



**Workers Compensation Board
of Prince Edward Island**

Workplace Guide to Health and Safety Programs

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The Occupational Health & Safety Policy

Your commitment to health & safety

Section 24 of the Occupational Health and Safety Act requires that a health and safety policy be established by every employer with five or more workers.

An employer's commitment to health and safety determines the level of health and safety in the workplace in the same way that commitment to quality determines the quality of the end product.

A workplace policy is a simple statement of the principles and general rules that guide actions for a safe and healthy workplace. The workplace health and safety policy is signed by senior management and developed by the employer in consultation with the Joint Occupational Health and Safety Committee or Representative and workers. A sample policy can be found in Appendix A.

For more information, refer to the Guide to a Workplace Health and Safety Policy available on our web site (www.wcb.pe.ca) or refer to Section 24 of the Occupational Health and Safety Act.

Your health and safety program outlines the details of how the policy will be carried out in the workplace.

The Workplace Health & Safety Program

Your Recipe for a Healthier, Safer Workplace

The Occupational Health and Safety Act, Section 23 states:

23 (1) Where 20 or more workers are regularly employed

(a) by an employer other than a constructor or contractor; or

(b) directly by a constructor or contractor,

the employer, constructor or contractor shall establish, and review at least annually, a written occupational health and safety program, in consultation with the committee or representative, if any.

A workplace health and safety program is required for all employers regularly employing more than 20 persons for longer than twelve weeks. The program requirement is tied to employers not workplaces. Under this definition, an employer who has three workplaces each employing eight persons will require three health and safety representatives and a health and safety program. Constructors and contractors must have a program if they have 20 or more workers directly employed. Sub-contractors and their employees working for the constructors would not be counted in the number.

A health and safety program is a clear outline of responsibility and accountability for all workers regarding health and safety in the workplace. It is a living document with specific work procedures that will be used every day. It will change as work changes.

The foundation of the Occupational Health and Safety Act is the Internal Responsibility System which states that every person in the workplace is responsible for creating and maintaining a safe workplace. Workers, supervisors and management all have responsibilities, depending on their degree of authority to act. The Occupational health and safety program describes how work is to be done.

For a health and safety program to be effective, there must be an obvious commitment from top management. Research on the causes of loss indicate that 85% of accidents are the result of factors that only management can control. Workers will do what management indicates is important. When the message is that working safely is truly important then work will be done safely. The literature on health and safety management shows a strong link between a good health and safety record, good productivity and good quality.

Each workplace will have individual requirements for a health and safety program. The employer is responsible for creating the program. The occupational health and safety committee's role is to advise and review. The effectiveness of the program will depend on how it is applied to the daily work being performed. It is essential that the program be created with as much staff input as possible to ensure it reflects what is really happening. If the program is well planned with input from all involved it will be easy to implement and will help improve the commitment to health and safety for all workers.

Building a Health and Safety Program From the Ground Up

There are many factors to consider when developing a health and safety program for your business. This section describes the components of an effective program.

Joint Health and Safety Committee/Representative:

Section 23 (3)(c) and (d) state:

The program shall include;

(c) provision for the establishment and continued operation of a committee required pursuant to this Act, including maintenance of records of membership, rules of procedure, access to a level of management with authority to resolve health and safety matters and any information required under this Act or the regulation:

(d) provision for the selection and functions of a representative where required pursuant to this Act, including provision for access by the representative to a level of management with authority to resolve health and safety matters.

The requirements for a health and safety representative or committee are outlined in Section 25 and 26 of the Act and in the guides prepared by WCB. For details on requirements please consult these documents.

Discussion here on committees and representatives will be limited to their role in the program. Although the employer or designated representative (such as a safety coordinator) is responsible for developing the health and safety program, the committee or representative's participation in the development and implementation is essential if the program is to work effectively. Members can contribute to the hazard identification system, development of work procedures, discipline process, training, orientation, inspection, accident or hazardous occurrence investigation. Committee members are especially valuable in maintaining and monitoring the effectiveness of these programs and contributing to modifications.

Section 23 (f) states *the program shall include....a system for workplace occupational health and safety monitoring, prompt follow up and control of identified hazards.*

The task of monitoring is a good role for the committee or representatives, because the committee members represent all the types of work being done. Members are in a position to find and report hazards and provide information on the effectiveness of the health and safety program on the floor.

