BUILDING AN EFFECTIVE HEALTH AND SAFETY MANAGEMENT SYSTEM
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Introduction

What is Partnerships in Health and Safety?

Partnerships in Health and Safety is based on the premise that when employers and workers build effective health and safety management systems in their own workplaces, the human and financial costs of workplace injuries and illnesses will be reduced.

Partnerships believe that by supporting health and safety management systems leads to a larger reduction in injuries and illnesses than regulatory enforcement alone.

Partnerships in Health and Safety Mission and Vision Statements

The mission of Partnerships is:

“to work with stakeholders to encourage employers and workers to build effective health and safety management systems.”

The vision of Partnerships is:

“a culture where effective health and safety is an integral part of every workplace.”

Why Should Business Pay Attention to Health and Safety?

In today's increasingly competitive business climate, any factor that affects the bottom line can be the difference between a successful company and being out of Business.

Successful business people know that workplace incidents and their related costs can have a significant impact on their bottom line. They also are aware that if their business experiences a significant event that draws media coverage, their sales, image and reputation could be negatively impacted.

An effective health and safety management system can also assist an employer in demonstrating due diligence and duty of care.

How Can a Health and Safety Management System Affect Your Bottom Line?

For every dollar an organization spends on Workers' Compensation costs, at least another four to six dollars are lost in hidden, often unrecorded, operating costs. Examples of these costs include:

- Property and equipment damage.
- Down time.
- Production delays.
- Missed deadlines.
- Training for replacement workers.
- Overtime costs.
- Investigation time.
- Reduced employee morale
How Can You Control These Costs?

Effective health and safety management systems save time and money. This manual provides step-by-step information to help you:

1. Identify hazards at your work site.
2. Put controls into place to reduce risks.
3. Ensure workers receive adequate training.
4. Monitor your program for its effectiveness.
5. Gain useful information from incident investigations.

What Is a Basic Health and Safety Management System?

The content and depth of health and safety management system can vary, depending on the type of business. The work being carried out and the hazards involved will determine the type and amount of information required in your health and safety program.

The Partnerships in Health and Safety format contains eight elements.

1. Management Leadership and Organizational Commitment.
2. Hazard Identification and Assessment.
3. Hazard Control.
4. Ongoing Work Site Inspection.
5. Worker Competency and Training.
7. Accident and Incident Investigation.
8. Program Administration.

Where Can I Get Help With Developing a Health and Safety Management System?

Training and courses on building health and safety systems, conducting incident investigation, health and safety system auditing are available from several sources. Certifying Partners and Health and Safety Consultants will provide training and assistance in developing management systems.

To locate a Health and Safety Consultant, check the yellow pages for your area.

Alberta Human Resources & Employment works with groups and associations called Certifying Partners who provide training for the Partnerships in Health and Safety - Certificate of Recognition program.
# Who are the Certifying Partners?

<table>
<thead>
<tr>
<th>Alberta Association for Safety Partnerships (866) 223-9008 Taber</th>
<th>Alberta Personnel Administration Office (780) 420-4437 Edmonton</th>
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<tbody>
<tr>
<td>Alberta Construction Safety Association (780) 453-3311</td>
<td>Alberta Safety Council (780) 428-7555 Edmonton</td>
</tr>
<tr>
<td>(800) 661-2272 (800) 661-6090</td>
<td>(800) 301-6407</td>
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<tr>
<td>Alberta Food Processors Association (780) 444-2272 Edmonton</td>
<td>Continuing Care Safety Association (780) 435-0699 Edmonton</td>
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<tr>
<td>Alberta Forest Products Association (780) 452-2841 Edmonton</td>
<td>ENFORM (403) 250-0888 Calgary</td>
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<tr>
<td>(780) 436-6112</td>
<td>(800) 667-5557</td>
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<tr>
<td>Alberta Motor Transport Association (403) 243-4161 Calgary</td>
<td>Manufacturers’ Health and Safety Association (780) 428-1006 Edmonton</td>
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<tr>
<td>(800) 267-1003</td>
<td>(403) 279-5555 Calgary</td>
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<tr>
<td>Alberta Municipal Health &amp; Safety Association (780) 417-3900 Sherwood Park</td>
<td>Textile Rental Institute of Alberta (780) 472-6513 Edmonton</td>
</tr>
<tr>
<td>(800) 267-9764</td>
<td>Western Wood Truss Association of Alberta (403) 203-0982 Calgary</td>
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To obtain the most current information contact the Partnerships Hot Line in Edmonton at (780) 427-8842 or toll free access in Alberta at 310-0000. You can also visit our web site at [www.whs.gov.ab.ca/whs-partnerships](http://www.whs.gov.ab.ca/whs-partnerships).

## How to Develop your Health and Safety System?

The following sections describe each of the above-mentioned eight elements along with a step-by-step plan for developing a health and safety system. Use this plan or provide it to others to help in developing a specific company health and safety system. Included in each section are self-evaluation questions to determine if your program is working effectively. Attachments with samples of forms and checklists are also included in this manual.

Co-operation is the key to the success of any health and safety program. Talk with your workers and other companies about health and safety systems. By working together, both workers and employers will gain from their involvement and you can put health and safety to work for your business. Many businesses have already increased their competitive advantage by improving their health and safety record. Can you afford not to do the same?
Glossary

ACCIDENT
An undesired event that results in physical harm to a person or damage to property.

CERTIFICATE OF RECOGNITION (COR)
A certificate jointly issued by Workplace Health and Safety and a Certifying Partner to employers who have had their health and safety management system audited and it meets the Provincial requirements. A valid COR is necessary to participate and receive PIR refunds form the WCB of Alberta.

CERTIFYING PARTNER
An industry association that has entered into an agreement with Workplace Health and Safety to provide training on developing safety management systems, providing training, maintaining a list of auditors and conducting quality assurance reviews on audits submitted. Visit www.whs.gov.ab.ca for an up-to-date list of Certifying Partners.

COMPETENT WORKER
An adequately qualified, suitably trained person with sufficient experience to safely perform work without supervision.

CONTRACTOR
An individual or employer hired under contract to provide materials or services to another individual or employer (includes sub-contractor).

CRITICAL
High potential for serious loss or injury.

DOCUMENTATION
Formally developed and printed materials including: policies, procedures, rules, etc.

EMPLOYEE
A person employed by an entity, including managers, supervisors and workers.

HAZARD
A condition or behaviour that has the potential to cause an injury or loss.

INCIDENT
An undesired event that under slightly different circumstances, could have resulted in personal harm, property damage, or loss. Also referred to as a near miss.

INVENTORY
A comprehensive list of jobs/tasks produced from a systematic review of all jobs/tasks in the work area.
**JOB PROCEDURE**
A written, step-by-step description of how to perform a task from beginning to end.

**MANAGEMENT**
Persons engaged in the administration of business concerns

**MANAGER**
A person who has charge of a workplace or authority over a worker.

**NEAR MISS**
An undesired event that under slightly different circumstances, could have resulted in personal harm, property damage, or loss. Also referred to as an incident.

**PARTNERSHIPS IN HEALTH AND SAFETY**
A voluntary program of Workplace Health and Safety, based on the concept that when employers and workers build effective health and safety management system the human and financial costs of injuries and illness can be reduced.

**PIR**
Partners in Injury Reduction is a voluntary program offered to Alberta employers by the Workers’ Compensation Board. PIR offers financial incentives to registered employers. Contact the WCB at www.wcb.ab.ca for more information.

**RECORDS**
Documentation including forms, checklists, reports, memos, etc. that create a history of event/activities and that are useful in the operation and maintenance of a program, system, etc.

**RESPONSIBILITY**
One’s duty to do what is assigned, expected, understood.

**RISK**
Chance of loss.

**ROOT CAUSE**
The underlying or basic factors which contribute to the direct cause of an accident or incident.

**SAFE WORK PRACTICE**
A written set of guidelines which establish a standard of performance for an activity.

**SAFE WORK PROCEDURE**
A written, step-by-step description of how to perform a task from beginning to end.

**SENIOR MANAGER**
The person with the authority to establish policies for the business concern. They usually do not directly supervise front line employees but are responsible for decision making, policy making, financial matters, planning, etc.
SENIOR OPERATING OFFICER
The most senior person (e.g. President, CEO, Owner) with the authority to establish policies for the organization (e.g. health and safety).

