

# HEALTH AND SAFETY MANAGEMENT SYSTEMS

## TABLE OF CONTENTS

### Basic Information

Teacher's Notes

- A. Introduction . . . . . 2
- B. Eight Elements of a Health and Safety Management System. . . . . 4
  - Element 1: Management Leadership and Organizational Commitment . . . . . 4
  - Element 2: Hazard Identification and Assessment . . . . . 9
  - Element 3: Hazard Control . . . . . 14
  - Element 4: Ongoing Inspections . . . . . 17
  - Element 5: Qualifications, Orientation and Training . . . . . 21
  - Element 6: Emergency Response . . . . . 28
  - Element 7: Incident Investigation . . . . . 32
  - Element 8: Program Administration . . . . . 36
- Review Questions . . . . . 39
- Handouts . . . . . 41
- Presentations . . . . . 47

### Supplemental Information

Teacher's Notes

- A. Partnerships Program . . . . . 57
- B. WCB Partnerships in Injury Reduction . . . . . 59
- Handouts . . . . . 61
- References . . . . . 63



A-Intro.ppt  
Slide 1



Leader of the Pack

## TEACHER'S NOTES

### A. Introduction

#### Why Do We Need to Manage Health and Safety?

A healthy and safe workplace doesn't just happen. It takes commitment and planning to ensure that all equipment is functioning properly, that needed materials are available to do the job and that workers know how to do their job. The benefit of this commitment is an efficient and effective operation, with reduced likelihood of injuries and illnesses.

This leads to improved morale because workers know that their employer is looking after their health and safety and they know that it is okay, even expected, to speak up if they have concerns. With high morale, there is less absenteeism and less staff turnover. This, in turn, improves productivity and quality. Good health and safety makes an employer more attractive – to both workers and customers. Many employers view health and safety management systems as an investment.

If health and safety is not managed, things can get missed. Equipment is not maintained on schedule, workers do not receive the training they need and hazards are missed. As a result, the potential for incidents increases. Incidents can result in:

- injury, illness or death to workers, customers or the public
- damaged equipment, tools or facilities
- loss of materials

Aside from the human aspect of injuries, these incidents cost money. In addition to increases in WCB premiums, there are costs associated with the repair or replacement of equipment, increases in other insurance premiums (e.g., for fleet vehicles), replacement of materials, production delays, staff turnover and more. As well, Occupational Health and Safety officers may investigate and order corrective actions.

It is much better to prevent incidents through good management than to deal with the consequences later.

## What Is a Health and Safety Management System?

A health and safety management system is a process to minimize the incidence of injury and illness at the workplace. The scope and complexity of a health and safety management system varies, depending on the type of workplace and the nature of the work performed. The purpose of the system is to identify and control hazards, on an ongoing basis, to protect the health and safety of workers. A health and safety management system includes the following key elements, as identified by the Partnerships program:

- management leadership and organizational commitment
- hazard identification and assessment
- hazard control
- ongoing inspections
- qualifications, orientation and training
- incident investigation
- emergency response
- program administration

## Where Can I Get Help to Develop a Health and Safety Management System?

There are several Certifying Partners that offer training in developing health and safety management systems, as well as other relevant health and safety training. Occupational Health and Safety works with the Certifying Partners to ensure their training meets the Partnerships standards. To learn more about **Partnerships, Certifying Partners and the Certificate of Recognition** program, go to the supplemental information al section of this chapter.



What if I understood  
what I'm  
responsible for?

## **B. Eight Elements of a Health and Safety Management System**

### **Element 1: Management Leadership and Organizational Commitment**

The commitment of management is essential to develop and maintain effective workplace health and safety management systems. Employers/managers can demonstrate their commitment by:

- making sure that identified hazards are controlled
- talking to workers about health and safety
- following all company health and safety rules and expecting all workers to do the same
- working together with staff to identify ways to improve health and safety
- taking corrective action when issues are identified; i.e., follow up on workers' concerns
- making workers feel comfortable about coming to them to discuss their concerns
- making sure health and safety is on the agenda at meetings
- taking an active part in health and safety discussions
- making health and safety an integral part of the business operation

#### **Activity**

Teachers may have students review the questions on the checklist (following page) and discuss what these mean and what employers could do to meet them.

## Measuring Commitment and Involvement

This is a sample questionnaire that employers can use to assess their level of commitment to health and safety.

| To determine the extent of your commitment to and involvement in health and safety, read and answer the questions in the following list: | Yes | No |
|--|-----|----|
| 1. Do you set realistic goals, assign responsibilities and hold people accountable for them?   |     |    |
| 2. Do you hold yourself accountable for all your health and safety responsibilities?   |     |    |
| 3. At meetings, is health and safety frequently discussed?   |     |    |
| 4. Are your workers given the opportunity to express their concerns?   |     |    |
| 5. Do workers feel comfortable about expressing their concerns?  |     |    |
| 6. Do you follow up on the concerns raised by your workers?  |     |    |
| 7. Do you have proactive maintenance of equipment or machinery?  |     |    |
| 8. After an incident investigation, do you follow up on the preventative actions recommended?  |     |    |
| 9. Are these recommendations given a high priority?  |     |    |
| 10. Do you enforce the proper work procedures, regardless of the work schedule?  |     |    |
| 11. Do you ensure that proper procedures are reviewed before the job starts?   |     |    |
| 12. Do you discourage shortcuts?   |     |    |
| 13. Do you make sure you have enough staff to handle the workload without incident?  |     |    |
| 14. Are health and safety concerns considered in budget planning?  |     |    |
| 15. Do you take an active role in all aspects of your health and safety program?   |     |    |

*Note: This is not a comprehensive list. It should be considered only an indicator of your commitment to good health and safety practices.*

If an employer was able to answer:

**Yes to all of these questions**, it is probably very committed and involved in your program.

**Yes to only some of these questions**, it may need to reassess its commitment in those specific areas.

## Health and Safety Policy

A written health and safety policy is public declaration of the employer's commitment to health and safety in the workplace. The health and safety policy states:

- employer commitment to health and safety
- overall goals and objectives for health and safety
- responsibilities of management, workers, visitors and contractors
- requirements to comply with relevant government legislation and the company's own health and safety standards

This policy is shared with staff, posted prominently in the workplace, and is often the first page of the company's health and safety manual. The policy is only the starting point. The company needs to follow it!

Out of date

## Sample Health and Safety Policy

**ACME Explosives Company****Health and Safety Policy**

ACME Explosives Company is committed to a health and safety management system that protects our workers, other workers who enter onto our property and the general public.

Employees, at every level, are responsible and accountable for the company's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that ACME expects. Management will:

- set an example and provide leadership in health and safety
- establish the health and safety policy and procedures
- provide proper equipment and training for workers and a safe work environment
- respond to all health and safety concerns

Workers will:

- follow all safe work procedures
- work with an awareness of health and safety
- cooperate with the employer in working towards improved health and safety at work
- tell their supervisor if they have any health or safety concerns

Workers, at every level, must be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work.

Our goal is a healthy, injury/illness free workplace for all workers. By working together, we can achieve this goal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(must be no more than three years old)

Title: Owner



Who's responsible?



Case Studies: Rights and Responsibilities

## Responsibilities for Health and Safety

### Employer's responsibilities:

- establish the health and safety management system
- provide the resources to maintain the system
- conduct an annual review of the system
- train supervisors in their health and safety responsibilities
- provide a safe and healthy work environment
- ensure hazards are adequately controlled
- set a good example

### Supervisors' responsibilities:

- orient and train new workers
- provide ongoing training to all workers
- conduct regular health and safety meetings
- perform inspections and incident investigations
- correct hazards or report them to the employer
- correct unsafe acts or behaviours by workers
- set a good example

### Workers' responsibilities:

- learn and follow safe work procedures
- use any required equipment and tools
- correct hazards or report them to their supervisor
- participate in inspections and investigations
  - actively participate in health and safety meetings and discussions
- set a good example

## Element 2: Hazard Identification and Assessment

Hazard identification and assessment is at the foundation of a quality occupational health and safety management system. It is also a requirement under the Alberta Occupational Health and Safety (OHS) Code.

