b>Manual and Power Hand Tools - Look for:</b>		
Defective Tools		
Grounded or Double Insulated		
Guards in Place		
Personal Protective Equipment		
Other		

## SAFETY MANAGEMENT SYSTEMS

<b>WORKSITE CONDITION ASSESSMENT</b>		
<b>Category</b>	<b>Location</b>	<b>Action Required</b>
<b>Mobile Equipment - Look for:</b>		
Log Books - Maintenance		
Licensed/Certified Operators		
Roll Over Protective Structures		
Movement Warning Devices (Back Up Alarms)		
Other		
<b>Scaffold/Work Platforms - Look for:</b>		
Quality of Assembly		
Securement Against Movement		
Safe Access		
Fall Protection Provisions		
Other		
<b>Dangerous Openings - Look for:</b>		
Guardrails or Coverings on or around Floor/Roof/Wall Openings & Tanks/Trenches/ Excavations/Pits/Ditches		
Shoring		
Other		
<b>Environment - Look for:</b>		
Adequate Lighting		
Excessive Noise Level Exposure		
Toxic Vapours		
Extremes - Heat/Cold		
Other		

## SAFETY MANAGEMENT SYSTEMS

<b>WORKSITE CONDITION ASSESSMENT</b>		
<b>Category</b>	<b>Location</b>	<b>Action Required</b>
<b>Sanitation - Look for:</b>		
Drinking Water		
Toilets		
Field Accommodations		
Other		
<b>Material Storage - Look for:</b>		
Securely Stacked Materials		
Clear Access to Materials		
Load Rating for Shelves		
Stability of Shelving		
Secure Storage of Classified Materials		
Other		
<b>Permit Systems - Look for:</b>		
Lock Out Procedures		
Hot Work Permits		
Confined Space Entry		
Rescue Procedures		
Rescue Equipment		
<b>Emergency Systems - Look for:</b>		
Emergency Response Plan		
First Aid Materials		
Eye Wash Solutions		
Fire Protection		
Other		

## SAFETY MANAGEMENT SYSTEMS

<b>WORKSITE CONDITION ASSESSMENT</b>		
<b>Category</b>	<b>Location</b>	<b>Action Required</b>
<b>Ladders - Look for:</b>		
Securement Against Movement		
Ladder Condition		
Other		
<b>Excavations/Trenches and Pits - Look for:</b>		
Shoring or Wall Cutback		
Undermining		
Water Problems		
Close Proximity to Power Lines		
Underground Utility Location		
Other		
<b>Miscellaneous</b>		

# SAFETY MANAGEMENT SYSTEMS

## COMBINATION CHECKLIST AND BLANK FORM

**Work Site Safety Inspection**

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

**Location:** \_\_\_\_\_ **Inspected by:** \_\_\_\_\_

**Items to watch for:**

<input type="checkbox"/> Buildings and structures, windows, floors, doors, stairs	<input type="checkbox"/> Atmospheric condition, ventilation	<input type="checkbox"/> Personal Protective Equipment
<input type="checkbox"/> Elevators, escalators, manlifts	<input type="checkbox"/> Toxic material storage, labels	<input type="checkbox"/> Operator authorization
<input type="checkbox"/> Aisles, work surfaces	<input type="checkbox"/> Flammable liquid, gas, labels, storage, containers	<input type="checkbox"/> Warning signs, labels
<input type="checkbox"/> Lighting	<input type="checkbox"/> Pressure vessel, inspection	<input type="checkbox"/> Safe work practices
<input type="checkbox"/> Electrical wiring, cords	<input type="checkbox"/> Materials handling equipment	<input type="checkbox"/> Proper lifting
<input type="checkbox"/> Exits, alarms, emergency lighting, drills	<input type="checkbox"/> Containers	<input type="checkbox"/> Housekeeping
<input type="checkbox"/> Fire protection equipment	<input type="checkbox"/> Production equipment, guarding, controls	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Heating and cooling	<input type="checkbox"/> Hand and power tools	<input type="checkbox"/> Safety training
<input type="checkbox"/> Sanitation	<input type="checkbox"/> Ladders, scaffolds	<input type="checkbox"/> Smoking
<input type="checkbox"/> Storage facilities, areas	<input type="checkbox"/> Vehicles	<input type="checkbox"/> Locker and lunch room
<input type="checkbox"/> Bulletin board	<input type="checkbox"/> First aid, contents, training	<input type="checkbox"/> Job procedures