SUPERVISOR
A person who has charge of a workplace or authority over a worker, such as front line supervisor, shift supervisor, foreman, etc.

SYSTEM
A group of interrelated items, individuals, policies, procedures, records, etc. that achieve desired results.

VISITOR
A person present at a work site. This could include a member of the public or a person carrying out the duties of his/her own employer (Examples: delivery person, salesperson, repair person, suppliers, etc.).

WORKER
An employee under the control of a manager or supervisor.

WCB
Workers’ Compensation Board of Alberta.
Part One:

Management Leadership and Organizational Commitment

*What It Means:*

For any health and safety program to be effective company management must show leadership and commitment to the program.

The first step in developing a health and safety system is to put your company's health and safety policy and expectations into writing.

Your company health and safety policy should contain:

- A written declaration of the company's commitment to health and safety.
- Overall goals and objectives of the company's health and safety program.
- Responsibilities of management, workers, and contractors regarding health and safety at the work site.

The policy document is signed and dated by the current senior-operating officer. All employees should be made aware of the policy and its meaning and their responsibilities, especially the new employees. A copy will be included in the company health and safety manual, along with other important documents referred to throughout this manual. The company policy should be prominently displayed throughout the work site.

The most important part of this step is for senior management to show they are 100% in support of the program by their actions as well as through their words. Accountability for health and safety is an important and integral component of management and worker performance appraisal systems.
How to Put It in Place:

**Step One**
Draft a company health and safety policy. Have it reviewed and signed by the CEO (see sample format, Attachment 1.1).

*Note: ask for input from your health and safety committee or safety representative and ensure that it includes reference to a requirement for compliance with regulations.*

**Step Two**
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 on bulletin boards, lunchrooms, reception areas, handbooks or safety manuals.

**Step Three**
Include your company health and safety policy as a part of your company’s new worker orientation.

Review the policy with all contractors doing work for the company, emphasizing their responsibilities.

**Step Four**
Include a copy of the health and safety policy in the company’s health and safety manual.

**Step Five**
Everyone at the work site must show their commitment to the Health and Safety Management system by adopting the guidelines for responsibility and accountabilities outlined in Attachment 1.2 of this part.

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

**Step Six**
Senior managers should tour the work site at least yearly to communicate and reinforce health and safety practices and behaviours.

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**Self-Evaluation Questions**

1.1 Is there a written Health and Safety policy for the organization?

1.2 Is the policy signed by the current senior operating officer?

1.3 Is the policy readily available to employees?

1.4 Are employees aware of the policy’s content?

1.5 Have specific health and safety responsibilities been written for:
   - Managers?
   - Supervisors?
   - Workers?
   - Contractors?

1.6 Are the following aware of their specific health and safety responsibilities covered by legislation and departmental policy:
   - Managers?
   - Supervisors?
   - Workers?
   - Contractors?

1.7 Are employees evaluated on their individual health and safety performance?
   - Managers?
   - Supervisors?
   - Workers?

1.8 Does the senior operating officer communicate to employees, at least annually, the organization’s commitment to health and safety?

1.9 Do senior managers tour the work site to reinforce health and safety practices and behaviours:
   - Every 6 months? OR Yearly?

1.10 Is relevant current health and safety legislation readily available at work sites?

1.11 Is there a process in place that addresses contractor health and safety while on site?

1.12 Is there a process in place that addresses visitor health and safety while on site?
**Step Seven**
Make sure copies of applicable legislation are available at the work site. Copies of legislation are available from Queen’s Printers, or on the Internet at [www.whs.gov.ab.ca](http://www.whs.gov.ab.ca).

**Step Eight**
Develop a process for addressing the health and safety of contractors and visitors who may visit your work site.

This may include a sign-in system or requiring visitors and contractors to be escorted when entering areas where work is being done.

1.13 Does the employer provide the health and safety resources needed (workers, equipment methods, materials, and money) to implement and improve health and safety?
- Managers?
- Supervisors?
- Workers?
Part Two:

Hazard Identification
And Assessment

*What It Means:*

The identification of hazards at a work site, although one of the most complex and time-consuming parts of a health and safety management system, is one of the most important steps.

During this phase of the health and safety system, you should carefully evaluate all equipment, machinery, work areas, and work processes and procedures. The team carrying out this evaluation must be able to recognize potential sources of hazards (injury or ill health) that workers may be exposed to. If you have a trained health and safety committee, their knowledge and involvement will assist this process.

When you identify each hazard, document it and rank the hazards in order of priority. Those hazards with the highest potential to cause an injury or illness are to be addressed first.

Look at every situation and ask: "What harm could this do to a worker?" "How is the worker protected from the harm?" "Can the hazard be removed?" "Can the worker’s exposure be reduced or eliminated?" Workers must be involved during this evaluation as they often have answers to these questions.

Information from this part of the program forms an essential part of worker training and is used in the "Hazard Control" part of the health and safety management system. A list of hazards identified in this step also forms the basis of an inspection checklist to be used during the work site inspection.
How to Put It in Place:

**Step One**
Put together a hazard identification team: two or more employees who are experienced enough to know where to look, what to look at and how to identify potential hazards. Brief the team on what is expected of them.

Have the team develop an inventory of every job and work process at the work site. They should talk to workers and ask questions to identify where the greatest risk of harm exists in each area. (See attachment 2.1)

**Step Two**
All of the hazards, including those that have a current control mechanism in place, must be identified. Look at both health and safety hazards to ensure that physical, ergonomic risks, exposure to chemicals, noise, heat, working alone, etc. are addressed.

**Step Three**
The team should make notes regarding the hazards and potential harmful situations they find in a clear, systematic format (see Attachment 2.2 for a sample recording form). To evaluate the risk, look at these three factors:

- **Consequences** if the hazard is not controlled. Determine how severe the loss could be.
- **Probability** of an incident occurring. How dangerous is this task?
- **Frequency** of exposure to the hazard. How often is this task performed? How difficult is this task to complete?

**Step Four**
Using information from the team's evaluation, rank each hazard in order of priority. The more likely workers are to be exposed to the hazard and/or the more severe the consequences of exposure, the more important it is to act quickly to control the hazard (see Attachment 2.3).

**Step Five**
Involve the workers wherever possible in this process through health and safety committee meetings, teams, safety representatives, projects and pre-job planning etc.

**Step Six**
This element is very critical to the success of your program. Make sure that the key worker(s) team leaders are trained in the process. Training in hazard identification and assessment is available from Certifying Partners and other training agencies.

**Step Seven**
Set up a system to re-evaluate hazards whenever there are changes to the operation or work being done. Ensure the system provides for an annual review at a minimum.

**Self-Evaluation Questions**

1. Has an inventory been taken of jobs?
2. Are health and safety hazards identified for the jobs listed in the inventory?
3. Have the health and safety hazards been evaluated according to risk?
4. Are identified health and safety hazards prioritized according to risk?
5. Are workers involved in health and safety hazard identification and assessment?
6. Are key employees trained in the process of hazard identification and assessment?
7. Are the health and safety hazard assessments reviewed when changes to the operation are implemented?
Part Three:

Hazard Control

*What It Means:*

The next phase in developing a health and safety management system is to ensure that control measures are in place to eliminate or reduce the risk of harm to workers. There are three methods of hazard control:

**Engineering** - This is considered the best method since it involves the removal or engineering out of hazards.

Examples include:

1. Build a catwalk with handrails and a permanent access ladder for maintenance procedures in hazardous areas instead of using a portable ladder.
2. Enclose a piece of loud equipment to reduce noise exposure to workers.
3. Install local exhaust ventilation.
4. Change a process that involves a harmful chemical to one where a less hazardous product is used.