### Responsibilities

Under the OHS Code, Part 2, employers must:

- assess a work site and identify existing or potential hazards
- prepare a written and dated hazard assessment, including the methods used to control or eliminate the hazards identified.
- involve workers in the hazard assessment, where possible
- make sure workers are informed of the hazards and the methods used to control the hazards

An employer must make sure that a hazard assessment is done:

- at reasonably practicable intervals to prevent the development of unsafe and unhealthy
- working conditions
- when a new work process is introduced
- when a work process or operation changes
- before the construction of a new work site

All the other elements that follow in the health and safety management system rely on properly identifying and prioritizing hazards in the workplace:

- You cannot effectively control hazards until you know what the hazards are.
- How can you effectively train workers if you don't know what could harm them?



B-8Elements.ppt  
Slide 2



"Will B. Safe" Health  
and Safety Management  
Internet Activity



Sample Jobs Hazard  
Identification and  
Engineering Controls



Undercover Boss Safety  
Checklist



Where's the hazard?



B-8Elements.ppt  
Slides 3–8



Features of the Five



Hazard Song



A Hazardous  
Collection Poster

## What Is a Hazard?

A hazard is any situation, condition or thing that may be dangerous to the safety or health of workers. Basically, it is anything that can cause an injury or illness.

- Some hazards can be acute – they have an immediate effect, such as being hit by a truck.
- Other hazards are considered chronic – repeated exposures, over time, can eventually cause an effect, such as hearing loss after repeated overexposure to noise.

Hazards are generally grouped into five categories, as shown in the following table. Each of these hazard categories is discussed in greater depth in later chapters.

|              |  |
|--------------|--|
| Physical     | <ul style="list-style-type: none"> <li>• slipping and tripping</li> <li>• caught in moving parts of machinery</li> <li>• falls from heights; e.g., roofs, scaffolds</li> <li>• rupture of pressure systems; e.g., boilers, compressed gas cylinders</li> <li>• fire/explosion</li> <li>• electrical contact; e.g., overhead/underground powerlines, electrical cords, wiring</li> <li>• noise and vibration</li> <li>• poor lighting</li> <li>• temperature extremes</li> <li>• radiation</li> </ul> |
| Chemical     | <ul style="list-style-type: none"> <li>• liquids; e.g., battery acid, cleaners, solvents</li> <li>• dusts; e.g., wood dust, asbestos, silica (from sandblasting)</li> <li>• fumes; e.g., welding, soldering</li> <li>• mists and vapours; e.g., from spray painting, pesticide spraying</li> <li>• gases; e.g., carbon monoxide from engine exhaust, propane</li> </ul>  |
| Biological   | <ul style="list-style-type: none"> <li>• viruses and bacteria (e.g., West Nile virus, hepatitis) from blood and body fluids of humans or animals</li> <li>• moulds and fungi found in nature</li> </ul>  |
| Psychosocial | <ul style="list-style-type: none"> <li>• working conditions</li> <li>• stress</li> <li>• impairment</li> <li>• fatigue</li> <li>• violence</li> </ul>  |
| Ergonomics   | <ul style="list-style-type: none"> <li>• overexertion; e.g. handling heavy loads</li> <li>• awkward or static postures; e.g., bent over ;low work surface, reaching, twisting</li> </ul>   |

## What Is a Hazard Assessment?

Assessing hazards means taking a careful look at the different activities that workers do and asking, “What could go wrong?”, you are trying to find out about anything that could harm workers at the work site. The purpose of hazard assessment is to prevent work-related injury or illness to workers.

In its simplest form, a hazard assessment answers the question, What if...

- I don't put a guardrail around that elevated work platform?
- I don't enforce the wearing of seat belts in for all work related driving?
- Workers don't wear eye protection while grinding?
- We don't test the atmosphere before entering a vessel?
- One of our workers becomes injured or dies because...?

## Why Conduct a Hazard Assessment?

Benefits of performing a hazard assessment may include:

- learning more about what could harm workers
- finding better and safer ways to do the job
- identifying any weaknesses in worker training
- identifying poor or missing procedures
- increasing workers' involvement of workplace health and safety
- having a useful tool when investigating an incident

## How to Conduct a Hazard Assessment...

Options for conducting a hazard assessment include:

- **task or job hazard analysis** – breaking each job down into tasks and identifying the hazards involved with each task
- **process analysis** – following a process from start to finish and identifying the hazards involved at each stage



Job Hazards



What if I could identify hazards?

## Questions to Ask when Looking for Hazards

- What is your work environment? For example, does the work take place in a building, office, yard, laboratory, trench, roof or delivery van? What are the hazards with work in this environment?
- How suitable are the things you use for the task? Are they easily accessible?
- How might people be hurt by equipment, machinery and tools?
- How might people be hurt through noise, fumes or radiation?
- How might people be hurt by using chemicals and/or other materials, such as paints, solvents, fuels, toner, oils, plastics, acids, pesticides, gases, biological samples and wastes?
- Are workers using equipment and materials correctly?

See page 13 for an example of a completed hazard assessment. A blank form is found in Handout 1 – Sample Hazard Assessment Form. There are several different styles or types of forms available to perform hazard assessments or you can make up your own. The important thing is that the process works for your workplace and enables you to capture all the hazards.



Page 41

### Activity 1

Teachers may want to have students use the hazard assessment form from Handout 1 to identify hazards associated with a specific activity in the classroom. Alternatively, work through the store example.

Once hazards have been identified, what will you do about them? Do you need to fix all of them today? Can some wait a week or two? Are there some that are not really a significant problem? Some thought needs to be given to the seriousness of identified hazards. A process to assess and prioritize the identified hazards is useful to determine where to focus control efforts. Assessment models will not be explored in this material but two good questions to ask about identified hazards are:

- How likely is it that someone will be injured by this hazard?
- If someone is injured, how bad would the injury be?

The hazards that are more likely to cause an injury and those that would cause the most serious injuries take higher priority.

### Activity 2

Students should discuss the seriousness of the hazards they identified, and determined the highest priorities. These hazards will be looked at further in the next element, “hazard control.”

Sample – Completed Hazard Assessment Form

Check off all the hazards or potential hazards that are present at your work site and briefly describe them. Add any additional hazards specific to your work site.

Company: WWWStore Location: Snowy Creek

Date of assessment: May 12, 2006

Completed by: J. Lift

Fill in:

- company
- location
- date of assessment
- name of person completing the assessment

Check off all hazards or potential hazards at your work site and describe briefly.

| HAZARD IDENTIFICATION     |                                     |   |                                     |
|---------------------------|-------------------------------------|---|-------------------------------------|
| Physical Hazards          |                                     | Chemical Hazards                        |                                     |
| Slipping and tripping     | <input checked="" type="checkbox"/> | Liquids (identify types)                | <input type="checkbox"/>            |
| Moving parts of machinery | <input type="checkbox"/>            | Type: all purpose cleaner               | <input checked="" type="checkbox"/> |
| Working at heights        | <input type="checkbox"/>            | Type: toilet bowl cleaner               | <input checked="" type="checkbox"/> |
| Pressurized systems       | <input type="checkbox"/>            | Type                                    | <input type="checkbox"/>            |
| Vehicles                  | <input type="checkbox"/>            | Dusts                                   | <input type="checkbox"/>            |
| Fire                      | <input type="checkbox"/>            | Fumes (identify types)                  |                                     |
| Electricity               | <input type="checkbox"/>            | Type:                                   | <input type="checkbox"/>            |
| Noise                     | <input type="checkbox"/>            | Type:                                   | <input type="checkbox"/>            |
| Lighting                  | <input type="checkbox"/>            | Mists and Vapours (identify types)      |                                     |
| Temperatures              | <input type="checkbox"/>            | Type:                                   | <input type="checkbox"/>            |
| Vibration                 | <input type="checkbox"/>            | Type:                                   | <input type="checkbox"/>            |
| Ionizing Radiation        | <input type="checkbox"/>            | Other: specify                          | <input type="checkbox"/>            |
| Other: specify            | <input type="checkbox"/>            | Other: specify                          | <input type="checkbox"/>            |
| Other: specify            | <input type="checkbox"/>            |   |                                     |
| Other: specify            | <input type="checkbox"/>            |   |                                     |
| Biological Hazards        |                                     | Psychological Hazards                   |                                     |
| Viruses                   | <input type="checkbox"/>            | Workin conditions (i.e., working alone) | <input checked="" type="checkbox"/> |
| Fungi (mould)             | <input type="checkbox"/>            | Fatigue                                 | <input type="checkbox"/>            |
| Bacteria                  | <input type="checkbox"/>            | Stress                                  | <input type="checkbox"/>            |
| Blood and Body Fluids     | <input checked="" type="checkbox"/> | Violence (i.e., robbery)                | <input checked="" type="checkbox"/> |
| Sewage                    | <input type="checkbox"/>            | Other: specify                          | <input type="checkbox"/>            |
| Other: specify            | <input type="checkbox"/>            | Other: specify                          | <input type="checkbox"/>            |
| Other: specify            | <input type="checkbox"/>            |   |                                     |
| Ergonomics                |                                     |   |                                     |
| Lifting/handling loads    | <input checked="" type="checkbox"/> |   |                                     |
| Repetitive motions        | <input type="checkbox"/>            |   |                                     |
| Awkward postures          | <input type="checkbox"/>            |   |                                     |

Add any additional identified hazards specific to your work site that are not already listed.