The Hazard Identification System

Looking Closely at Work Tasks to Recognize Potential Hazards

Section 23 (3) (e) and(f) state; *The program shall include....*

(e) a hazard identification system that includes

(i) evaluation of the workplace to identify potential hazards

(ii) procedures and schedules for regular inspection,

(iii) procedures for ensuring the reporting of hazards and the accountability of persons responsible for the correction of hazards, and

(iv) identification of the circumstances where hazards must be reported by the employer to the committee or representative, if any and the procedures for doing so;

(f) a system for workplace occupational health and safety monitoring, prompt follow up and control of identified hazards.

A careful examination of work practices in your workplace provides information that is essential for building an effective health and safety program. Using the Hazard Identification System identify high risk tasks, break down each task into steps, identify potential hazards in each step and suggest ways to control or eliminate the hazard.

Identifying potential hazards

For this process to be effective, it is critical that the people doing the work contribute what they know. The first step is identifying potential hazards. To do this use the following steps.

List All Tasks

Identify and list what tasks are done at your company. If some of the work will be contracted out, the contractors can be responsible for their work analysis but you are responsible to ensure that the hazard analysis is completed for their work.

Identify “Critical” Tasks

Critical tasks are the high risk ones. It is not always practical to break down every job. Identify which tasks have a high risk by using your experience, accident history and estimated potential for serious consequences if something goes wrong. Ask the people who do the work for their input.

Break the Critical Tasks into Steps

Break the job into its parts in the correct sequence. Do this by watching the job as it is being done. Consult with the person doing the job. Review each step

1. Are they all necessary?
2. Can they be simplified?
3. Combined?
4. Substituted?

This can contribute to better productivity as well as improved health and safety.

Identify Potential Hazards in Each Step

Use accident experience, near-miss information, observation of the worker and equipment, as well as discussion with the workers doing the job. List the things that could go wrong. Assess the work environment. What hazardous materials are being used? Are there concerns with heat or cold? Are there lighting, ergonomic or noise considerations? Do the seasons or conditions affect the way work is to be done?

Find Ways to Control or Eliminate the Hazards in Each Step.

List what must be done to make the task safer and more efficient. Is there a way to substitute or eliminate the task? Can it be altered to reduce or remove the risk?

The Hazard Identification System or job hazard analysis identifies high risk tasks, breaks down each task into steps as above. This process should result in a record of hazards. The next step is to use the job hazard analysis as a basis for all procedures, training, orientation, and monitoring requirements.

See Appendix B for examples of hazards and preventative measures and related work procedures.

Work Procedures

Writing Down the Right Way To Perform Each Task

Section 23 (3)(b) states;

The program shall include provision for the preparation of written work procedures required to implement health and safety work practices, including those required pursuant to this Act, the regulation, or by order of an officer, and identification of the types of work for which the procedures are required at the employer's workplace.

Work procedures are rules that describe the way a task must be done for improved health, safety, efficiency or accuracy. Using the preventative measures from the hazard identification system, write the correct work procedures for each task identified.

Start with a statement outlining the task.

- Write what to do in step by step instructions. Avoid describing what not to do.
- Include a brief explanation of why the work must be done in this way. Procedures will be followed if the reasons are understood.
- Include the requirements for personal protective equipment. Remember that removing, substituting or reducing the hazard is preferable to the use of personal protective equipment.
- Consider the environment in which the work will be performed. How will this impact on the work?
- Have all persons involved read and approve the procedures, in particular the person(s) doing the job. Consider having the joint health and safety committee or safety representative review them.
- Write the controls as actions. For example; Clean up work space. Test that the base for scaffold is secure.

Ideally, safe work procedures will be included with operating procedures. This will help ensure they are used. If the task is one that may vary according to the circumstance such as weather, clearly describe the best practices to follow for each circumstance. Be sure to include the reasons behind the different practises. For an example of written work procedures developed from the hazard analysis see Appendix B.

Compliance with these rules should be considered a condition of employment. Supervisors are responsible for monitoring and enforcing the use of proper procedures. Accurate written procedures, with records of training and supervision, are a big part of a due diligence defence.

Section 23 (3)(e)(iii) and (iv) stipulate that there must be a system in place to ensure hazards are reported and who is responsible for the correction. These details should be included in the work procedures.

In addition to workplace procedures, you will need to establish procedures for:

- Emergency response: Refer to the CSA standards. See Appendix C
- Training and Orientation
- Reporting near misses and accidents
- Reporting on inspections and followup
- Discipline
- Monitoring and followup

Health Hazards or Occupational Hygiene

Many of the hazards you will identify in your workplace will be hazards to health. The Act and Regulations sets out standards that must be met. Refer particularly to the section on WHMIS in the back of the Regulations. These are actually federal requirements enforced by the provincial OH&S body.