**Administrative** - Where a hazard cannot be removed, administrative changes can often be used to reduce the amount of exposure a worker has to the danger.

Examples include:

1. Changes in work practices and procedures.
2. Changes in purchasing decisions.
4. Development of safe work practices and procedures for hazardous work

**Personal Protective Equipment (PPE)** - As a last resort, workers are provided with PPE to lessen the potential harmful effects of exposure to a known hazard.

Examples include:

1. Safety glasses to protect the eyes from flying debris.
2. Hard hats to protect the head from falling objects.
3. Safety boots to reduce the risk of injury to feet
4. Respiratory Protective Equipment to protect lungs against harmful dusts and chemical vapours.

Workers must be formally trained in the care, use and maintenance of the protection and in the nature and effects of the hazard. Whatever method of control is used it is necessary to have an ongoing system to check the effectiveness of the method.
How to Put It in Place:

**Step One**
Use the information obtained in the "Hazard Identification and Assessment" (Section 2) and determine which hazards are already effectively under control.

Make note of these hazards to see if they can be eliminated in the future through some form of engineering method.

Address the high priority hazards first. Develop a plan of action to eliminate or control the hazards that pose the greatest risk of harm to workers. Attachment 3.1 is a sample of a Hazard Control Action Plan form.

**Step Two**
Involve workers in the development/review and implementation of controls. This can be accomplished through safety meetings, health and safety committees, teams or safety representatives.

**Step Three**
Provide training for workers in the safe work practices and procedures or other hazard control methods. Check that the control measures are being used properly.

Include the use and care of personal protective equipment where required. Pay special attention to any health or safety hazards that have been identified and cannot be readily controlled. Ensure that only well trained, experienced workers are assigned to these areas (for example, using dangerous chemicals, working in confined spaces, "hot work" requiring a permit).

**Step Four**
Develop a system for maintaining equipment and preventing the use of damaged or defective tools or machinery.

Examples of this system would include a Preventative Maintenance Program where repairs and service are performed before a mechanical breakdown occurs. Use a tag-out system to identify defective tools, equipment and machinery and remove them from service. Make sure they are repaired or replaced before returning them into service. Develop and implement a lockout system whenever maintenance is performed on mechanical or electrical equipment.

**Step Five**
Ensure that employees and others are trained in the use of control methods. For example, turning the ventilation system on before welding, air-moving equipment is running in confined spaces, guards are properly installed on machinery, safe work procedures and practices are followed and that PPE is being used appropriately.

**Step Six**
Make sure that PPE appropriate to the hazards is available. Employees should be trained in the use care and maintenance of PPE. Finally, make sure that the employees are wearing the proper PPE whenever the hazards are present. Note: here is an opportunity to “lead by example” wear your PPE whenever you are in the hazard area.

Develop a written policy which outlining the consequences if employees do not wear the appropriate PPE.

**Self-Evaluation Questions**

3.1 Have hazard controls been identified and implemented:
- Engineering?
- Administrative?
- Personal Protective Equipment (PPE)?

3.2 Are workers involved in the control of health and safety hazards?

3.3 Are employees using controls developed for identified health and safety hazards?

3.4 Is there a process for maintaining equipment and preventing the use of defective equipment?

3.5 Does management enforce the use of engineering controls?

3.6 Does management enforce the use of safe work procedures, rules, and work practices?

3.7 Is the required PPE available?

3.8 Where PPE is used as a method of control, are employees trained in the use, care and maintenance of the protective equipment?

3.9 Is the use of PPE enforced?
Part Four:

Ongoing Work Site Inspection

What It Means:

One of the most important parts of a health and safety program is to make sure that hazard control measures continue to be effective. A system of inspections both formal and informal will make looking for hazards a normal part of everyday work (see Attachment 4.1).

Inspection tours provide two important pieces of information about the work site:

1. Information about hazards or potential hazards that have not been noted previously.
2. Check the effectiveness of controls for eliminating or reducing the risk of known hazards is confirmed.

Who Is Responsible?

Managers are usually responsible for making sure regular inspection tours are completed and that action is taken to correct problems found. Inspection tours are usually done as a team, which will vary in size depending on the size and nature of the work site. Effective inspections involve workers as part of the inspection team. It is important to talk with workers in order to get their input on the hazards associated with their jobs. If there is a health and safety committee at the site, their involvement will be useful. (see Attachment 4.3 for more information on the role of health and safety committees).

See Attachment 4.1 for a sample inspection checklist. The inspection checklist is not only an inspection tool but it can also form the basis of the work site inspection report (see Attachment 4.2).
How to Put It in Place:

**Step One**
Prepare a policy or other written document outlining who will participate in the inspections and how often the inspections conducted.

*Note:* An inspection 'team' can be one or more people as appropriate. Set the frequency of inspections depending on the degree of risk. The entire work site should be inspected at least once a month. Involve the joint health and safety committee if one exists.

**Step Two**
Be sure to include representation from all areas of your facility. On occasion, office staff should be included as part of the inspection. These workers may not be familiar with the operation and may ask more questions. This can help identify those hazards which are often over looked due to complacency or familiarity of the job or process.

**Step Three**
Train the inspection team in what to look for and how to complete the inspection checklist (training courses are available through Certifying Partners or other safety training agencies).

**Step Four**
Prepare a checklist that will be used to record items identified during the inspection. Checklists are a guide, a sample checklist is included in Attachment 4.1 Carry out the inspection tour. Look for anything that could be a hazard to workers, some suggestions are:

1. **Unsafe Conditions**: slippery floor, poor lighting, cluttered work area, slipping hazards, guards missing from machinery, etc.
2. **Unsafe Behaviour**: improper use of machinery or equipment, not wearing personal protective equipment or not following safe work procedures, etc.
3. **Health Hazards**: working with dangerous chemicals, workers exposed to dust fumes, noise, toxic waste, etc. (See Attachment 5.2 for more information on WHMIS.)

**Step Five**
Complete and review the inspection checklist report (see Attachment 4.2) with the inspection team. Bring items requiring action to the attention of the appropriate supervisors. Assign and rank hazards in order of importance using the A,B,C or 1,2,3 system to ensure that the hazards with the highest potential for causing injury are corrected first.

**Step Six**
Provide copies of the report to senior management, the health and safety committee (where one exists, see Attachment 4.3) and supervisors of the areas being inspected. Post a copy on the company bulletin board. Keep a copy on file for the next inspection team. Records of inspection tours are important sources of information and should be kept for future reference.

**Step Seven**
Implement a system where workers can report unsafe practices and conditions. This can be a safety suggestion box or designate a worker as the contact for safety concerns. Make sure that these suggestions or ideas are addressed in a timely manner.

**Self-Evaluation Questions**

4.1 Is there a formal written process that includes frequency of formal inspections by:
- Managers?
- Supervisors?
- Worker participation?

4.2 Are formal health and safety inspections carried out in accordance with the process by:
- Managers?
- Supervisors?

4.3 Are workers involved in the inspections?

4.4 Are the individuals designated to conduct formal inspections given appropriate training?

4.5 Is a site/operation specific checklist used for the inspection?

4.6 Are inspection reports reviewed and signed off by management?

4.7 Are deficiencies identified in the inspection report corrected in a timely manner?

4.8 Is there a system in place whereby employees can report unsafe or unhealthy conditions and practices?

4.9 Does the system for reporting unsafe or unhealthy conditions and practices ensure action is taken by management in a timely manner?
Part Five: Worker Competency And Training

What It Means:

As with other parts of a successful business, worker training is an essential phase of the health and safety program. Workers need to know how to do their jobs safely and without risk to their health. They must understand that the company considers health and safety to be an important part of the work process.

Training will pay off immediately. Well-trained, competent workers not only perform their jobs safely, but also are more productive. Doing the job safely means doing it right.

If the work being carried out is considered dangerous, the Alberta Occupational Health and Safety legislation requires the employer to make sure that workers involved are competent or under the direct supervision of a competent worker.

*Competent* means a worker who is adequately qualified, suitably trained and has sufficient experience to carry out the work safely.