B-8Elements.ppt  
Slides 9–13



Hazard Control



“Will B. Safe” Health  
and Safety Management  
Internet Activity



Hazard Song



Protecting Paulomi

### Element 3: Hazard Control

Now that hazards have been identified and priorities have been established, it is time to do something about the hazards, starting with the highest priority ones. Whenever possible, hazards should be completely eliminated. If this is not possible, they must be controlled. Control means reducing the hazard to a level that does not present a significant risk to worker health or safety. Controls, in order of preference, are listed in the table below. This order is called the hierarchy of control.

|  |  |
|--|--|
| <b>Elimination</b> <ul style="list-style-type: none"> <li>removes the hazard completely</li> </ul>   | <b>Example:</b> To eliminate the tripping hazard from electrical cords running across the floor, equipment could be permanently mounted with all wiring behind walls/ceilings.   |
| <b>Engineering Controls</b> <ul style="list-style-type: none"> <li>physically keep the worker from coming into contact with the hazard</li> </ul>                        | <b>Includes:</b> <ul style="list-style-type: none"> <li>substitution (e.g., substitute a cleaning with a less toxic chemical; switch to smaller packages of material to reduce the weight of a load)</li> <li>isolation of hazard (e.g., keep a noisy piece of equipment in a separate room, have chemicals handled through a piping system instead of manually handling containers)</li> <li>guard (e.g., place guards around floor openings and moving parts of machinery)</li> <li>ventilation to remove chemicals from the work environment</li> <li>hoists to move heavy loads</li> </ul> |
| <b>Administrative Controls</b> <ul style="list-style-type: none"> <li>manage how the worker works around the hazard to prevent injury</li> </ul>                         | <b>Includes:</b> <ul style="list-style-type: none"> <li>carry out the work according to a specific protocol (e.g., training, safe work procedures)</li> <li>warn workers with signs, line markings or placards</li> <li>limit exposure by limiting the time a worker spends near the hazard (e.g., noisy environment or performing a repetitive task)</li> </ul>   |
| <b>Personal Protective Equipment</b> <ul style="list-style-type: none"> <li>protects the worker from injury when he or she comes into contact with the hazard</li> </ul> | <b>Includes:</b> <ul style="list-style-type: none"> <li>head protection</li> <li>eye/face protection</li> <li>hearing protection</li> <li>gloves</li> <li>footwear</li> <li>respiratory protection</li> <li>limb/body protection; e.g., coveralls, chainsaw pants, aprons</li> </ul>   |
| <b>Combination</b> <ul style="list-style-type: none"> <li>needed if any one type of control on its own is not enough</li> </ul>  | <b>Example:</b> When entering a confined space, such as a sewer: <ul style="list-style-type: none"> <li>atmosphere must be tested and ventilated</li> <li>safe work procedures and entry permits are required</li> <li>worker wears a body harness and lifeline, attached to a winch (in case he or she needs to be rescued), protective clothing, steel toed rubber boots, gloves ...</li> </ul>  |

A sample of a completed hazard control form is included on page 16 for your information. A blank copy of this form is found in Handout 2 – Sample Hazard Control Form. There are many other styles of forms and tools that can be used. Each employer can develop their own; the important this is that it works for the workplace.



Page 43

### Activity 3

If teachers had students identify hazards in the classroom (i.e., activity 1), they may now want to have students consider control options for the identified hazards. Ensure they remember the hierarchy of controls. Students can use the hazard control form from Handout 2 to complete this activity.

For more information or assistance with hazard assessment and control:

- Check out the interactive eLearning program available online at [www.worksafe.alberta.ca](http://www.worksafe.alberta.ca)
- Go to Part 2 of the Explanation Guide to the OHS Code. In addition to an explanation of the legislated requirements, there is more information on how to conduct a hazard assessment. The guide is available for purchase from the Queen's Printer; it can also be accessed at [www.worksafe.alberta.ca](http://www.worksafe.alberta.ca) – click on Acts, Regulations and Codes and search for the Explanation Guide.
- Certifying Partners and private health and safety consultants provide training.

Sample – Completed Hazard Control Form

- Take the hazards identified on the Hazard Assessment Form (page 13) and write them on this hazard control form.
- Identify the controls that are in place: engineering, administrative, PPE or combination, for each hazard.
- Identify any additional controls or follow-up that is required, along with a due date and person responsible.

| Hazard                                  | Controls Currently in Place (list)   |  |   | New Controls or Follow-up   | Due Date/Person Responsible   |
|---|--|--|---|---|---|
|   | Engineering  | Administrative   | PPE   |   |   |
| Lifting and handling loads              | Mechanical lift  | <ul style="list-style-type: none"> <li>• safe work procedures</li> <li>• worker training</li> </ul>          | None  | Worker training program needs to be repeated in one month   | June 30/06<br>J. Lift   |
| Slipping and tripping                   |  | <ul style="list-style-type: none"> <li>• safe work procedures for housekeeping</li> </ul>                    | <ul style="list-style-type: none"> <li>• proper footwear</li> </ul> | Mats at entrance and by soda machine  | May 19/06<br>K. Boss  |
| Violence/robbery                        |  | <ul style="list-style-type: none"> <li>• robbery prevention program</li> <li>• video surveillance</li> </ul> |   | <ul style="list-style-type: none"> <li>• Retraining on procedures</li> <li>• Update contact list</li> </ul> | J. Lift, with police<br>J. Lift   |
| Cleaning chemicals                      |  |  |   | <ul style="list-style-type: none"> <li>• Rubber gloves (various sizes)</li> <li>• WHMIS training</li> </ul> | J. Lift<br>K. Boss  |
| List hazards from assessment form here. | Identify controls that are currently in place.<br>If you wish, you may identify them by type of control. |  |   | Identify if there are any new controls or follow-up action required; e.g., new design/training.             | Fill in the name of the person responsible for implementing controls and a target date. |

## Element 4: Qualifications, Orientation and Training

Even with all the identified hazards controlled, if workers do not know the issues and don't know how to do the job safely, incidents will occur. The purpose of orientation and training is to ensure that workers know about health and safety, in general, and have the specific skills, qualifications and training needed to do their job safely.

**Qualifications** refers to specific credentials to do certain work. Examples of qualifications include:

- Class 1 Drivers License
- Journeyman welder
- Professional engineer designation

**Orientation** introduces new workers to the organization. It includes:

- overview of the organization's health and safety management system
- company rules
- worker and employer responsibilities
- reporting hazards/imminent danger
- first aid and reporting injuries
- emergency response plan

**Training** deals with hands-on information about how the worker is supposed to perform his or her job activities. It could include some formal, classroom training as well as demonstrations on the job. Trainers or supervisors should monitor the worker's progress to ensure the worker understands the training and follows the procedures.

The OHS Regulation states that employers are responsible to ensure that workers are trained in the safe use of any equipment they are required to operate. It goes on to list the kinds of things that should be covered in the training, such as:

- selection of appropriate equipment
- limitations of the equipment
- an operator's pre-use inspection
- use of the equipment
- operator skills required by the manufacturer's specifications for the equipment
- basic mechanical and maintenance requirements of the equipment
- loading and unloading the equipment, if doing so is a job requirement
- hazards specific to the operation of the equipment at the work site



So you want to be a  
Lion Tamer!



"Will B. Safe" Health  
and Safety Management  
Internet Activity



B-8Elements.ppt  
Slide 14

**Competence** is a term with a specific definition in the OHS Regulation.

A competent worker means someone who is "...adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision."  
(OHS Regulation, sec 1)

If work is to be done that could endanger a worker, the employer must ensure that the work is done by:

- a worker who is competent to do the work
- a worker who is working under the direct supervision of someone who is competent

(OHS Regulation, sec 13)

Workers need to know how to do their job safely. The specific training they require depends on the nature of their job and the hazards associated with it. The completed hazard assessment form is a good tool to help decide what training is necessary. A record should be kept of all training that is required to do certain jobs as well as the date that training was provided to workers.