Number	Priority H/M/L	Description	Corrective Action	Complete

## SAFETY MANAGEMENT SYSTEMS

### FORMAL INSPECTION CHECKLIST

Areas Inspected: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection Team: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Note: (S) Satisfactory  
(U) Unsatisfactory; provide details for all U items  
(N/A) Not Applicable

1. Work Environment	S	U	N/A	Comments
floors/aisles/stairs free of tripping hazards				
handrails/guardrails in place				
floor/ground in good repair (no heaving, cracks, uneven surfaces)				
adequate lighting in place				
floor openings/trenches barricaded				
floors have no slipping hazards				
underground utilities located				
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 properly; garbage not overflowing				
facility protects staff from violent clients				

## SAFETY MANAGEMENT SYSTEMS

2. Task	S	U	N/A	Comments
jobs have been analysed to reduce need for manual lifting, awkward postures and repetitive movements				
mechanical assists are available for heavy lifting				
written procedures are in place for critical tasks (e.g. CSE, lockouts, etc.)				
staff have appropriate training and experience for the work they are doing				
workers are following appropriate procedures				
no unsafe actions were noted				

3. Hazardous Materials	S	U	N/A	Comments
containers are properly labelled; 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 restrained and capped				
MSDS are available and current				

## SAFETY MANAGEMENT SYSTEMS

4. Equipment	S	U	N/A	Comments
correct equipment and tools available for task				
heavy equipment maintained as per maintenance program				
equipment guards in place				
hand tools in good repair				
defective/damaged hand tools not in use				
equipment & tools stored appropriately (not blocking exits, access to other materials or equipment)				
ladders/scaffolds/step stools available to access heights				
equipment blocked or secured against unplanned energy release				
personal protective equipment available, appropriate, and maintained				
maintenance person available to service/repair tools and equipment				
maintenance system followed				

5. Emergency Response	S	U	N/A	Comments
emergency response plan in place and appropriate to worksite				
workers know what to do in emergency				
emergency lighting in place				
emergency shower/eyewash available and working				
first aid supplies stocked up; staff have 1st aid training				
adequate number of fire extinguishers in place; inspected monthly				
other specialized plans in place and tested (e.g. Confined Space rescue)				

## SAFETY MANAGEMENT SYSTEMS

Areas Inspected: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection Team: \_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_

### WHAT'S WORKING WELL

Provide information about conditions, activities, etc. that are working well:

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

### CORRECTIVE ACTIONS REQUIRED

Action Item Number: _____	
Location: _____	Priority: _____
Description of Hazard: _____	
Existing Controls: _____ _____	
Are these working as planned: _____	
Recommended Actions: _____ _____ _____	
Person Responsible: _____	Date Required: _____
Date Completed: _____	Initialled: _____

# SAFETY MANAGEMENT SYSTEMS

## APPENDIX 6 INCIDENT INVESTIGATIONS

### INCIDENT INVESTIGATION DIRECTIVE

Employees are required to immediately report to their supervisor, all incidents that result in injury or property damage, and all incidents that had the potential for serious injury or property damage (near miss incidents).

The following incidents must be reported immediately to WorkSafeBC, by the appropriate Department Manager:

Any incident that:

- Resulted in serious injury or death of a worker;
- Involved a major structural failure or collapse;
- Involved the major release of a hazardous substance.
- Was a fire or explosion with potential to cause injury

An investigation will be initiated and the completed investigation report will be forwarded to the appropriate manager, for all:

- Incidents required to be immediately reported to WorkSafeBC;
- Incidents that result in injury requiring medical treatment;
- Near-miss incidents that had the potential for causing serious injury.

Preliminary Investigations will be completed within 48 hours of the incident and will be conducted by a supervisor or manager along with, where practicable, a worker representative/member of the JOHSC, and the worker involved. The purpose of investigations will be to:

- Identify the direct and indirect causes of the incident;
- Identify the corrective actions required to eliminate the causes;
- Establish when corrective actions will be taken and by whom.