New Workers Have Special Training Needs:

New worker orientation and training is especially important, since new workers generally experience the highest rate of injuries usually within the first 6 months of employment. New worker orientation should be completed within the first week on the job (ideally the first day). A knowledgeable, qualified person should conduct new worker orientation training.

In some cases, special training is required: first aid, WHMIS (see Attachment 5.2), defensive driving, transportation of dangerous goods, forklift driving, heavy equipment operation, etc. Particular care in training should be taken where specific health hazards are known to exist.

Records showing the training given, to whom and by whom should be accurately maintained.

Most health and safety training can be provided at the work site for little cost, remember, your experienced workers may have all the information new workers need.
How to Put It In Place:

Step One
Develop a process to make sure that the individual credentials and qualifications are checked as part of the hiring process. Qualifications include the educational background example: degree, diploma, certificate, trade certificate, apprenticeship program.

Step Two
Assign responsibility for training to those who have the skills to provide the required information. Critical health and safety information should be given before a worker starts his/her job i.e. on the first day of employment. This information should include: organizational rules and enforcement of the rules, work refusal, emergency response, accident/incident reporting.

Step Three
Complete the orientation training with workers sometime during the first week of employment. During this time the employee could review the safe work procedures and practices. If required, appropriate health assessments such as hearing tests may be done. Be sure to document when the orientation training was done, who did it and the names of the workers trained. You may want to develop a checklist that includes the topics covered during the orientation (see Attachment 5.1)

Step Four
Develop a job specific training program. This may include such topics as PPE, ergonomics, safe work procedures, use of equipment and tools, first aid or by having an inexperienced worker paired with a competent worker (buddy system) who is familiar with doing the job safely and efficiently

Step Five
Maintain records of training and health assessments for future reference.

Note: When health and safety training refresher courses, health assessments or testing are required.

Step Six
Review this part of the program on a regular basis to ensure training is kept up to date and new needs are met. Make sure that transferred or reassigned employees receive training, as the hazards they face may be different.

Step Seven
Consider other safety training for employees. Training such as: WHMIS (see Attachment 5.2), First Aid, Accident Investigation, How to Conduct Inspections, Health and Safety Committee roles, defensive driving or any other course relevant to your operation will help make your workplace safer.

Self-Evaluation Questions

5.1 Is there a process in place to ensure employees have the qualifications and training to perform their jobs in a healthy and safe manner?

5.2 Are critical health and safety issues addressed before the employee starts his/her normal job responsibilities?

5.3 Does a new employee orientation commence within the first week of employment?

5.4 Does the new employee orientation cover employer health and safety policies and procedures?

5.5 Do employees receive job specific training required to perform their jobs/assignments in a healthy and safe manner?

5.6 Is on-going training provided as required?

5.7 When employees are transferred or assigned new tasks, do they receive job specific training?
Part Six:

Emergency Response

What It Means:

A serious emergency, such as an explosion, fire or flood, could put your company out of business. Even the best health and safety management system cannot protect your company from all natural or unexpected disasters. Having a good emergency plan in place ahead of time can reduce the risk of loss.

Emergency plans need not be complicated or expensive. Simply by having fire extinguishers in place and workers knowing the location and how to use them can save thousands of dollars in a fire. The action you and your employees take in the first few minutes of an emergency situation is critical. Knowing what to do and who to contact can save lives and reduce costs if disaster strikes.

Depending on the size and type of business involved, you may want to hire the services of a consultant to ensure a comprehensive plan is in place. In most cases, however, the sample emergency checklist (Attachment 6.1) will help you design a plan suitable for your specific needs.
How to Put It in Place:

**Step One**
Look at the types of disaster that may affect your business (see Attachment 6.1). Talk to your local Disaster Services office for assistance in developing a plan.

**Step Two**
Outline a step by step procedure for what to do in a particular emergency situation such as: fire, bomb threats, flood, release of a toxic chemical, serious injury, motor vehicle accidents, etc.

**Step Three**
Make sure your plans fit the worse case situation. Assign responsibilities to particular people to take charge, contact emergency response units, etc. Post the emergency plan and phone numbers where they are most likely to be needed.

**Step Four**
Train everyone (workers, contractors, volunteers, tenants) in what to do. Have emergency drills at least annually. Keep records of when the drills occurred and evaluate the effectiveness of the exercises.

**Step Five**
Determine how many workers are trained in first aid as required under Alberta First Aid Regulation. Ensure that there are sufficient first aid trained personnel on site at all times and that the first aid supplies available meet legislated standards. (See Attachment 6.2)

**Step Six**
Ensure all new workers receive information on the emergency plan during their first day of employment.

**Self-Evaluation Questions**

6.1 Is there a written emergency response plan for each work site appropriate to the hazards at the site? Does the plan include:
- Communication procedures?
- Emergency phone numbers?
- List of responsible emergency response personnel?
- Evacuation procedures?

6.2 Do persons at the site understand their responsibilities under the plan?

6.3 Are employees given emergency response training appropriate to their individual responsibility?

6.4 Are emergency response drills conducted annually or more often, as required?

6.5 Are emergency response records kept?

6.6 Are all records of emergency responses, including drills, reviewed to correct deficiencies?

6.7 Are the appropriate number of employees trained in first aid as required by legislation?

6.8 Do first aid supplies and facilities meet legislated requirements?

Note: Review and revise the plan on a regular basis to keep it up to date. Check phone numbers (see Attachment 6.3) and contacts to note any changes. Check that all emergency equipment to ensure it is well maintained and in good operating condition.
Part Seven:  
Accident and Incident Investigation

*What It Means:*  
When an incident occurs, it is important to investigate the causes.

Incident investigations are done to:

1. Make sure that previously uncontrolled hazards related to an injury or incident do not remain a risk in the future.
2. Discover the cause of incidents that will allow measures to be put in place to prevent recurrences of similar incidents.
3. Determine if training or changes in personal protective equipment, procedures, etc. are required to make the work process safer or healthier.
4. To gather facts for prevention, not to assign blame.

There are several legal requirements when an incident occurs:

1. The Alberta Occupational Health and Safety Act requires an employer to investigate any serious injuries and to report specific occurrences (i.e. fatalities, injuries where a worker is hospitalized for 2 or more days, fire, flood, explosion, building collapse, collapse/upset of a crane, derrick, hoist) to Alberta Workplace Health and Safety.
2. Part 11 of the Occupational Health and Safety code requires that all injuries treated at the work site be recorded in a First Aid Record and the record be kept in a secure area for three years.
3. The Workers’ Compensation Act requires certain forms to be filled out by the employer and the worker when a worker is injured at work. Contact your regional WCB office for details.

All incidents should be investigated as soon as the injured have been taken care of and all of the potential hazards to investigators are removed.

The supervisor responsible for the area or process where the incident occurred will usually conduct the investigation. Workers and the health and safety committee should also be involved in the investigation.
An investigation form will help to get the necessary information collected in a standard method. A sample form is attached (Attachment 7.1), but any form that asks for the following information can be used:

1. Name of worker(s) involved.
2. Department and job title(s).
3. Location, date and time of the incident.
4. Description of what happened (from witnesses and workers involved).
5. Description of injury(s) or illness.
6. Description of damage to equipment, vehicle(s) or building(s).
7. Cause(s) of the incident.
8. Suggestions for corrective action.

If the injury is serious, or has the potential for being serious, Workplace Health and Safety (WHS) may also conduct an investigation at the work site. When this happens, all employees are required to co-operate in the investigation. The WHS officer may ask to see documents such as training records, maintenance and inspection records.
How to Put It in Place:

**Step One**
Set up a process for reporting incidents and injuries. This should be a written document and communicated to all employees at orientation (first day), or at team or safety meetings.

**Step Two**
Develop an incident investigation procedure. Be sure to include references to accidents, incidents and illnesses. The investigation procedure may require that a number of people including managers, supervisors, health and safety committee members or other workers who might bring specialized skills or knowledge be involved in the investigation process.