An example of an orientation and training record form is given on page 19. This type of form can be used when training new employees.

When training workers on a specific topic, you may wish to keep track of everyone who took that training. A form like the one on page 20 can be used for this purpose.



Insert location and address, if appropriate.

Enter type of training completed.

Enter date of training, name and signature of worker who has taken the training and name of the individual providing the training.

Sample Completed Form – Record of Training

Company Name: ABC Bakery

Location: Edmonton

Type of Training: Ergonomics: Lifting and Handling Loads

| Date     | Printed Name | Signature | Trainer        |
|----------|--------------|-----------|----------------|
| mm/dd/yr | Jane Doe     |           | Joe Goodback   |
| mm/dd/yr | Sam Whyte    |           | Samantha Smith |
|          |              |           |                |
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## Element 5: Ongoing Inspections

### Inspect Work Sites Regularly

One of the most important ways to ensure that the workplaces stay healthy and safe is to regularly inspect the work site. Element 2 dealt with hazard identification and assessment and element 3 dealt with control. Once hazards have been initially assessed, regular inspections are necessary to monitor and follow-up, to ensure things do not get out of control. Inspection is an ongoing task because the workplace is always changing.

It is important to understand that an inspection does not replace a hazard assessment. A formal hazard assessment allows for systematic identification of hazards. Inspections are intended to monitor how well the controls are working and if they are being used effectively. They are intended to monitor worksite conditions at a point in time.

A system of regularly planned inspections will make identifying and controlling hazards a normal part of everyday work. Formal inspections should be conducted by a supervisor and a worker whenever possible.

Inspections provide two important pieces of information about the work site:

- information about hazards or potential hazards that have not been noted previously
- confirmation of the effectiveness of controls for eliminating or reducing the risk of known hazards.

During the inspection the team:

- Looks at how work is performed.
- Identifies unsafe or unhealthy conditions and acts that can cause injury or illness so they can take corrective measures.
- Talk to workers about the tasks they are doing and about any concerns they might have.

The team might ask about a procedure a worker is doing and how well it works.

After the inspection, the team:

- Recommends ways to eliminate or control all identified hazards, gives target dates and identifies the individual responsible.
- Any critical issue must be dealt with immediately.

### Sample – Work Site Inspection Checklist

Use a checklist when conducting regular health and safety inspections. Go over every aspect of the workplace to identify possible hazards. Use blank lines to add items that are specific to your workplace. For any No items, note the location and provide details.

| <b>Floors and Walkways</b>   | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| Are aisles clear of materials or equipment?  |            |           |
| Are main aisles at least 1 m (36 in) wide?   |            |           |
| Are doorways clear of materials or equipment?  |            |           |
| Are carpets or tiles in good condition and free of loose or lifting carpeting or tile?   |            |           |
| Are floors clean and free of oil or grease?  |            |           |
| Are floors kept dry?   |            |           |
| If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than three boxes high? |            |           |
| <b>Stairs, Ladders and Platforms</b>   | <b>Yes</b> | <b>No</b> |
| Are ladders safe and in good condition?  |            |           |
| Are stair handrails fastened to the wall securely?   |            |           |
| Are stairwells clear of materials and equipment?   |            |           |
| Are stairs and handrails in good condition?  |            |           |
| Are ladders and stairs provided with antislip treads?  |            |           |
| <b>Walls</b>   | <b>Yes</b> | <b>No</b> |
| Are signs and fixtures securely fastened to the wall?  |            |           |

| Lighting  | Yes | No |
|---|-----|----|
| Are lighting levels in work areas adequate?                                   |     |    |
| Are work areas free of glare or excessive lighting contrast?                  |     |    |
| Is task lighting provided in areas of low light or high glare?                |     |    |
| Are windows covered with blinds, drapes or other means of controlling lights? |     |    |
| Does emergency lighting work?   |     |    |
| Equipment and Machinery   | Yes | No |
| Are equipment and machinery kept clean?                                       |     |    |
| Is the equipment regularly maintained?  |     |    |
| Are operators properly trained?   |     |    |
| Are start/stop switches clearly marked and in easy reach?                     |     |    |
| Is machinery adequately guarded?  |     |    |
| Is there enough work space?   |     |    |
| Are noise levels controlled?  |     |    |
| Are fumes and exhaust controlled?   |     |    |
| Do you have a lock-out procedure in place?                                    |     |    |
| Is kitchen equipment in good working order and properly maintained?           |     |    |
| • microwave ovens   |     |    |
| • deep fryers   |     |    |
| • cutters, grinders, choppers   |     |    |
| • grease receptacles  |     |    |
| • storage of knives   |     |    |
| • oiling, cleaning, adjusting   |     |    |

| <b>Chairs</b>   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Are chairs in good condition?   |            |           |
| Are chairs properly adjusted?   |            |           |
| <b>Computers</b>  | <b>Yes</b> | <b>No</b> |
| Are display screens free of dust?   |            |           |
| Are display screens bright enough, with sufficient contrast?                  |            |           |
| Are display screens positioned at a comfortable viewing level?                |            |           |
| <b>Garbage</b>  | <b>Yes</b> | <b>No</b> |
| Are bins located at suitable points?  |            |           |
| Are bins emptied regularly?   |            |           |
| <b>Hazardous Materials</b>  | <b>Yes</b> | <b>No</b> |
| Are Material Safety Data Sheets (MSDSs) provided for all hazardous materials? |            |           |
| Are containers clearly labelled?  |            |           |
| Are hazardous materials properly stored?                                      |            |           |
| Are hazardous materials disposed of properly?                                 |            |           |
| <b>Environment</b>  | <b>Yes</b> | <b>No</b> |
| Is air quality good?  |            |           |
| Are workers protected from cool drafts or excessive heat?                     |            |           |
| Are workers protected from excessive or irritating noise?                     |            |           |

| <b>Parking</b>  | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Are parking spots and walkways appropriately lighted?         |            |           |
| Are parking spots safe?                                       |            |           |
| Are workers encouraged to use a buddy or escort?              |            |           |
| Is a speed limit posted in the parking lot?                   |            |           |
| <b>Storage</b>  | <b>Yes</b> | <b>No</b> |
| Are supplies and materials stored properly on shelves?        |            |           |
| Does your storage layout minimize lifting problems?           |            |           |
| Are trolleys or dollies available to move heavy items?        |            |           |
| Are floors around shelves clear of rubbish?                   |            |           |
| Are racks and shelves in good condition?                      |            |           |
| <b>Electrical</b>   | <b>Yes</b> | <b>No</b> |
| Are electrical cords in good repair?                          |            |           |
| Is there clear access to electrical panels and switch gear?   |            |           |
| Are electrical cords secured?                                 |            |           |
| Are proper plugs used?  |            |           |
| Are plugs, sockets and switches in good condition?            |            |           |
| Are ground fault circuit interrupters available, if required? |            |           |
| Are portable power tools in good condition?                   |            |           |

| <b>Fire Safety and Security</b>                              | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| Are fire extinguishers clearly marked?                       |            |           |
| Are fire extinguishers properly installed on walls?          |            |           |
| Have fire extinguishers been inspected within the last year? |            |           |
| Are workers trained to use fire extinguishers?               |            |           |
| Are flammable liquids properly stored?                       |            |           |
| Will space heaters shut off automatically when tipped over?  |            |           |
| Are emergency phone numbers close to phones?                 |            |           |
| Are smoke, fire and burglar alarms in place?                 |            |           |
| Are emergency exits clearly marked?                          |            |           |
| Are emergency lights in working condition?                   |            |           |
| Have sprinkler systems been inspected?                       |            |           |
| <b>Entrances and Exits</b>                                   | <b>Yes</b> | <b>No</b> |
| Is there safe access for workers and customers?              |            |           |
| Are emergency exits clear of materials or equipment?         |            |           |
| Are emergency exit signs working?                            |            |           |
| Are emergency lighting units provided? Are they working?     |            |           |
| <b>First Aid</b>   | <b>Yes</b> | <b>No</b> |
| Is the first aid kit accessible and clearly labelled?        |            |           |
| Is the first aid kit adequate and complete?                  |            |           |
| Is the first aid kit clean and dry?                          |            |           |
| Are emergency numbers displayed?                             |            |           |
| Are injury report forms available?                           |            |           |

| General Worker Questions  | Yes | No |
|---|-----|----|
| Do workers know where to go and who to call for first aid assistance? |     |    |
| Do workers know where to find MSDSs for chemical products?            |     |    |
| Personal Protective Equipment   | Yes | No |
| Do workers know where to find personal protective equipment?          |     |    |
| Do workers know how to use personal protective equipment?             |     |    |
| Do workers use personal protective equipment properly?                |     |    |
| • eye/face protection   |     |    |
| • footwear  |     |    |
| • gloves  |     |    |
| • protective clothing   |     |    |
| • aprons  |     |    |
| • respirators   |     |    |
| • other   |     |    |
| Safe Work Practices   | Yes | No |
| Do workers use proper manual lifting techniques?                      |     |    |
| Are wastes disposed of properly?                                      |     |    |
| Do workers know how to deal with violent customers?                   |     |    |
| Do workers know the procedures for working alone?                     |     |    |
|   |     |    |
|   |     |    |
|   |     |    |