The largest category under health hazards or Occupational Hygiene is controlled chemical substances which will be found in almost every workplace. The Workplace Hazardous Materials Information System (WHMIS) with its labelling and Material Safety Data Sheet (MSDS) requirements is designed to provide guidance for the control of these hazards. However, as anyone who has ever looked at an MSDS sheet will know, minimizing risk from chemical hazards can be a complicated task. Even figuring out which gloves or which respirator is needed and how to care for it will require education and training. Suppliers do have a requirement under the Act to provide accurate information on their products and can be of assistance.

Noise, air quality, ergonomics, biological contaminants and hot/cold stress are examples of other health related hazards.

Recognizing health hazards can be a challenge because they often cannot be seen. Safety committee members can be an important resource - communicating with people working in the area affected, listening to and documenting complaints. Evaluating and solving the hazards once they are identified often requires trained hygienists and calibrated equipment. Results must be objective particularly if they will be compared with regulated standards. If needed registered Occupational hygienists can be found through the Canadian Registration Board of Occupational Hygienists (www.crboh.ca).

Controlling hazards can be done in a variety of ways. Remember that using personal protective equipment is a last resort. Think first about:

Eliminating the hazard: Ask; Is this process essential? Can the system be changed so this is not a hazard? Can you automate for example? Or rotate the task or break it up to eliminate an ergonomic hazard.

Substituting a less dangerous process: For example, can inspection of the inside of tanks be done from the outside with lights and cameras?

Reducing the risk: For example, is there a way to insulate the source of noise?

Workplace Inspections

Making Sure That Your Health and Safety Program Is Working

Section 23 (3)(e)(ii) states: *The program shall include....procedures and schedules for regular inspections.*

Inspections can be carried out by supervisors, the joint health and safety committee, the representative or any other trained person.

Use your hazard identification system and accident history to help identify areas to inspect. As well there are examples of checklists available at www.ccohs.ca and other online references. The work site can be divided into sections each with its own inspection schedule.

1. Observe tasks being done.
2. Ask questions, make notes.
3. Examine equipment. Check maintenance records.
4. Check that the work area is tidy, that tools have a storage place.
5. Look for what might not be obvious such as fire doors not opening outward or being blocked.
6. Some tasks may require daily or start of shift inspections.
7. Establish clear procedures that direct when and how often each inspection is to be done. Note who will do them and who specifically will follow up.
8. Establish a schedule based on the frequency of work, degree of hazard, and a history of accidents or near misses.
9. Keep records of all inspections, findings, recommendations and follow-up.
10. Ensure entire the committee or representative sees the reports and follow up.

Recommendations must be followed up to ensure they worked and did not in themselves cause unsafe conditions elsewhere. Include in the training and on posted schedules who will do the follow up, when and where it will be recorded. If a serious hazard is noted, list who will be responsible for immediate control. See Appendix D for a sample report.

Review the checklist regularly to keep up with changing procedures and equipment. Take care to ensure that the inspection really does reveal unsafe conditions or the potential for them. Sometimes having someone new or from another department will help you see different things.

Accident Investigation

Finding the Real Cause of an Accident

Section 23 (3)(g) states: *A program shall include.....a system for prompt investigation of hazardous occurrences to determine their causes and the actions needed to prevent recurrences;*

Accident investigation can be done by supervisors, joint health and safety committee members, representatives or other trained personnel. Remember that some accidents must be reported directly to the Occupational Health and Safety division of the Workers Compensation Board (See Section 36.1 of the Act for details). An internal investigation should be done in all cases. A copy must be given to the committee or representative.

Remember that in the case of a critical accident it is an offence to disturb the scene of the accident before the WCB OH&S officers arrive except to prevent further injury or damage.

Prepare an accident investigation kit that would meet the potential needs of an accident in your workplace. It should contain emergency numbers that may be needed for control (e.g. chemical spill) a camera, barrier tape, a checklist of steps, interview forms, report forms.

Develop a set of procedures to follow: *The intent of the investigation is to prevent a reoccurrence never to lay blame.* Look at all the factors leading up to the accident, there will be several causes.