**Step Three**
Develop your own investigation form suitable for the needs of the company (see Attachment 7.1). The report format should include root or basic causes, recommended corrective action and follow-up.

**Step Four**
Provide training for those responsible for doing the investigation. Training in investigation techniques is available through Certifying Partners and other safety training agencies.

**Step Five**
Have senior management at the site review each investigation report and use the information to prevent a recurrence of the incident.

**Step Six**
Communicate results of the investigation with employees at safety meetings or post the information on a bulletin board. Some organizations may email summaries to other business units. This could help to prevent a similar occurrence elsewhere in the organization.

*Note: Near misses and incidents (where no injury occurs, but could have) are often not investigated. However, useful information can be lost by not investigating these “almost” events. Employees are encouraged to report near-miss situations. They will more comfortable reporting near misses if the investigations are not designed to assign blame or punish individuals. All near misses and health related incidents should be investigated.*

**Self-Evaluation Questions**

7.1 Is there a written procedure that requires the reporting of occupational accidents, illness, and incidents (near miss)?

7.2 Are employees aware of their responsibilities to report work-related accidents, incidents or illness?

7.3 Is there a written procedure for investigating occupational accidents, incidents, illnesses?

7.4 Is there an investigation report form?

7.5 Have the persons conducting investigations been trained in investigation techniques?

7.6 Are workers involved in the investigation process?

7.7 Do investigations focus on:
   - Identifying root or basic causes?
   - Recommending corrective action?

7.8 Are supervisors held responsible and accountable for the investigation process?

7.9 Are investigation reports reviewed and signed off by management?

7.10 Are completed investigation reports communicated with employees?

7.11 Are corrective actions taken to prevent recurrence?
Part Eight:

Program Administration

*What It Means:*

Program Administration makes sure all parts of a health and safety management system are communicated to employees. Program Administration keeps records and ensures that the whole system remains on track to effectively reduce the risk of injury and illness at the work site.

Keeping records plays a critical part in monitoring the effectiveness of the program. Examples of records that need to be maintained are:

1. Employee training records.
2. Work site inspection records.
3. Incident investigation reports.
5. Health and Safety Meeting Minutes

Communication is a two way process. It means letting workers know what the health and safety management system is all about. It also means letting workers provide their feedback to management about health and safety issues at the work site. This can be done through health and safety meetings, training sessions, health and safety committee meetings, toolbox meetings, etc. Worker participation is an essential component of every management program.

In every part of a health and safety management system where hazards and deficiencies are identified, a process for corrective action is essential. A process for identifying those people responsible for action and the date action is to be completed must be in place. Senior management has the responsibility to develop a follow-up system thereby ensuring action items are completed on a timely basis.

The final step in putting a health and safety management system to work is program evaluation. You cannot measure success unless you have a way to evaluate the program. This will indicate where changes are required to make your health and safety program more effective.

Some common ways of measuring program effectiveness include:

1. Monitoring the number and severity or cost of injuries and other incidents at the work site.
2. Monitoring the number of days lost due to absenteeism.
3. Maintenance records.
4. Carrying out an audit of the health and safety program. (Management should do regular 'internal' audits and schedule external audits by an objective and qualified independent auditor to confirm and verify the internal audit findings.)

5. Comparing your company's health and safety record to that of similar companies in the same industry. (Don't just try to meet the average- strive to be the best.)
How to Put It in Place:

Step One
Make sure all staff are aware of the health and safety program and their role in it. Some examples are:
- Health and safety suggestion box.
- Health and safety committee.
- Toolbox or tailgate safety meetings.

All ideas from workers should be recorded and responded to, with some recognition of the worker’s involvement and co-operation.

Step Two
Develop a process for communicating health and safety with contractors you hire. Make sure that you record these discussions on meeting minutes or the work contract.

Step Three
It is important that management be visible and support the health and safety system. Management presence and participation in health and safety meeting will send a message to the workers that safety is important.

Step Four
Set up systems to track important records such as training records, inspection reports, investigation reports, etc. Also establish a system for ensuring corrective actions are taken and evaluated to ensure they are appropriate. Records for your health and safety program should be kept for a period of three years.

Step Five
Assign someone to be responsible for reviewing and recording all injuries, incidents and near misses and to keep in contact with absent workers. Maintain an ongoing system to compare statistics over a period of time.

Step Six
Put into place an objective evaluation process to monitor the overall effectiveness of the system. This can include internal or external audits of your program.

Note: If you are participating in the WCB PIR or the Certificate of Recognition (COR) programs, there are specific conditions and requirements around auditing your system. Contact your Certifying Partner or Workplace Health and Safety 1-780-427-8842 for more information.

Step Seven
Finally, develop an action plan to correct those areas that are in need of improvement. Continuous improvement is key to keeping your health and safety management system functioning.

Self-Evaluation Questions

8.1 Is there a system to ensure:
- Health and safety issues are communicated to employees?
- Feedback on health and safety issues from employees?
- Follow-up on health and safety issues?

8.2 Are health and safety issues discussed with contractors?

8.3 Does management participate in the planned health and safety meetings?

8.4 Are records of health and safety meetings kept?

8.5 Are records pertaining to the organization’s health and safety system kept for a minimum three-year period?

8.6 Are health and safety statistics maintained?

8.7 Are records or statistics analyzed to identify trends and needs?

8.8 Is the health and safety system evaluated at least annually through the use of an audit process?

8.9 Has an action plan been developed as a result of the previous audit?

8.10 Has the action plan been implemented?
BUILDING AN EFFECTIVE
HEALTH AND SAFETY MANAGEMENT
SYSTEM

Attachments and
Sample Forms
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| Part Two - Hazard Identification and Assessment | 4 |
| Part Three - Hazard Control | 6 |
| Part Four - Ongoing Worksite Inspection | 10 |
| Part Five - Worker Competency and Training | 16 |
| Part Six - Emergency Response | 22 |
| Part Seven - Accident and Incident Investigation | 25 |
Part One: Management Leadership and Organizational Commitment

Attachment 1.1

Sample Company Health and Safety Policy

This company is committed to a health and safety management system that protects our staff, our property, 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 safety excellence this company expects.

Management will set an example and provide leadership in the health and safety system. Management will set a health and safety policy and work procedures, and provide proper equipment and training. Employees are responsible for following all procedures, working with an awareness of health and safety and co-operating in working towards improved health and safety conditions at work.

Employees at every level should be familiar with the requirements of the Alberta occupational Health and Safety legislation as it relates to their work processes.

Our goal is a healthy, injury free workplace for all employees. By working together in all parts of this program, we can achieve this goal.

Let’s put health and safety to work for all of us!

Signed: ___________________________ Date: ___________________________

Title: ___________________________
Assignment of Responsibility and Accountability for Safety

Manager

- Set a good example
- Establish a health and safety policy
- Provide a health and safe workplace
- Maintain a health and safety program
- Ensure proper training of workers
- Ensure proper PPE is available
- Ensure regular inspections are done
- Correct unsafe conditions
- Provide first aid
- Investigate all accidents
- Report injuries to the WCB
- Ensure compliance with regulations

Supervisor/Foreman

- Set a good example
- Promote health and safety awareness
- Establish safe work procedures
- Instruct workers in safe procedures
- Correct unsafe practices
- Be aware of and help troubled employees
- Correct unsafe conditions
- Enforce health and safety rules
- Inspect for hazards
- Investigate all accidents
- Ensure proper maintenance
- Comply with regulations

Worker

- Set a good example
- Report unsafe conditions
- Report an injury
- Use the safe work procedures
- Cooperate with the employer through involvement in all aspects of the health and safety management system
- Correct unsafe conditions
- Report unsafe acts
- Comply with rules and regulations
- Make safety suggestions

Accountability - the “safety performance” of the worker/supervisor/manager will form part of the performance review

Note: “Safety Performance” refers to actions that indicate contributions made towards implementation of the health and safety management system.
### Job Inventory Worksheet