**“Will B. Safe” Health  
and Safety Management  
Internet Activity**

## Element 6: Emergency Response

What is an emergency? It can be any event that requires immediate attention such as an evacuation or a rescue. Emergencies can be the result of a work incident or can be a natural or manmade disaster (severe weather or sabotage). Some examples include:

- fires
- spills
- critical injuries
- explosions
- medical emergencies
- transportation collisions
- power or fuel loss
- workplace violence
- bomb threats
- natural disasters; e.g., ice storms, tornados or severe storms, floods

Planning and preparing in advance for emergencies is important. An emergency response plan will protect the health, safety and lives of people at the work site. It will also minimize business losses related to damage to the environment and property. An emergency response plan addresses the actions that the employer and workers need to take to ensure everyone’s safety in an emergency. In Alberta, the OHS Code, Part 7 requires employers to establish an emergency response plan for response to an emergency that may require rescue or evacuation. In addition, Part 11 requires workers to have first aid supplies and services at all work sites. Specific requirements depend on the number of workers, nature of the hazards and distance to a health care facility.

## Legislated Requirements

- Employers must establish an emergency response plan in case of an **emergency that may require rescue or evacuation**. The plan must be written and affected workers must be consulted in the development of the plan.
- The emergency response plan must include:
  - the identification of potential emergencies, based on the hazard assessment
  - procedures for dealing with the identified emergencies
  - the identification of, location of and operational procedures for emergency equipment
  - the emergency response training requirements
  - the location and use of emergency facilities
  - the fire protection requirements
  - the alarm and emergency communication requirements
  - the first aid services required
  - procedures for rescue and evacuation
  - the designated rescue and evacuation workers

(OHS Code, Part 7)

## How to Develop an Emergency Response Plan

Employers may begin their plan by addressing each of the components required in the OHS Code. A very simple plan will be appropriate in offices, small retail shops and small manufacturing settings where there are few or no hazardous materials or processes and workers evacuate when alarms sound or when notified by public address systems. More complex plans are required in workplaces that contain hazardous materials or workplaces where workers fight fires, perform rescue and medical tasks or delay evacuation after alarms sound to shut down critical equipment. It is essential that the emergency response plan be site specific. To assist in planning, a sample of a completed response plan is found on page 30. The emergency response plan must be tested in the workplace to make sure it works

Refer to Handout 3 – Sample Emergency Response Plan.

### Activity:

Teachers may have the students go through the components of the emergency response plan, using the classroom or school as an example. You may use the sample form (Handout 3) or develop your own format, as long as all components outlined in the Code are addressed.



Page 45

Enter name of company and location.

### Sample Completed Emergency Response Plan

Company Name: Joe's Insurance

Based on your hazard assessment, list potential emergencies where rescue and evacuation would be required for your site; e.g., fire, tornado.

Location: 50 Elm Street, Small Town, Alberta

List the procedures to be followed for each of the identified emergencies.

|   |   |   |
|---|---|---|
| <b>POTENTIAL EMERGENCIES</b><br>(Based on Hazard Assessment)  | The following are identified potential emergencies:<br><u>Fire</u>  |   |
| <b>EMERGENCY PROCEDURES</b>   | In the event of a fire occurring within or affecting the work site, the office manager makes the following decisions and ensures the appropriate key steps are taken: <ul style="list-style-type: none"> <li>• Advise all personnel.</li> <li>• Pull the fire alarm to alert the nearest fire station and initiate the fire alarm within the building.</li> <li>• Evacuate all persons to a safe point and account for everyone, including visitors and clients.</li> </ul>   |   |
| <b>LOCATION OF EMERGENCY EQUIPMENT</b>  | Emergency equipment is located at: <ul style="list-style-type: none"> <li>• fire alarm                         <ul style="list-style-type: none"> <li>– one at the reception desk</li> <li>– one by the back door</li> </ul> </li> <li>• fire extinguisher                         <ul style="list-style-type: none"> <li>– one in the office hallway</li> </ul> </li> <li>• fire hose:                         <ul style="list-style-type: none"> <li>– one in the office hallway, next to the fire extinguisher</li> </ul> </li> <li>• panic alarm button                         <ul style="list-style-type: none"> <li>– one at the main reception desk under the computer</li> </ul> </li> </ul> |   |
| <b>WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT</b><br>(List of names of workers trained and equipment trained on) | 1. Sun Shine – Fire extinguisher<br>2. Jane Doe – Fire extinguisher<br>3. _____<br>_____<br>_____   |   |
| <b>EMERGENCY RESPONSE TRAINING REQUIREMENTS</b>   | <b>Type of Training</b><br>Use of fire extinguishers<br>_____<br>_____<br>_____   | <b>Frequency</b><br>Orientation and annually<br>_____<br>_____<br>_____ |

List the locations of emergency equipment.

List the names of workers trained in the use of emergency equipment and the type of equipment they are trained to use.

Identify the training requirements for emergency response.

|  |  |
|--|--|
| LOCATION AND USE OF EMERGENCY FACILITIES       | The nearest emergency services are located: <ul style="list-style-type: none"> <li>• fire station: 10 Fir Street – two blocks east</li> <li>• ambulance: 40 Sun Street – 10 blocks south</li> <li>• police: 1 Police Plaza – 20 blocks west</li> <li>• hospital: 101 Hospital Avenue – four blocks east</li> <li>• other</li> </ul>  |
| FIRE PROTECTION REQUIREMENTS                   | <ul style="list-style-type: none"> <li>• Sprinkler systems are located in all rooms of the work site.</li> </ul>   |
| ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS | <ul style="list-style-type: none"> <li>• Pulling the fire alarm will automatically alert the fire department and initiate an alarm within the building.</li> <li>• The fire alarm signal is intermittent sharp beeps.</li> </ul>   |
| FIRST AID                                      | <p>First aid supplies are located at:</p> <ul style="list-style-type: none"> <li>• type No. 1 First Aid Kit at the main reception desk</li> <li>• blankets in the storage room.</li> </ul> <p>First aiders are:</p> <ul style="list-style-type: none"> <li>• Jane First aider – Reception day shift (9 am – 5 pm)</li> </ul> <p>Transportation for ill or injured workers is by ambulance. Call 911.</p>   |
| PROCEDURES FOR RESCUE AND EVACUATION           | <p>For evacuation and rescue:</p> <ul style="list-style-type: none"> <li>• Evacuate and direct all persons to the safe designated gathering point in the staff parking lot and account for everyone, including visitors and clients.</li> <li>• Assist ill or injured workers to evacuate the building.</li> <li>• Provide first aid to injured workers, if required.</li> <li>• Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility, if required.</li> </ul> |
| DESIGNATED RESCUE AND EVACUATION WORKERS       | <p>The following workers are trained in rescue and evacuation:</p> <ul style="list-style-type: none"> <li>• Joe Smith – Sales</li> <li>• John James – Maintenance</li> </ul>   |

List the location of the nearest emergency response facilities.

Identify fire protection requirements, such as sprinklers.

Identify how the emergency will be communicated; i.e., automatically through fire alarm or by calling 911.

List where first aid supplies are located, the names and location of first aiders and how injured workers will be transported. (First Aid, Part 11 of the OHS Code.)

List the names and location of workers trained in rescue and evacuation.

Make sure the plan is dated and signed. It should be updated on a regular basis and if new potential emergencies are identified in the hazard assessment.