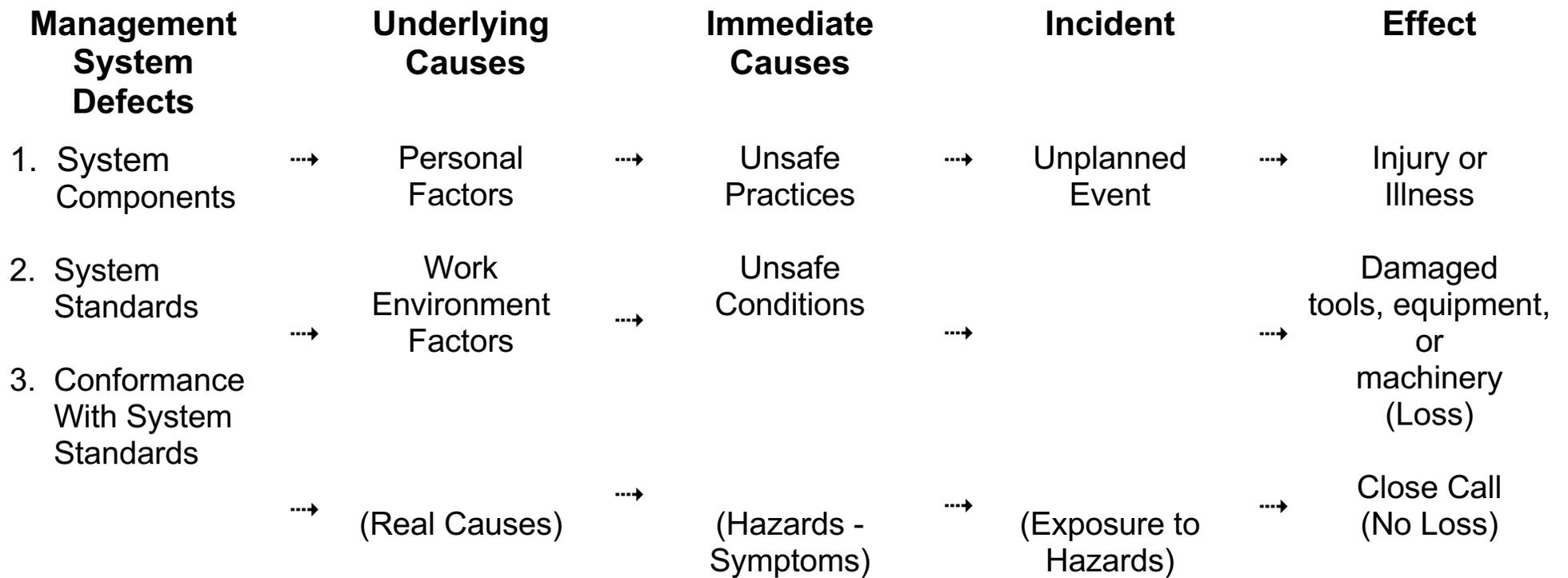
Final Investigations will be completed within 30 days of the incident.

\_\_\_\_\_  
Signature of CAO or Mayor:

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

## SAFETY MANAGEMENT SYSTEMS

### INCIDENT SEQUENCE MODEL



**SAFETY MANAGEMENT SYSTEMS**

**INCIDENT ANALYSIS WORK SHEET**

**Injury/Loss**

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**Incident**

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**Immediate Causes**

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**Underlying Causes**

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**Corrective Action (Controls/Management System)**

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## SAFETY MANAGEMENT SYSTEMS

### SAMPLE INCIDENT INVESTIGATION REPORT

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Preliminary investigation only (Final investigation form will be needed) | <input type="checkbox"/> Final investigation only (Preliminary investigation was already completed) | <input type="checkbox"/> Combined preliminary and final investigation |
|---|---|---|

#### PRELIMINARY INVESTIGATION

<b>Preliminary investigation conducted on:</b>	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 # [       ]
[Organization address]	

**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)	

## SAFETY MANAGEMENT SYSTEMS

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:

## SAFETY MANAGEMENT SYSTEMS

**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. Identify below what 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 the JOHSC
- Transfer information to a Follow Up Form and complete it.
- Schedule the Final Investigation meeting – note timelines below.
-

## SAFETY MANAGEMENT SYSTEMS

### FULL INVESTIGATION – ADDITIONAL DETAILS

**Instructions:**

- Complete ***within one (1) week of the incident***. If additional time is needed contact your Manager. Additional time shall not exceed one (1) month from incident date.
- For the full investigation, a safety committee worker representative shall be included.
- Confirm all information above (if adding to a preliminary investigation report).
- Complete shaded boxes above (as appropriate).
- Complete information below.