Department: ______________________________  Date: ___________________

Prepared by: ______________________________

<table>
<thead>
<tr>
<th>Job</th>
<th>Number of Workers</th>
<th>Notes</th>
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<tbody>
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</table>
## Part Two: Hazard Identification and Assessment

### Attachment 2.2

**Hazard Identification and Assessment Worksheet**

| Location: ______________________________  | Date: ____________________  |
| Team: ______________________________ |

<table>
<thead>
<tr>
<th><strong>Inventory of all Jobs</strong></th>
<th><strong>Hazards</strong></th>
<th><strong>Risk</strong></th>
<th><strong>Overall Ranking (Priority)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>List all jobs done at the worksite.</td>
<td>Chemical, physical, biological, noise, ergonomic, environmental</td>
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<tr>
<td></td>
<td>C=</td>
<td>P=</td>
<td>F=</td>
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<td>C=</td>
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<td>C=</td>
<td>P=</td>
<td>F=</td>
</tr>
</tbody>
</table>

**Sample Scale:**

- **Consequence (severity) Ranking:**
  - 1 = low
  - 2 = minor
  - 3 = moderate
  - 4 = high

- **Probability Ranking:**
  - 0 = never done
  - 1 = not common task
  - 2 = do this task frequently

- **Frequency Ranking:**
  - 1 = <10 workers
  - 2 = 10-20 workers
  - 3 = more than 20 do this task
# Sample Critical Task Worksheet

**Department:** __________________________  **Prepared by:** __________________________

**Task:** __________________________  **Date:** __________________________

<table>
<thead>
<tr>
<th></th>
<th>Task</th>
<th>Hazards</th>
<th>Controls Needed or Currently In Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>4.</td>
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<td>5.</td>
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<td>8.</td>
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<tr>
<td>9.</td>
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</tbody>
</table>
Guide for Developing Administrative Controls

Safe Work Procedures

Safe work procedures are step by step instructions for doing work the right way. A safe work procedure identifies the materials and equipment needed, and how and when to use them. Safe work procedures usually include:

- regulatory requirements;
- personal protective equipment requirements;
- training requirements;
- responsibilities of each person involved in the job;
- a specific sequence of steps to follow to complete the work safely;
- permits required;
- emergency procedures.

Safe work procedures are generally prepared for jobs that:

- are critical (high risk jobs where accidents have or could result in severe injuries);
- are hazardous and where accidents occur frequently;
- are new or have been changed;
- have had new equipment added;
- require many detailed tasks;
- involve two or more workers who must perform specific tasks simultaneously;
- are done infrequently.

An easy way to develop a procedure is to break the task into small steps. For each step, determine the hazards and ways to correct them. Some hazards to think about include:

- being struck by moving equipment;
- coming in contact with hazardous substances;
- hitting obstructions or other workers;
- becoming caught in machinery;
- falling;
- being struck by objects falling from above;
- suffering from exposure to toxic gases, insufficient oxygen or extreme temperatures.
You can then use the breakdown of hazards and corrective measures to prepare a written safe work procedure. Consider using the following process to develop your safe work procedures. List all jobs on your worksites (from Part 2). Concentrate on those that have potential for:

- serious injuries;
- frequent injuries;
- severe property damage;
- significant interruptions to production;
- public liability;
- government intervention.

Put the list of jobs in order by the degree of hazard they present and the frequency they are performed.

Analyze each job by observing and interviewing workers. Record the following information:

- job name and location;
- each step of the job and its hazards;
- roles of each worker involved;
- special equipment required;
- applicable regulatory requirements.

Determine the measures needed to control job hazards, such as:

- engineering controls to eliminate hazards;
- worker training;
- personal protective and safety equipment;
- hazard markings;
- safety meetings.

If engineering controls or worker training can be used to permanently eliminate or reduce the impact of hazards, implement them.

Prepare your safe work procedure by listing (in order of occurrence) each:

- step of the job;
- control measure required (excluding one-time measures such as engineering controls and development of training);
- regulatory requirement;
- special equipment required;
- specific training requirement for workers (e.g., BOP Level I or journeyman electrician).
Test the procedure in the field to ensure it:

- is accurate;
- meets regulatory requirements;
- is understandable to workers.

Finalize the written procedure and place it at appropriate worksites. Train workers in the procedures.
Part Three: Hazard Control

Attachment 3.1

Sample Hazard Control Action Plan

Compile the information from Attachment 2.2 into a prioritized list showing the hazards which need immediate attention and correction.

Department: ____________________________  Prepared by: ___________________

Task: ____________________________  Date: ____________________________

<table>
<thead>
<tr>
<th>Priority</th>
<th>Task or Job</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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<tr>
<td>6.</td>
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<tr>
<td>7.</td>
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</tr>
</tbody>
</table>
Part Four: Ongoing Worksite Inspections

Formal Inspections

Because the inspection checklist is an easy way to keep records about inspections, this is usually part of a “formal” inspection. A sample checklist and inspection report is included as Attachments 4.2 and 4.3. The format can be as simple or complex as is needed for the size and type of worksite. The important information to record is a description of the hazard, information on actions to be taken to remove or control the hazard, the name of the person responsible for making sure the problem is corrected and a date by which the action is expected.

Note: This is not a list of "things to do" for the maintenance department. The person named on the report form should be the supervisor in control of the area where the hazard is found. The manager of the area being inspected has the overall responsibility for making sure corrective action has been taken.

Completed copies of the inspection report are given to senior management, the health and safety committee and supervisors of areas being inspected. The next inspection team should also receive a copy of the report, so they can identify repeat items, which should receive special attention. A copy is also posted on the bulletin board for all workers to see. When they see management involved in inspection tours, workers will understand that the health and safety management system is important to the company. By involving workers as part of the inspection team, management will gain the cooperation of workers which is essential to the success of the program.

Informal/Routine Inspections

These are "mini-inspections", carried out by workers, supervisors and managers. They do not involve a formal report and are done on a random basis, whenever the opportunity arises. For example:

- A manager walking through the shop to coffee may take the opportunity to praise workers following safe procedures, using safety equipment, or following healthy work procedures.
- A tradesperson routinely checks tools for defects and maintenance needs prior to using them each day.
- An experienced worker may notice a new employee about to use a piece of equipment or machine incorrectly.

In these cases, information is given on the spot verbally, and noted in writing later if the situation requires reporting. Most times, the action only takes a few minutes. If informal inspections are done on a regular basis, however, they can be effective tools for safety. Both positive and negative observations should be noted, a few words of praise can go a long way to making health and safety pay. Everyone at the worksite will become involved and the number of hazards reported during a formal inspection will drop.
## Sample Worksite Inspection Checklist

Inspection Team: _____________________________  Date: _____________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Area/Location</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floors/Stairs/Exits/Aisles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slipping/Tripping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handrails</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exits free and clear, marked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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<tr>
<td><strong>Electrical Systems</strong></td>
<td></td>
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<tr>
<td>Lock Out System</td>
<td></td>
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<tr>
<td>Extension Cords</td>
<td></td>
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<tr>
<td>Closed Power Panels</td>
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<tr>
<td>Overhead Power Lines</td>
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</tr>
<tr>
<td>Item</td>
<td>Area/Location</td>
<td>Action Required</td>
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</tr>
<tr>
<td><strong>Hand/Power Tools</strong></td>
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<tr>
<td>Guards Installed</td>
<td></td>
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<tr>
<td>Personal Protective Equipment</td>
<td></td>
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<tr>
<td>Damaged Tools</td>
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<tr>
<td><strong>Emergency Systems</strong></td>
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<tr>
<td>First Aid Supplies</td>
<td></td>
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<tr>
<td>Eye Wash Stations</td>
<td></td>
<td></td>
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<tr>
<td>Fire Protection</td>
<td></td>
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</tbody>
</table>
## Attachment 4.2

### Sample Worksite Inspection Report

<table>
<thead>
<tr>
<th>Hazards Identified</th>
<th>Control Method</th>
<th>Corrective Action Required</th>
<th>Priority Ranking (A, B, C)</th>
<th>Responsible Person</th>
<th>Action or Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Reviewed by: ____________________________________________

Date: _________________________

**Priority Ranking:**

- **“A” Hazards** - are to be corrected immediately.
- **“B” Hazards** - are to be corrected in 48-72 hours of this report.
- **“C” Hazards** - are to be corrected within 1 week of this report.
What is a Joint Health and Safety Committee?