There is great benefit in conducting near-miss investigations. Near misses often end up as accidents. The Industrial Accident Prevention Association quotes research indicating that there are 189 incidents for every three time-loss accidents. These can be as simple as a notebook where workers record minor accidents, incidents or near misses. The committee can then review and make any necessary changes.

Remember that the purpose of an accident investigation is to determine the root cause and to make necessary changes. Accident forms and recommendations should reflect this attempt. See Appendix E for a sample report form. Contact WCB's OHS Division for more information or training at 1-800-237-5049 or 902-368-5680.

Training and Orientation

Teaching How To Do The Work Properly

Section 23 (3)(a) states; *The program shall include.....provision for **training** and supervision of workers in matters necessary to their health and safety and the health and safety of other persons at the workplace;*

Train all staff in the established work procedures. New workers in particular or workers changing jobs must be oriented and trained.

An orientation session is advisable for returning seasonal workers to refresh their memory and acquaint them with any new procedures. Every new construction site should have an orientation session to cover issues such as location of hazards, First Aid kit and communication equipment.

Training is required in all work procedures that apply to the individual's job as well as all emergency response and reporting procedures. Inadequate performance of procedures is a reason to retrain. Repeated problems with the use of correct work procedures may also be a signal to review effectiveness of procedures to help determine if there is a reason for noncompliance.

- Select the person responsible for each type of training and identify to staff.
- Keep records of all training done. They should include type, instructor, dates and attendees.
- Allow time for clarification and questions.
- Make demonstration and practice a part of the training.
- If personal protective equipment is to be used, provide training on appropriate use, cleaning, maintenance and fit.

Remember: Supervisors are responsible for ensuring safe work procedures are followed.

Required Training

Part 9 of the **Occupational Health and Safety Regulations** states;

“At every workplace the employer shall provide first aid supplies and services as required by this part.”

All workplaces require that someone on each shift be trained in First Aid. For details on the requirements see the regulations.

The **Toxic Substances** section of the Act details requirements for chemical use. Workplace Hazardous Materials Information Systems (WHMIS) training is also a requirement in any work site using controlled products. Training on the content of the Material Safety Data Sheets is a requirement under the Occupational Health and Safety regulations. Other examples are:

- Lock out procedures
- Material handling rules, i.e., how heavy material is lifted and moved
- Maintenance schedules and operations
- Working alone guidelines
- Personal protective equipment: guidelines for use
- Fall protection
- Confined space procedures
- Fork lift operation procedures
- Rescue from confined space or after a fall in fall arrest equipment
- Emergency procedures
- Electrical Hazards
- Safe Hazardous Materials Handling

See Appendix F for suggestions on training records.

Supervision

Ensuring Everyone Is Practising Safe Work Procedures

Section 23 (3)(a) states;

*The program shall include.....provision for training and **supervision** of workers in matters necessary to their health and safety and the health and safety of other persons at the workplace;*

Once procedures are established, requirements for safe work, training and orientation are completed, there must be adequate supervision. Supervisors must enforce the use of safe work practices. Supervisors observing workers not using safe work practices should clarify the action and work procedure. Further deviation from recommended practices must result in the use of the discipline policy.

Due diligence requires the consistent enforcement of health and safety standards. Failure to do this can make the supervisor responsible in the event of an accident. Keep records on the monitoring of safe work procedures and record use of the discipline policy.

Due diligence is a defence used to demonstrate that every reasonable precaution was taken to prevent an accident. Procedures must be in place and there must be evidence that they are being used. In cases where charges are laid, ignorance of the law is not a defence.

A discipline policy needs to be clear, fair, and consistently applied to deliver the message that safe work practices are an important part of doing a job. If you have a discipline policy that normally covers infractions regarding situations such as reporting late or absence without just cause it should apply to health and safety infractions. Infractions can include failure to wear required personal protective equipment, failure to follow safe work procedures or harassment at the work site. Check the employment standards documentation for suggestions on a progressive discipline policy. It is sometimes helpful to divide health and safety violations into serious and minor categories.

In all cases there should be a record kept in the worker's file.

A System of Record Keeping

Section 23 (3)(h) states:

The program shall include.....maintenance of records and statistics, including reports of occupational health and health and safety inspections and occupational health and safety investigations, with the provision for making them available to persons entitled to receive them pursuant to this Act and provision for monitoring the implementation and effectiveness of the program.

