



# Safety Practices Review

	Element	Guidelines	Purpose	Yes	No
<b>1</b>	<b>The client has a posted and shared health and safety policy</b>				
<b>2</b>	<b>The health and safety policy contains the following</b>				
2.1	Employer Commitment	Commitment to preventing occupational illness and injury in the workplace	Demonstrates the employer's dedication to their leadership role in the quest to eliminate workplace injury and illness		
2.2	Employer responsibility	Responsibility to implement and maintain a safe and healthy work environment	Confirms the employer's willingness to accept their responsibility to strive towards the elimination of workplace injury and illness		
2.3	Worker responsibility	Responsibility to work safely following legislated and employer Safe Work Procedures/Practices	Confirms the employer's desire that worker's actively participate in the goal to achieve the elimination of workplace injury and illness		
2.4	Dated	The posted copy is dated, within a 12 month period	Expresses the employer's desire to sustain and maintain his/her health and safety initiatives		
2.5	Signed	The posted copy is signed by, the most senior management person on site. (can have other signature e.g. JHSC)	Management's signature demonstrates their commitment to workplace health and safety  A worker representative signature would imply recognition and approval of the team approach toward workplace health and safety		
2.6	Posted	Posted in a high traffic area (employee entrance, near time clock, bulletin board, site trailers / vehicles)  Accessible to all employees on site and off site	Emphasizes the employer's desire to develop and maintain a health and safety culture  Legislation - Post at a conspicuous location in the workplace a copy of the occupational health and safety policy. OHS Act Section 25(2)(k) CLC: Section 125.(1)(d).		
<b>3</b>	<b>The employer has established health and safety responsibilities and performance accountabilities:</b>				
3.1	Supplied Labour responsibilities	Section 28 of the OHS Act and/or Section 126 of the CLC  The employer may include health and safety rules specific to the workplace	Providing workers with knowledge of their responsibilities is likely the result in their active participation in health and safety initiatives, which would lead to reduction of injury/illness in the workplace		
3.2	Supplied Labour accountabilities	Accountability:  System must be formalized	Workers likely to comply with employer's health and safety initiatives if violations are uniformly enforced		

	Element	Guidelines	Purpose	Yes	No
		<p>Progressive (staged) discipline process</p> <p>Workers understand the consequences of health and safety rules and procedures violations</p>	<p>If repeated or deliberate disregard of health and safety rules and procedures are allowed to exist, the health and safety program is likely to collapse</p> <p>Legislation - Comply with all instructions from the employer concerning the health and safety of employees. CLC Section 126 (1)(d). OHS Act Section 28 (1)(a)</p>		
3.3	Contractor & Agency Responsibility	<p>Responsibilities include:</p> <p>Ensure health and safety of workers</p> <p>Provide qualified workers for work performed</p> <p>Ensure all work performed in accordance with governing legislation/regulation/industry standards</p> <p>Request WSIB Clearance Certificate</p>	<p>Provides control of workplace activities by requiring all persons performing work in the workplace to comply with the same health and safety standards</p> <p>Legislation - Ensure that every person granted access to the work place by the employer is familiar with and uses in the prescribed circumstances and manner all prescribed safety materials, equipment, devices and clothing. CLC Section 125 (1)(w). OHS Act Section 23</p>		
3.4	Contractor and Agency Accountabilities	<p>Performance accountability:</p> <p>Formal system (e.g. performance rating system, contract incentives, removal from the workplace, etc.)</p> <p>Communicated to all contractor employees</p>	<p>Reinforces the employers commitment to provide and maintain a health and safe operation by enforcing the same health and safety standards for everyone performing work in the workplace</p>		
<b>4.</b>	<b>The employer has the following documents conspicuously posted and/or available at the workplace</b>				
4.1	Occupational Health and Safety Act and/or Canada Labour Code II	<p>In a high traffic area (employee entrance, near time clock, bulletin board)</p> <p>Accessible to all employees on site and off site</p>	<p>Legislation - Post at a place accessible to every employee. CLC Section 125 (1)(d) OHS Act Section 25 (2)(i)</p>		
4.2	Appropriate Industry Regulation	<p>In a high traffic area (employee entrance, near time clock, bulletin board)</p> <p>Accessible to all employees on site and off site</p>	<p>Legislation - Make readily available to employees for examination, in printed or electronic form, a copy of the regulations...that apply to the work place CLC: Section 125 (1)(e) OHS Act Section 25 (2)(i)</p>		
4.3	WHMIS Regulation	<p>In a high traffic area (employee entrance, near time clock, bulletin board)</p> <p>Accessible to all employees on site and off site</p>	<p>Legislation - Make readily available to employees for examination, in printed or electronic form, a copy of the regulations...that apply to the work place. CLC: Section 125 (1)(e) OHS Act Section 25 (2)(i)</p>		
4.4	Designated Substances	<p>In a high traffic area (employee entrance, near time clock, bulletin board)</p> <p>Accessible to all employees on site and off site</p>	<p>Legislation - Make readily available to employees for examination, in printed or electronic form, a copy of the regulations...that apply to the work place CLC: Section 125 (1)(e) OHS Act Section 25 (2)(i)</p>		
4.5	Material Safety Data Sheets	<p>Available to all employees on site and off site</p>	<p>Legislation - A copy of the most recent version of the inventory and</p>		

	Element	Guidelines	Purpose	Yes	No
	(MSDS)	Inventory is current (no more than 3 years)	of every unexpired material safety data sheet...(a) made available by the employer in the workplace in such a manner as to allow examination by the workers CLC: Section 125.1(e) OHS Act Section 38 (1)		
4.6	Occupational Health and Safety explanatory materials prepared by the MOL or HRDC	In a high traffic area (employee entrance, near time clock, bulletin board) Accessible to all employees on site and off site	Legislation - Make readily available to employees for examination, in printed or electronic form, a copy of the regulations...that apply to the work place CLC: Section 125.(1) (e) OHS Act Section 25 (2)(i)		
4.7	Form 82 – In case of Injury at work poster	First aid station(s) In a high traffic area (employee entrance, near time clock, bulletin board)	Legislation - A first aid station shall contain, the Board's poster known as Form 82 Regulation 1101 Section 1(1)(b)(i) every employer shall at all times keep posted in other conspicuous places in the Board's poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment WSIA Regulation 1101 Section 3		
4.8	First Aid Regulation 1101	Available at the first aid station(s)	Ensures that each first aid station is adequately supplied to render first aid treatment		
4.9	Emergency Services and Numbers	Posted at primary telephones throughout the facility including the office area Emergency numbers include: 911 (if available) as well as Fire Police Ambulance Poison control centre Ministry of Labour Ministry of Environment Utilities and Internal contact numbers	Reinforces to employees the employer's commitment to providing and maintaining a health and safe operation Communicates system status updates and issues resolutions Improve awareness and communication Legislation - Advise workers of the results of a report respecting occupational health and safety OHS Act Section 25(2)(m)		