A joint health and safety committee is a group of worker and employer representatives working together to identify and solve health and safety problems at the worksite.

The committee is an important communication link between the workers and management. Getting employees actively involved can create and maintain interest in health and safety, as well as establish positive attitudes throughout the work force. An effective joint health and safety committee can assist in the reduction of losses resulting from injuries and occupational illness.

To be successful, the committee has to operate in an atmosphere of co-operation, avoiding the adversarial system. Members should bear in mind that their committee is not a policy making body and that the normal divisions of authority at the worksite are not to be violated. Recommendations and suggestions are expected from the committee and management must give each concern careful consideration.

Many health and safety concerns can be resolved immediately in the course of daily work. Those that are not resolved should be dealt with by the joint health and safety committee. Through the minutes of each meeting, posted at the worksite, the committee can ensure every problem is brought into view and kept in view until a satisfactory solution has been found.

In the daily exercise of their duties, committee members are frequently exposed to the problem of determining how things are best done. For example, how should a committee member who sees a worker taking a risk react, or how should the committee proceed if a recommendation receives no action?

Training in this area is available to health and safety committee members through various safety consulting agencies and Certifying Partners.

Responsibilities of a Joint Health and Safety Committee

No worker, supervisor, manager or employer can hold the committee responsible for unsafe or unhealthy situations. The committee is responsible for recommending how health and safety problems might be solved, not for carrying out the necessary changes.
A frequent problem for joint health and safety committees is a tendency for others to expect to shift all responsibility for health and safety onto the shoulders of the committee members. This must not be done. Under Alberta law, every worker is held personally responsible to work with regard for the health and safety of themselves and others. Every supervisor and manager is obligated to take reasonable steps to ensure the health and safety of their workers. Every employer must do the same.

While management has the ultimate responsibility for occupational health and safety at the worksite, it may delegate authority to the joint health and safety committee. At no time, however, should the committee take action on its own.

The responsibilities of a joint health and safety committee are to:

- identify unhealthy or unsafe situations at the worksite;
- recommend corrective action;
- promote health and safety education programs at the worksite.

Committee members should respond to any health or safety concern raised by a worker in the course of daily work. Members should then advise the worker what steps are being taken, and continue to keep the worker informed of actual progress.

Health and safety is a responsibility of every person at a site, but all hazards will not be recognized unless every worker becomes involved and is encouraged to report what they see. Workers should know who the committee members are.

Alberta Workplace Health and Safety has information bulletins on joint worksite health and safety committees. These can be located on the web at http://www.whs.gov.ab.ca.
Health and Safety Orientation for New Workers

Purpose

The safety orientation helps new and transferred workers become familiar with the company’s health and safety management system and the worksite. The orientation provides important information on hazards at the worksite and the safety precautions in place.

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 their new job or within the first week on the job.

Orientation Topics

- Company 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.
- Company enforcement policy.
- Worker's responsibility to refuse to do unsafe work.
- Company’s responsibilities to provide a safe work place.
- Emergency procedures

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 in addition to their training.
### Sample Orientation Checklist

Employee Name: ___________________________  Department: ___________________________
Supervisor: ___________________________  Date: ___________________________

#### General

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have received a copy of the employee manual.</td>
<td></td>
</tr>
<tr>
<td>I understand that overtime must be pre-authorized by my supervisor.</td>
<td></td>
</tr>
<tr>
<td>I have been informed of my hours of work, including start, break and finish times.</td>
<td></td>
</tr>
<tr>
<td>I have been instructed in the procedure for recording job starts, completions and time keeping appropriate to my assigned tasks.</td>
<td></td>
</tr>
</tbody>
</table>

#### Quality

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have read the company’s mission statement, and understand that our first commitment is to customer satisfaction.</td>
<td></td>
</tr>
<tr>
<td>I have been informed of the procedure to be followed when I find work which does not meet required standards, and I understand that allowing substandard work is not acceptable.</td>
<td></td>
</tr>
<tr>
<td>I have been shown the location where I can access the technical information applicable to my job.</td>
<td></td>
</tr>
</tbody>
</table>

#### Safety

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have read the company’s safety policy. I have been provided with a copy of the Safety Handbook and I understand that I must adhere to the safety rules and practices.</td>
<td></td>
</tr>
<tr>
<td>I have been shown the location of the Material Safety Data Sheets (MSDS) station. I do / do not (circle one) have the required WHMIS training. (Must be valid within the past 12 months.)</td>
<td></td>
</tr>
<tr>
<td>I have been introduced to the plant safety coordinator and the safety committee members for my work area.</td>
<td></td>
</tr>
<tr>
<td>I have been shown the location of the nearest exit and designated meeting area in case of an emergency.</td>
<td></td>
</tr>
<tr>
<td>I have been shown the location of the nearest first aid station (room) and been introduced to the area first aider.</td>
<td></td>
</tr>
<tr>
<td>I have the right to refuse any work which I believe is unsafe.</td>
<td></td>
</tr>
</tbody>
</table>

Employee: ___________________________  Supervisor: ___________________________

Signature  Signature
Part Five: Worker Competency and Training

Attachment 5.2

What is WHMIS?

Many of the materials used at worksites can be unsafe if not handled properly. The Workplace Hazardous Materials Information System (WHMIS) is a hazard communications program, which came into effect across Canada on October 31, 1988.

WHMIS has been designed to ensure workers get information about hazardous materials with which they work. The intent of the program is to protect workers and help prevent injuries and illnesses caused by exposure to chemicals. WHMIS describes the hazards of materials used on the job and will tell what precautions to take when using them.

How Does WHMIS Work?

WHMIS uses federal and provincial legislation to deal with both supplier and worksite responsibilities. Suppliers must identify hazardous materials and put hazard information on product labels. Additional information must be supplied on Material Safety Data Sheets (MSDS).

The employer, at the worksite which uses the hazardous material, is responsible for labelling worksite containers. The employer must also have a training program to teach workers about WHMIS and about how to safely handle hazardous materials.

What is a Controlled Product?

It is the job of suppliers to classify products according to the WHMIS hazard classification system. Only materials, which meet the hazard criteria, are included, and these materials are known as controlled products. Controlled products fall into one or more of the six WHMIS hazard classes.

Each class has a designated hazard symbol. These symbols are found on the WHMIS supplier labels.

How to Use a WHMIS Label

Always check the supplier or worksite label before handling the material. A controlled product supplier label can be recognized by its special border.
The supplier label contains several items:

1. The material identifier (name of product).
2. The supplier identifier (supplier's name and location).
3. Risk phrases, which alert you to any hazards associated with the material.
4. Precautionary measures for the safe handling, use or storage of the controlled product.
5. First aid measures which describe what to do in case of an overexposure to the product.
6. WHMIS hazard symbols, which give a visual warning of the hazards of the material.
7. Reference to the MSDS for further information.

When a controlled product is transferred from the supplier's container into another container, the new container must be labelled with a worksite label.

Worksite labels are also required for controlled products which are produced in the workplace, for containers where the original supplier label has been removed or damaged, and for labelling containers used to store controlled products received in bulk shipments. Worksite labels must contain:

- Material identifier (name of the product).
- Information for safe handling of the material.
- Reference to the MSDS for further information.

All WHMIS labels list basic warnings. If a container doesn't have a label don't use it! Report it to your supervisor who will see that it gets properly labelled. Remember, you need the information on the label in order to protect your health and safety. If you still have questions after reading the label, check the Material Safety Data Sheet.

What Is a Material Safety Data Sheet?

An MSDS gives you more detailed information on a controlled product, its hazards, and how to handle it safely. Suppliers must provide an MSDS for each controlled product they sell. Employers must provide an MSDS for controlled products produced at the worksite or for products where an MSDS has not been obtained from the supplier. Employers will use the MSDS to develop worker instruction and training on how to use the material safely. If you still have questions after reading an MSDS, check with your supervisor.