Completed on: \_\_\_\_\_

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



Incident Investigation:  
At the Lumberyard

Incident Investigation:  
At the Store



B-8Elements.ppt  
Slides 15–16

## Element 7: Incident Investigation

### Promptly Investigate all Incidents and Near-misses

It is unfortunate when a worker is injured on the job. It is even worse if no attempt is made to learn from the incident and to correct the cause(s) that led to it. If the causes are not corrected, more workers could be injured in a similar way.

Employers should investigate all incidents and near-misses.

**Near-misses** are incidents that cause no injury or damage but that **could** have caused serious injuries or property damage under slightly different circumstances. They should be investigated because they point to conditions or work practices that must be changed to prevent future incidents.

Everyone in the business has a role to play in an incident investigation. Workers must report incidents to their supervisors. The owner, employer or supervisor needs to investigate promptly. If possible, an employer representative and a worker representative should participate in the investigation. After the investigation is complete, a written report must be prepared.

### Purpose of Incident Investigation

The purpose of conducting an incident investigation is to:

- determine the causes of the incident
- identify any unsafe conditions or actions that contributed to the incident
- find out **why** those unsafe conditions existed and/or unsafe actions were taken
- find ways to prevent similar incidents

Interview witnesses, anyone who might be able to provide useful information about the incident – even if the person was not present at the time of the incident. For example, it may be appropriate to interview a supervisor who gave instructions at the start of the shift or a trainer who instructed the workers involved, months earlier.

Your investigation should determine:

- WHO was involved or injured
- WHERE the incident happened
- WHEN the incident occurred
- WHY the unsafe actions were taken or the unsafe conditions were in place
- HOW a similar incident could be prevented

Usually, there are several factors that cause or contribute to an incident.

Try to identify as many causes as possible. Factors to consider when investigating an incident include:

- unsafe or defective equipment
- unsafe environment or conditions
- poor housekeeping
- physical hazards
- poor planning
- poor instruction
- unsafe work practices
- unusual or unfamiliar work conditions
- lack of skill
- lack of physical ability; e.g., strength
- lack of maintenance
- poor design
- fatigue, stress
- poor supervision

Once the causes are identified and corrective actions to prevent recurrence determined, the investigation report can be completed. However, there are still a few more things that need to be done:

- Results should be shared with affected employees.
- The recommended corrective actions have to be implemented.
- Follow up should be done to ensure the corrective actions are working as planned.

An example of an incident reporting and investigation form is provided on page 34.

*NOTE: For more information on incident investigations, have students go through the interactive eLearning program available online at [www.worksafe.alberta.ca](http://www.worksafe.alberta.ca)*

## Sample – Incident Reporting and Investigation Form

Name of injured worker: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ am pm

Type of incident: Near-miss  Minor injury  Serious injury  Property damage 

Date incident reported: \_\_\_\_\_ Time : \_\_\_\_\_ am pm

Reported to: \_\_\_\_\_ Nature of injury (if any): \_\_\_\_\_

Witnesses: \_\_\_\_\_ Damage to equipment or property: \_\_\_\_\_

Description of incident:

Out of date

Identified causes (list all: direct, indirect, root)

Empty box for identifying causes.

Recommended preventative actions:

Empty box for recommended preventative actions.

To be completed by: \_\_\_\_\_

Follow-up by: \_\_\_\_\_

Name of person(s) investigating: \_\_\_\_\_

Signature: \_\_\_\_\_

## Element 8: Management System Administration (Monitoring and Evaluation)

### Purpose

The purpose of reviewing your health and safety management system is to make sure it is up-to-date and effective. A review helps you identify the strengths and weaknesses of your system and allows you to focus on the areas that need improvement. Involve workers in the review process.

### Management System Administration

Keeping records plays a critical part in monitoring the effectiveness of the health and safety system. Examples of records that should be maintained to assist in evaluation include:

- employee orientation and training records
- hazard assessment records
- work site inspection records
- incident investigation reports
- maintenance records
- meeting minutes where health and safety was discussed
- first aid records
- emergency response drills

Evaluating health and safety at the workplace will indicate where changes may be required to make the system more effective. Common ways of measuring effectiveness include:

- monitoring the number and severity or cost of injuries/illnesses and other incidents at the work site
- monitoring the number of days lost due to absenteeism
- monitoring property and equipment damage
- monitoring the preventative maintenance program
- auditing the health and safety management system

An audit is a comprehensive and systemic check of the system to ensure that:

- everything that should be done is
- workers are actively involved
- comparing the company's safety record to that of similar companies in the industry or to the company's historical record

## Sample – Health and Safety Management System Checklist

Employers can use this checklist to review the effectiveness of the health and safety system.

### How to Use this Checklist

- If the employer answers No to any of these questions, the need to take action to correct the deficiency in your program.

Company name: \_\_\_\_\_

Date of review: \_\_\_\_\_

| <b>Management Leadership</b>  | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 1. Is there a written health and safety manual?   |            |           |
| 2. Is a copy kept in a handy location?  |            |           |
| 3. Do workers have access to it?  |            |           |
| 4. Is there a written health and safety policy?   |            |           |
| 5. Does the policy clearly state the responsibilities of:                                     |            |           |
| • the employer  |            |           |
| • managers and supervisors  |            |           |
| • workers   |            |           |
| <b>Hazard Identification and Assessment</b>   |            |           |
| 6. Has each department identified all the hazards associated with the activities it performs? |            |           |
| 7. Are the hazard assessments reviewed regularly?   |            |           |
| <b>Hazard Control</b>   |            |           |
| 8. Have all identified hazards been controlled?   |            |           |
| 9. Is the hierarchy of controls followed when determining how to control hazards?             |            |           |
| <b>Ongoing Inspection</b>   |            |           |
| 10. Are inspections conducted regularly?  |            |           |
| 11. Are both workers and supervisors involved in the inspection process?                      |            |           |
| <b>Qualifications, Orientation and Training</b>   |            |           |
| 12. Is there a written orientation program?   |            |           |
| 13. Have all employees received orientation?  |            |           |
| 14. Have all employees been trained on how to do their job safely?                            |            |           |

| <b>Emergency Response</b>  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 15. Have emergency response plans been developed for each work site?                                     |            |           |
| 16. Have workers been trained in their roles in the event of an emergency?                               |            |           |
| 17. Have drills been conducted to test the effectiveness of the plan?                                    |            |           |
| <b>Incident Investigation</b>  |            |           |
| 18. Are incidents investigated?  |            |           |
| 19. Do investigations focus on identifying causes and making corrections (and not focus on blame)?       |            |           |
| <b>Program Administration</b>  |            |           |
| 20. Are records of health and safety activities kept?  |            |           |
| 21. Are these records reviewed to evaluate the effectiveness of the health and safety management system? |            |           |

Out of date

**REVIEW QUESTIONS**

1. What is a health and safety management system?
2. What are the key elements of a health and safety management system, as outlined by the Partnership program?
3. Identify the major categories of workplace hazards.
4. What are the employer's requirements for hazard assessment, as defined by the OHS Code?

Out of date

## REVIEW QUESTIONS AND ANSWERS

### 1. What is a health and safety management system?

A health and safety management system is a proactive process to minimize the potential for injury and illness at the workplace.

### 2. What are the key elements of a health and safety management system, as outlined by the Partnership program?

- management leadership and organizational commitment
- hazard identification and assessment
- hazard control
- ongoing inspection
- qualifications, orientation and training
- incident reporting and investigation
- emergency response
- program administration

### 3. Identify the major categories of workplace hazards.

- physical
- chemical
- biological
- ergonomic
- psychosocial

### 4. What are the employer's requirements for hazard assessment, as defined by the OHS Code?

Under the OHS Code, Part 2, employers must:

- assess a work site and identify existing or potential hazards
- prepare a written and dated hazard assessment, including the methods used to control or eliminate the hazards identified
- involve workers in the hazard assessment, where possible
- make sure workers are informed of the hazards and the methods used to control the hazards.