To establish due diligence, records must be kept of all the components of the health and safety program as it is established and used. You will need records of:

- Joint Health and Safety committee membership, minutes, rules of procedure
- Hazard Identification System critical tasks and preventative measures implemented
Work procedures
- Training - include time, date, type and participants
- Orientation
- Disciplinary action
- Inspections, recommendations and follow-up
- Accident investigation, recommendations and follow-up.
- Records of all maintenance to equipment, tools and machinery.

Monitoring the program's effectiveness is in part a committee role. This is done through communication about hazards, near misses and concerns from all workers. Committee minutes should reflect this.

Ultimately the responsibility for effectiveness lies with supervisors and managers. They must follow up on all recommendations and changes.

Conclusion

The Act describes a minimum requirement. To develop your program you will need to consider your own workplace and develop resources and training specific to your needs. Remember someone needs to be designated to develop and co-ordinate the Health and safety program. The committee, representatives and workers' job is to review and advise.

- Resources listed in Appendix H can provide you with more detail. You have the option of hiring a consultant. The Nova Scotia Department of Labour maintains a list of safety consultants on-line. The address is: www.gov.ns.ca/labr/dbs/clist/intro.htm
- The Canadian Centre for Occupational Health and Safety is a good source of information on many Health and Safety topics (www.ccohs.ca).
- Sessions to assist with setting up your program, training in accident investigation, workplace inspection or hazard identification are available from WCB's Occupational Health and Safety educator. Call 368-5698 or e-mail the OH&S Education Consultant at dclarke@wcb.pe.ca.

DRAFT OCCUPATIONAL HEALTH AND SAFETY POLICY

This policy will apply to _____ at all locations.
(Name of Firm)

P O L I C Y

_____ is committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety.

As the employer, _____ is responsible for the health and safety of its' workers.

_____ will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of eliminating the possibility of injury and illness.

As _____, I give you my personal promise to take all reasonable precautions to prevent harm to workers.

Supervisors will be trained and held responsible for ensuring that the workers, under their supervision, follow this policy. They are accountable for ensuring that workers use safe work practices and receive training to protect their health and safety.

Supervisors also have a general responsibility for ensuring the safety of equipment and facility.

_____ through all levels of management, will co-operate with the joint occupational health and safety committee, (if you have one) or the representative and workers to create a healthy and safe work environment. Co-operation should also be extended to others such as contractors, owners, officers, etc.

The workers of _____ will be required to support this organization's health and safety initiative and to co-operate with the occupational health and safety committee or representative and with others exercising authority under the applicable laws.

It is the duty of each worker to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by

_____ will, where possible, eliminate hazards and, thus, the need for personal protective equipment. If that is not possible, and where there is a requirement, workers will be required to use safety equipment, clothing, devices and materials for personal protection.

_____ recognizes the worker's duty to identify hazards and supports and encourages workers to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

Signed: _____

Title: _____

This policy has been developed in co-operation with the Joint Health and Safety Committee, representative or workers.

CRITICAL HAZARD IDENTIFICATION SYSTEM EXAMPLES

Movement of Product from Storage to Loading Docks:

Task	Potential Hazards	Preventative Measures:
Drive to Warehouse C	Pedestrian traffic; Obstacles left in path; other lift trucks	Check for pedestrians; clear path before starting truck; establish right-of-way patterns with other lift drivers
Activate overhead doors	Contact with door not fully open	Stop and wait for doors to open completely.
Drive inside to pallets	Visibility may be limited by going from bright light to darker interior or by mist from freezer doors; May be someone inside door.	Ensure good interior lighting; Drive slowly allowing eyes to adjust; Honk as going through door
Position lift and slide forks under load.	Forks or truck may hit frames or tubs and dislodge product	Ensure lift is centred, observe for hazards nearby, look up
Lift load	Load may be unstable	Test for balance with forks low; Check load is centred before completing lift
Back into aisle	Visibility may be limited	Use mirrors, back up alarms
Drive forward to doors	Visibility may be restricted by load. Other lifts may be using same aisle. Load may fall	Drive slowly, honk horn at corners, establish right of way with other drivers, ensure walkways are clear and smooth.
Proceed to loading dock	Pedestrians, obstacles in path other forklifts	As above
Assess material for potential hazards	Contents may be explosive or dangerous if opened, very heavy, or unstable	Check contents for hazards, implement recommended precautions, check weight and stability of load. Take in smaller units if necessary

Grading Frozen Raw Product

Steps	Potential Hazard	Preventative Measures
Standing at grading station observing product for sub standard quality	Back/foot pain. Forward bend may cause back strain	Use sit / stand stool. Use railing for foot rest. Take frequent breaks to stretch. Ensure belt is at appropriate height for worker. Use anti-fatigue mats, footrest.
Pick up rejects and put in reject bucket.	Frequent overreaching may cause shoulder pain. Awkward hand and arm positions may cause strain Pinch grip with gloves may require excessive repetitive force.	Use a guide or rake to bring product closer to worker. Ensure reject buckets are in a convenient location, close to worker. Try different types of gloves. Stretch hands, shoulders, arms frequently. Rotate tasks.