<b>Full investigation conducted on:</b>	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 final investigation report to JOHSC and WorkSafeBC
- Transfer information to a Follow Up Form and complete it.

To be completed by Human Resources:		
Full incident investigation submitted to WorkSafeBC via:	<input type="checkbox"/> WorkSafeBC employer portal <input type="checkbox"/> Fax <input type="checkbox"/> Email to Prevention Division	yyyy-mm-dd

# SAFETY MANAGEMENT SYSTEMS

## 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.*

1.
2.
3.
4.

Follow Up Taken:	Date completed:
1.	yyyy/mm/dd
2.	yyyy/mm/dd
3.	yyyy/mm/dd
4.	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

# SAFETY MANAGEMENT SYSTEMS

## APPENDIX 7

### PROGRAM ADMINISTRATION

#### Monthly Review

Occupational Health and Safety Program

The JHS Committee shall review monthly:

- Reports of current accidents 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 table provides a list of supplementary programs that are reviewed annually.

Program	Review By	REGULATION
Working Alone Program	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 & JHS Committee	<p>The employer, in consultation with the JHS Committee, reviews the Exposure Control Plan annually, or more frequently if required by a change in work conditions or available hazard information.</p> <p>The employer, in consultation with the JHS Committee reviews WHMIS Program at least annually, or more frequently if required by a change in work conditions or available hazard information.</p>

## SAFETY MANAGEMENT SYSTEMS

Program	Review By	REGULATION
Noise	Employer	Noise control and hearing conservation program is reviewed annually to ensure its effectiveness.
Emergency	Employer and JHS Committee	The emergency plan is developed, implemented and reviewed annually in consultation with the JHS Committee, 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.
Ionizing and non-ionizing radiation	Employer	The employer reviews the Exposure Control Plan annually.
Personal Protective Equipment	Employer & JHS Committee	The personal protective equipment program is reviewed annually by the employer in consultation with the JHS Committee 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.

### 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.

## SAFETY MANAGEMENT SYSTEMS

Records are being maintained for the following:

Any 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	Six months
JHS Committee minutes	WC Act	Two years
Management meetings	WC Act	No guidelines at this time
Inspection and maintenance records	12	For the duration of the service life of the machine or equipment.
Orientation	3.25	An employer must keep records of orientation and training for new or young workers.
Inventory of hazardous substances - MSDS	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 controlled products covered by WHMIS, explosives, pesticides, radioactive materials, hazardous wastes, and consumer products.
	5.14	When a supplier MSDS obtained under subsection (1) for a controlled product is 3 years old, the employer must, if possible, obtain from the supplier an up-to-date supplier MSDS for the controlled product if any of the product remains in the workplace.

## SAFETY MANAGEMENT SYSTEMS

Type of Records	Ref.	Length of Time
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.
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.
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.
Noise	7.9	Noise exposure measurement results must be available within a week for any worksite.
Lead - worker exposure/training	6.68	The employer must maintain records of risk assessments, worker exposures, worker training & health monitoring for as long as practicable.
Pesticide application - health or 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 MSDSs 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.

## SAFETY MANAGEMENT SYSTEMS

Type of Records	Ref.	Length of Time
Hearing tests	7.21	The employer must maintain a record of the hearing tests for each worker that must be kept as long as the employer employs the worker.
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.
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.
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, maintenance, 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.

## SAFETY MANAGEMENT SYSTEMS

Type of Records	Ref.	Length of Time
All terrain vehicles 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.
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.

## SAFETY MANAGEMENT SYSTEMS

Training records are also kept for:

- JHS Committee 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 WorkSafe 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 JHS Committee, 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 municipality. 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.