## Sample – Hazard Assessment Form

Check off all the hazards or potential hazards that are present at your work site. Add any additional hazards specific to your work site and describe briefly.

| HAZARD IDENTIFICATION     |                          |   |                          |
|---------------------------|--------------------------|---|--------------------------|
| Physical Hazards          |                          | Chemical Hazards                        |                          |
| Slipping and tripping     | <input type="checkbox"/> | Liquids (identify types)                | <input type="checkbox"/> |
| Moving parts of machinery | <input type="checkbox"/> | Type: all purpose cleaner               | <input type="checkbox"/> |
| Working at heights        | <input type="checkbox"/> | Type: toilet bowl cleaner               | <input type="checkbox"/> |
| Pressurized systems       | <input type="checkbox"/> | Type                                    | <input type="checkbox"/> |
| Vehicles                  | <input type="checkbox"/> | Dusts                                   | <input type="checkbox"/> |
| Fire                      | <input type="checkbox"/> | Fumes (identify types)                  |                          |
| Electricity               | <input type="checkbox"/> | Type:                                   | <input type="checkbox"/> |
| Noise                     | <input type="checkbox"/> | Type:                                   | <input type="checkbox"/> |
| Lighting                  | <input type="checkbox"/> | Mists and Vapours (identify types)      |                          |
| Temperatures              | <input type="checkbox"/> | Type:                                   | <input type="checkbox"/> |
| Vibration                 | <input type="checkbox"/> | Type:                                   | <input type="checkbox"/> |
| Ionizing Radiation        | <input type="checkbox"/> | Other: specify                          | <input type="checkbox"/> |
| Other: specify            | <input type="checkbox"/> | Other: specify                          | <input type="checkbox"/> |
| Other: specify            | <input type="checkbox"/> |   |                          |
| Other: specify            | <input type="checkbox"/> |   |                          |
| Biological Hazards        |                          | Psychological Hazards                   |                          |
| Viruses                   | <input type="checkbox"/> | Workin conditions (i.e., working alone) | <input type="checkbox"/> |
| Fungi (mould)             | <input type="checkbox"/> | Fatigue                                 | <input type="checkbox"/> |
| Bacteria                  | <input type="checkbox"/> | Stress                                  | <input type="checkbox"/> |
| Blood and Body Fluids     | <input type="checkbox"/> | Violence (i.e., robbery)                | <input type="checkbox"/> |
| Sewage                    | <input type="checkbox"/> | Other: specify                          | <input type="checkbox"/> |
| Other: specify            | <input type="checkbox"/> | Other: specify                          | <input type="checkbox"/> |
| Other: specify            | <input type="checkbox"/> |   |                          |
| Ergonomics                |                          |   |                          |
| Lifting/handling loads    | <input type="checkbox"/> |   |                          |
| Repetitive motions        | <input type="checkbox"/> |   |                          |
| Awkward postures          | <input type="checkbox"/> |   |                          |

Out of date



Out of date

### Sample – Emergency Response Plan

Company: \_\_\_\_\_

Location: \_\_\_\_\_

|  |   |  |
|--|---|--|
| <p>POTENTIAL EMERGENCIES<br/>(Based on Hazard Assessment)</p>  | <p>The following are identified potential emergencies:</p> <p>_____</p> <p>_____</p>  |  |
| <p>EMERGENCY PROCEDURES</p>  | <p>In the event of an emergency (type or general) _____ occurring within or affecting the work site, the (designated person) _____ makes the following decisions and ensures the appropriate key steps are taken:</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul> |  |
| <p>LOCATION OF EMERGENCY EQUIPMENT</p>   | <p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> <li>• fire alarm: _____</li> <li>• fire extinguisher: _____</li> <li>• fire hose: _____</li> <li>• panic alarm button: _____</li> </ul>  |  |
| <p>WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT<br/>(List of names of workers trained and equipment trained on)</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>   |  |
| <p>EMERGENCY RESPONSE TRAINING REQUIREMENTS</p>  | <p><b>Type of Training</b></p> <p>_____</p> <p>_____</p> <p>_____</p>   | <p><b>Frequency</b></p> <p>_____</p> <p>_____</p> <p>_____</p> |

|   |  |
|---|--|
| <p>LOCATION AND USE OF EMERGENCY FACILITIES</p>       | <p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> <li>• fire station: _____</li> <li>• ambulance: _____</li> <li>• police: _____</li> <li>• hospital: _____</li> <li>• other: _____</li> </ul>  |
| <p>FIRE PROTECTION REQUIREMENTS</p>                   | <ul style="list-style-type: none"> <li>• _____ are located _____</li> </ul>  |
| <p>ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS</p> | <p>_____</p> <p>_____</p> <p>_____</p>   |
| <p>FIRST AID</p>                                      | <p>First aid supplies are located at:</p> <ul style="list-style-type: none"> <li>• first aid kit type: _____</li> <li>• location: _____</li> <li>• other: _____</li> </ul> <p>First aiders are:</p> <p>Name: _____ Location: _____</p> <p>Shift or hours of work: _____</p> <p>Transportation for ill or injured workers is by: _____</p> <p>Call: _____</p> |
| <p>PROCEDURES FOR RESCUE AND EVACUATION</p>           | <p>In case of (type of emergency/evacuation):</p> <p>_____</p> <p>_____</p> <p>_____</p>   |
| <p>DESIGNATED RESCUE AND EVACUATION WORKERS</p>       | <p>The following workers are trained in rescue and evacuation:</p> <p>Name: _____ Location: _____</p> <p>Name: _____ Location: _____</p>   |

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

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

**HEALTH AND SAFETY MANAGEMENT SYSTEMS****Eight Elements of a Health and Safety Management System**

- management leadership and organizational commitment
- hazard identification and assessment
- hazard control
- ongoing inspections
- qualifications, orientation and training
- incident investigation
- emergency response
- program administration

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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Hazard Assessment

**Employers must:**

- assess a work site and identify hazards
- prepare a written assessment
  - must be dated and current
  - must include control methods
- involve workers, if possible
- inform workers of results

(OHS Code, Part 2)

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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

Hazard: any situation, condition or thing that may be dangerous to the safety or health of workers.

(OHS Code, Part 1)

**Acute**



**Chronic**



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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Categories of Hazards

#### Physical

Examples: slips, trips, electrical contact, noise, temperature extremes, caught in machinery



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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Categories of Hazards

#### Chemical

Examples: dyes, carbon monoxide, welding fumes, cleaners, paints, pesticides



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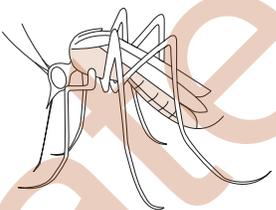
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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Categories of Hazards

#### Biological

- viruses and bacteria; e.g., West Nile virus, hepatitis, avian flu
- moulds and fungi; e.g., athlete's foot



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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Categories of Hazards

#### Psychosocial

Examples: stress, fatigue, violence



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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Categories of Hazards

#### Ergonomics

Examples: repetitive motions, overexertion, awkward postures



The illustration shows a person from the side, leaning forward with their back curved and knees bent to lift a rectangular box. This posture is characteristic of an awkward posture that can lead to ergonomic hazards.

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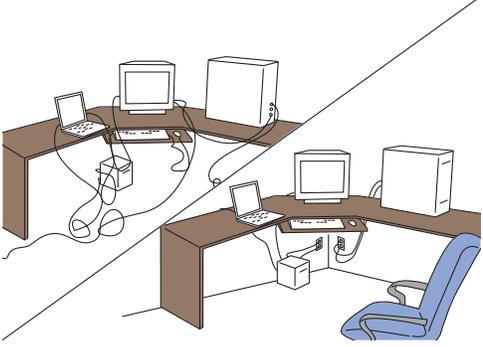
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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Hazard Elimination

If possible, eliminate the hazard completely.



The illustration is split by a diagonal line. The top half shows a desk with a laptop, a monitor, a tower PC, and a tangle of wires, representing a cluttered and potentially hazardous workspace. The bottom half shows the same desk with the wires organized and hidden, representing a clean and safe workspace where the hazard has been eliminated.

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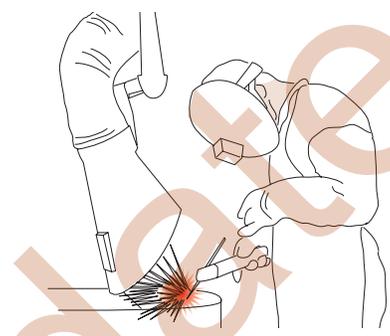
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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Types of Controls

Engineering controls physically protect the worker from contact or overexposure to the hazard.

In this example, the ventilation removes the welding fumes from the worker's breathing zone.