Be sure you know where the MSDSs are located for the controlled products you use.
What New Workers Need to Know

Information and training are an important part of WHMIS. Employers or supervisors will implement the company program for communicating hazards to workers. Workers will be given specific information about the materials used at the worksite, including what hazards exist and how to protect themselves from these hazards.

Training should include procedures for the safe use, handling, storage or manufacture of controlled products. Information about what to do in emergency situations should be provided, and workers must also be taught about the content of labels and material safety data sheets. The standard of worker instruction is very important. Proper worker instruction should result in workers being able to apply WHMIS information to protect their health and safety.

Worker Responsibilities

Workers are expected to participate in the instruction provided by the employer. Workers can prevent overexposure to hazardous materials by using the information provided by WHMIS. Workers should:

- be informed - know where to find and how to use WHMIS information;
- work safely - follow safe work procedures when handling, using, storing, or manufacturing controlled products;
- protect themselves - use the control measures (e.g., exhaust ventilation) provided.

Use the correct, properly maintained, personal protective equipment.
# Sample WHMIS Inspection Checklist

<table>
<thead>
<tr>
<th>Product Name</th>
<th>WHMIS Label Y/N</th>
<th>MSDS Y/N</th>
<th>Worker Training Completed (Date)</th>
<th>Corrective Action Required (Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Received by: __________________________ Position: __________________________

Date: __________________________
Use the following checklist to determine the current status of your emergency response plan. Check the “done” column to identify those items that are presently in place. Check the N.I. (needs improvement) column for those items which need to be addressed.

<table>
<thead>
<tr>
<th>Done</th>
<th>N.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the kinds of disasters or emergencies your business may be faced with.</td>
<td></td>
</tr>
<tr>
<td>Contact local Disaster Services and other emergency response agencies for assistance.</td>
<td></td>
</tr>
<tr>
<td>Assess the potential for harm to people, property, equipment and the environment.</td>
<td></td>
</tr>
<tr>
<td>Develop procedures to deal with each emergency and type of harm. For example, if there is a fire, there could be burns or other injuries to deal with.</td>
<td></td>
</tr>
<tr>
<td>Provide training to all employees in what to do in specific situations. Make sure this information is included in the new worker safety orientation.</td>
<td></td>
</tr>
<tr>
<td>Post a copy of the emergency plan in clearly visible locations where those responsible for carrying it out can find it easily.</td>
<td></td>
</tr>
<tr>
<td>Include a list of phone numbers for all emergency response agencies that may have to be contacted. Include the names of local medical people who could respond quickly in an emergency. Let these people know they are on your list.</td>
<td></td>
</tr>
<tr>
<td>Include a way of evacuating everyone (including visitors) from the site.</td>
<td></td>
</tr>
<tr>
<td>Establish safety zones or meeting points where people being evacuated can be counted and accounted for.</td>
<td></td>
</tr>
<tr>
<td>Install warning systems such as fire alarms and smoke detectors where needed.</td>
<td></td>
</tr>
<tr>
<td>Put emergency equipment into place to respond to emergencies. Consider such items as first aid kits, fire extinguishers, water hoses, emergency showers, emergency lighting and breathing apparatus. Include rescue equipment such as ladders, stretchers, emergency communication equipment, etc. Provide training in the use of emergency equipment.</td>
<td></td>
</tr>
<tr>
<td>Assign specific emergency duties to staff who have been specially trained. Make sure everyone knows what duties they have been given and who to call on for assistance. For example, who will take charge, who will sound the alarm, who will co-ordinate an evacuation, who will check that everyone is accounted for, who is trained in first aid and CPR, who knows how to use a fire extinguisher, etc.</td>
<td></td>
</tr>
<tr>
<td>Review the plan with local emergency response agencies. Let them know if an emergency arises.</td>
<td></td>
</tr>
<tr>
<td>Hold emergency drills to practice roles and procedures to be followed.</td>
<td></td>
</tr>
<tr>
<td>Check and inspect all emergency equipment on a regular schedule, including first aid and rescue equipment.</td>
<td></td>
</tr>
</tbody>
</table>
Part Six: Emergency Response

Attachment 6.2

Required First Aiders for the Site

Number of Employees per Shift:  

Type of Worksite: (as defined by the First aid Regulation)

High Hazard  □  Medium Hazard  □  Low Hazard  □

Travel Time to Medical facility: (as defined by the First aid Regulation)

Under 20 minutes  □  20-40 Minutes  □  More than 40 Minutes  □

(Close)  (Distant)  (Isolated)

According to the Alberta First Aid Regulation, we need:

___________  Emergency First Aiders

___________  Standard First Aiders

___________  Advanced First Aiders

            Nurse or EMT-P

This facility has the following number of trained first aiders:

___________  Emergency First Aiders

___________  Standard First Aiders

___________  Advanced First Aiders

            Nurse or EMT-P

Equipment or supplies required by the regulation:

Type of Supplies (Kits) ______________________________________________________

Number of Kits ____________________________________________________________

Additional Supplies/Equipment _____________________________________________

Visit http://www.whs.gov.ab.ca for more information on first aid requirements.
### Part Six: Emergency Response

#### Attachment 6.3

**Sample List of Emergency Contacts**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/Address:</td>
<td></td>
</tr>
</tbody>
</table>

#### Emergency Response

- Fire
- Police/RCMP
- Disaster Services
- Hospital
- Doctor
- Poison Control

#### Company

- Senior Manager
- Safety Co-ordinator

#### Alberta Government

- Workplace Health and Safety (24 Hours)  **1-866-415-8690** *(Reporting of serious injuries and fatalities)*
- EUB
- Environment
- Transportation of Dangerous Goods
- Alberta Boiler Safety Association

#### Other

- Power Company
- Telephone Company
- Gas Company
- WCB
### Sample Incident Investigation Report

1) **Employer**

   Employer: ___________________________________________________________
   
   Address: ____________________________________________________________
   
   Date & Time of Accident: _______________________________________________
   
   Accident Site: ________________________________________________________
   
   Specific Location: _____________________________________________________
   
   Supervisor: __________________________________________________________
   
   Telephone: __________________________________________________________

2) **Prime Contractor**

   Prime Contractor (if applicable):__________________________________________
   
   Address: ____________________________________________________________
   
   Supervisor: __________________________________________________________
   
   Telephone: __________________________________________________________

3) **Injured Worker**

   Name:______________________________________________________________
   
   Address: ____________________________________________________________
   
   Telephone: __________________________________________________________
   
   Date of Birth: ________________________________________________________
   
   Occupation: _________________________________________________________
   
   Experience with Employer:______________________________________________
   
   Total Relevant Experience (if available): _________________________________
   
   Hospital: ____________________________________________________________
   
   Attending Doctor: _____________________________________________________
   
   Nature of Injury (brief description of injury sustained):______________________
   
   Severity (fatal, permanent disability, medical aid, lost time, etc.): ___________
   
   Next of Kin (Only if FATALITY – name, relationship, address, phone number):
   
   ________________________________________________________________
4) Investigating Police
   Name of Officer: ______________________________________________________
   Police Force: ________________________________________________________
   Detachment: _________________________________________________________

5) Joint Work Site Health and Safety Committee
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

6) First Aid
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

7) Statement of Witnesses
   Were witness statements taken? Yes: O No: O
   (If yes, list the names of witnesses below)
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

8) Reports by Others
   Are reports by others attached to this incident report? Yes: O No: O
   (If yes, list reports below)
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

9) Health and Safety Management System
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
10) Circumstances

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

(attach additional pages if required)
11) Causes of the Incident

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

(Attach additional pages if required)

12) Preventive Measures and Follow-Up Action

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

(Attach additional pages if required)

Signatures:

Report by: _________________________________________________________________

Position:___________________________________________________________________

Employed by:_______________________________________________________________

Date: _____________________________________________________________________

Supervisor/Manager/Director: ________________________________________________