## SAFETY MANAGEMENT SYSTEMS

### Monthly Safety Summary

1.     Number of Workers Hired: \_\_\_\_\_  
       Number of Workers Transferred: \_\_\_\_\_  
       Number Returning After Lengthy Absence: \_\_\_\_\_  
       Number Completed Orientation: \_\_\_\_\_
  
2.     Number Tool Box Meetings Scheduled: \_\_\_\_\_  
       Number Conducted: \_\_\_\_\_  
       Percentage Attendance: \_\_\_\_\_
  
3.     Number Formal Inspections Scheduled: \_\_\_\_\_  
       Number Completed: \_\_\_\_\_  
       Total Unsafe Acts/Conditions Identified: \_\_\_\_\_  
       Number Corrected: \_\_\_\_\_  
       Number Outstanding: \_\_\_\_\_
  
4.     Number of Incidents:  
          Damage Only: \_\_\_\_\_  
          Injury Only: \_\_\_\_\_  
          Injury and Damage: \_\_\_\_\_  
          Near Miss: \_\_\_\_\_  
       Number of Investigations Completed: \_\_\_\_\_  
          Outstanding: \_\_\_\_\_  
       Number of Recommendations Made: \_\_\_\_\_  
          Complete: \_\_\_\_\_  
          Outstanding: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_





# SAFETY MANAGEMENT SYSTEMS

Local Government

## MONTHLY INJURY SUMMARY

Month of: \_\_\_\_\_

Job Location	Personal Injury Cases									
	Lost Time Cases		Medical Referrals		Days Lost		Frequency		Severity	
	Month	To Date	Month	To Date	Month	To Date	Month	To Date	Month	To Date
<b>Total</b>										
<b>Average</b>										

**SAFETY MANAGEMENT SYSTEMS**

**YEAR END INJURY SUMMARY**

	Personal Injury Cases				
Month	Lost Time Cases	Medical Referrals	Days Lost	Frequency	Severity
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
<b>Total</b>					
<b>Average</b>					

# SAFETY MANAGEMENT SYSTEMS

## APPENDIX 8

### JOINT HEALTH AND SAFETY COMMITTEES

#### SAMPLE

##### JHS COMMITTEE 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 four(4) management members representing [[Corporation]]. 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 [[Corporation]].
4. Meetings shall take place the last Thursday of each month. Agenda items are to be submitted to the Human Resources Department by the 15<sup>th</sup> 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, the Workers Compensation Board and all bulletin boards.

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8. Duties of the Joint Occupational Health and Safety Committee:
  - a) to identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
  - b) to consider and expeditiously deal with complaints relating to the health and safety of workers;
  - c) to consult with workers and the employer on issues related to occupational health and safety and occupational environment;
  - d) to make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
  - e) to 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;
  - f) to advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
  - g) to advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers;
  - h) to ensure that accident investigations and regular inspections are carried out as required by the WC Act and the WorkSafeBC OHS Regulation;
  - i) to ensure there are up to date terms of reference for the Joint OHS Committee;
  - j) to carry out any other duties and functions prescribed by regulation.
  
9. The employer shall pay wages for Committee members to:
  - a) Attend Joint Occupational Health and Safety Committee meetings;
  - b) Inspect work sites;
  - c) Investigate any accidents or violations of safety regulations;
  
  - d) Perform duties upon the instructions of the Committee;

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- e) 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.

**Note:**

In addition to WorkSafeBC requirements, there may be duties and functions prescribed by your collective agreement(s) which must be carried out by committee members. You should add that information to the above terms of reference.

## SAFETY MANAGEMENT SYSTEMS

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

- Participates in developing, monitoring, implementing, and promoting the Occupational Health and Safety program.
- Identifies situations that may be unhealthy or unsafe for workers and provides advice on effective systems for responding to those situations.
- Participates in workplace inspections, identifying workplace hazards and investigating work refusals.
- Consults with workers and employer on health and safety issues.
- Deals with complaints concerning health and safety of workers in accordance with [\[\[Corporation\]\]](#) complaint procedures.
- Makes recommendations for improvement of workplace health and safety.
- Makes recommendations on educational programs promoting the health and safety of workers and monitors their effectiveness.
- Advises [\[\[Corporation\]\]](#) 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.
- Ensures 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 JHS Committee. 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].
- After each JHS Committee meeting prepares a report of the meeting and provides a copy to the employer.

## **SAFETY MANAGEMENT SYSTEMS**

### **Worker Health and Safety Representative**

Acting as a one-worker JHS Committee, 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.

## SAFETY MANAGEMENT SYSTEMS

### JHS 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 are:

- Workplace Inspections
- Investigations of incidents, accidents and diseases
- Workplace hazards
- Investigations of worker complaints
- Consultations with technical experts
- Training