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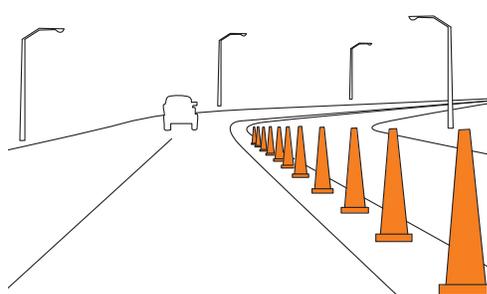
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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Types of Controls

Administrative controls manage how the worker performs work around the hazard.



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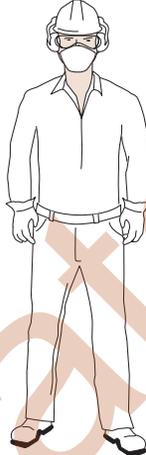
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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Types of Controls

Personal Protective Equipment (PPE) protects the worker from the effects of contact with the hazard.



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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Types of Controls

Combination of different types of controls if the hazard cannot be adequately controlled by one method alone.



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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Competent Worker

If work is to be done that may endanger a worker, the employer must ensure that the work is done:

- by a worker who is competent to do the work, or
- by a worker who is working under the direct supervision of a worker who is competent to do the work

Competent means:

- adequately qualified
- suitably trained
- with sufficient experience

to be able to do the work safely, without supervision.

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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Incident

Any unplanned event that:

- results in injury, illness or property damage
- **could have** resulted in injury, illness or property damage under slightly different circumstances

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## HEALTH AND SAFETY MANAGEMENT SYSTEMS

### Why Investigate?

Investigations are required to:

- determine what went wrong
- discover the causes
  - immediate unsafe actions and conditions
  - underlying reasons the unsafe actions were taken or unsafe conditions developed
- implement changes so that something similar will not happen again



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## TEACHER'S NOTES

### A. Partnerships Program

#### Partnerships in Injury Reduction

The Partnerships in Injury Reduction program is based on the premise that when employers and workers voluntarily build effective health and safety management systems in their workplaces, the human and financial costs of workplace injuries and illnesses will be reduced. The department believes that supporting health and safety management systems leads to larger reductions in injuries than regulatory compliance alone.

Through partnerships with safety associations, industry groups, education institutes and labour organizations, a framework has been established to promote and certify health and safety management systems.

#### What is a Certificate of Recognition?

A Certificate of Recognition (COR) is given to employers who develop health and safety management systems that meet established standards. An audit is required to determine if an employer's system meets these standards. Certificates are issued by Certifying Partners and are cosigned by the ministry responsible for Occupational Health and Safety.

Achieving and maintaining a valid COR is required for earning a financial incentive through the WCB's Partnerships in Injury Reduction program. As well, it is not unusual for Alberta corporations to expect contractors bidding on projects to hold a valid COR.

#### Certifying Partners

Employers wishing to pursue a COR must work with a Certifying Partner. Who an employer chooses as a Certifying Partner will depend on the industry in which the company operates. A list of Certifying Partners is provided on the next page.

## Certifying Partners

|  |  |
|--|--|
| <b>Alberta Association for Safety Partnerships</b><br>(866) 223-9008     Taber   | <b>Alberta Municipal Health &amp; Safety Association</b><br>(780) 955-3701     Nisku<br>(800) 267-9764     Province wide |
| <b>Alberta Construction Safety Association</b><br>(780)453-3311     Edmonton (800)<br>661-2272     Province wide (800)<br>661-6090     Calgary | <b>Corporate Human Resources (AB Government)</b><br>(780) 420-4437     Edmonton  |
| <b>Alberta Food Processors' Association</b><br>(780) 444-2272     Edmonton   | <b>Alberta Safety Council</b><br>(780) 428-7555     Edmonton<br>(800) 301-6407     Province wide                         |
| <b>Alberta Forest Products Association</b><br>(780) 452-2841     Edmonton  | <b>Manufacturers' Health and Safety Association</b><br>(780) 428-1006     Edmonton<br>(403) 279-5555     Calgary         |
| <b>Alberta Hotel Safety Association</b><br>(780) 436-6112     Edmonton   | <b>ENFORM</b><br>(403) 250-0888     Calgary<br>(800) 667-5557     Province wide  |
| <b>Continuing Care Safety Association</b><br>(780) 435-0699     Edmonton   | <b>Western Wood Truss Association</b><br>(403) 203-0982     Calgary  |
| <b>Alberta Motor Transport Association</b><br>(780) 448-7456     Edmonton  |  |

See Handout 4 – The Partnerships in Injury Reduction Program.



Page 61

## **B. WCB – Partnerships in Injury Reduction (PIR)**

Partnerships in Injury Reduction encourages the development of effective occupational health, safety and disability management systems in Alberta. Through this voluntary program, the Alberta Workers' Compensation Board (WCB) works with ministry responsible for Occupational Health and Safety, industry partners, health and safety associations, employers and labour groups to offer WCB premium incentives to employers who reduce their claim costs and maintain a COR. Employers can earn up to 20% discounts off their industry premium rates through this program.

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## Partnerships in Health and Safety Infosheets

INFOSHEET 1



THE PARTNERSHIPS IN INJURY REDUCTION PROGRAM

### What is the Partnerships in Injury Reduction program?

First established in 1989, the Partnerships in Injury Reduction (PIR) program is a voluntary process whereby government works in partnership with employers and worker representatives to promote a strong workplace safety culture for Alberta businesses.

- The Partnerships program is based on the premise that when employers and workers build effective health and safety management systems, the social and financial costs of workplace injury and illness will be reduced.
- The Partnerships program is built on the belief that more can be achieved through a collaborative approach, than by a regulatory, interventionist approach alone.
- Effective health and safety management systems have been shown to have an impact by reducing workplace injury and illness, helping eliminate their social and financial effects, and strengthening the business success of participating employers.
- The Partnerships program adopts a business-like approach to health and safety issues, empowering corporate leaders in the province to take a pro-active role in creating a climate where employers and workers become partners in ensuring a healthier and safer work culture, and ultimately leading to greater industry self-reliance and less government intervention.
- Through PIR, Alberta Employment and Immigration (AEI) works in partnership with organizations that commit to taking a pro-active, leadership role in workplace health and safety. Everyone plays a part: industry associations, safety associations, large corporations, educational institutions, business groups, labour organizations, and others all take on a leadership role to improve health and safety in Alberta workplaces.

### What is the “vision” and “mission” of the PIR program?

**Vision**  
*A culture where effective health and safety is an integral part of every workplace.*

**Mission**  
*Partnerships works with Partners, Certifying Partners and other stakeholders to promote the establishment of effective health and safety management systems at Alberta worksites.*

### What is a health and safety management system?

A health and safety management system is implemented by an employer to minimize the incidence of injury and illness to workers involved in the operations carried out by the employer. This is accomplished through identifying and assessing workplace hazards, then controlling risks and potential risks to workers (and others) in all workplace operations. The scope and complexity of a health and safety management system will vary according to the type of workplace and the nature of the operations carried out.

To be effective, the following components are considered fundamental to any health and safety management system:

- A clearly stated Occupational Health and Safety Policy that affirms management commitment to the process
- Identification and analysis of health and safety hazards at the workplace
- The implementation of control measures designed to eliminate or reduce the risks to workers from identified hazards
- Worker competency and training
- The implementation of an inspection program
- Incident reporting and investigation
- Emergency response planning
- Program administration




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A PDF version of this document may be downloaded from [www.worksafe.alberta.ca](http://www.worksafe.alberta.ca)

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## REFERENCES

Government of Alberta, Occupational Health And Safety,  
*Health and Safety Toolkit for Small Business*  
[www.humanservices.alberta.ca/SMB001](http://www.humanservices.alberta.ca/SMB001)

Canadian Centre for Occupational Health and Safety (CCOHS),  
*Emergency Response Planning Guide*, First Edition. 2004.

The following documents are available on the Government of Alberta,  
Occupational Health And Safety website: [www.worksafe.alberta.ca](http://www.worksafe.alberta.ca)

- Alberta *Occupational Health and Safety Act*, Regulation and Code  
[www.humanservices.alberta.ca/ohs-legislation](http://www.humanservices.alberta.ca/ohs-legislation)
- Explanation Guide to the OHS Code  
[www.humanservices.alberta.ca/ohscode-guide](http://www.humanservices.alberta.ca/ohscode-guide)
- Partnerships in Injury Reduction Program – Infosheets  
[www.humanservices.alberta.ca/ohs-pirpubs](http://www.humanservices.alberta.ca/ohs-pirpubs)



What if I want to  
find out more?

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