Critical hazard identification system Examples with work procedures

Task: Tamping Sand Inside a Building

Steps	Potential Hazard	Preventative Measures
Operating the tamper	Noise	Ensure the power tool's exhaust is equipped with a muffler. Measure noise output of tool to ensure proper selection of hearing protection, or follow manufacturer's recommendations
	Fumes of unburned 2 Stroke Oil or Carbon Monoxide	Ensure proper oil to gas to ratio. Ensure power tool is properly tuned. Ensure adequate ventilation, as recommended by manufacturer
	Dust	Keep area wet to suppress dust, have adequate ventilation to keep dust levels within acceptable means, and/or wear a proper respirator fitted to the user and designed for the dust being generated.
	Eye Injuries	Wear appropriate eye protection.
Operating tamper	Foot Injuries, head injuries	Wear CSA approved footwear. Use head protection where there is a risk of head injury.
	Vibration	Ensure equipment is equipped with an anti-vibration handle and is working properly, the user is wearing anti-vibration gloves. Don't grip the tool too tightly, and rotate workers to ensure exposure is minimized.
	Over-exertion	Let the tool do the job don't try to force it, get help from co-workers when you need to lift tool, use proper lifting techniques.

Work Procedure for Tamping Sand

- Inspect Tamper for potential safety problems as per manufacturer's instructions. (Include these on the procedure)
- Ensure adequate ventilation. Use extraction fans or respirators if necessary.
- Check dust levels, dampen if necessary.
- Wear Personal Protective Equipment: CSA approved boots, hearing protection, eye protection, half face respirator, anti vibration gloves and head protection.
- Start tamper. Work in sections.
- Take breaks and rotate workers every thirty minutes.

Sample Job hazard analysis and work procedures

Use of pressurized water fire extinguisher

JOB STEPS	POSSIBLE HAZARDS	PRECAUTIONS
Remove fire extinguisher from wall bracket	Dropping unit on foot	Support bottom of extinguisher by putting one hand under it Put the other hand on the carry handle and use it to carry the extinguisher
Carry to fire	Muscle injury due to improper carrying Use of the extinguisher on the wrong class of fire Fighting a fire that is too big Smoke inhalation and burns Injury due to lack of rescue capacity.	Lower extinguisher slowly using proper body mechanics. Carry extinguisher by handle below waist Use only to suppress class A fires (ordinary combustibles) Only fight small fires, otherwise GET OUT Stay outside of small rooms and shoot the water stream in. Never fight a fire alone. Get Help.
Remove pin from handle	Dropping extinguisher on foot Discharging extinguisher while removing pin due to pressure on discharge lever.	Set extinguisher down in upright position Hold one hand on top of extinguisher to hold it steady while slowly removing the pin with the other hand Don't put pressure on the discharge lever while removing the pin
Point hose nozzle at the base of the fire and depress discharge lever	Dropping extinguisher during use Smoke inhalation	Keep a firm grip on extinguisher and hold steady while using
Return fire extinguisher to bracket and arrange for servicing.	Dropping unit on foot.	Support bottom of extinguisher by putting one hand under it Put the other hand on the carry handle to lift the extinguisher
Report use		

Work procedures for extinguishing fire

- Call for help.
- Remove fire extinguisher from wall bracket. Support the extinguisher with one hand on the bottom and one hand on the carry handle under the discharge lever.
- Carry the extinguisher to the fire using the handle and keeping the extinguisher below your waist.
- Assess the fire. Attempt to put it out only if it is small. If you are alone ensure someone is coming to assist. Ensure you are fighting a class A fire, one with ordinary combustibles, not an electrical or chemical fire.
- Never enter a small room to fight a fire. Spray from the door.
- Set the extinguisher down. Steady the extinguisher with one hand and pull the pin with the other.
- Point the hose at the base of the fire and apply the stream of water from the edges in. If the fire spreads leave. If you are in danger from smoke stand further back or leave and get help.
- Ensure the fire is out before leaving. Douse any smoldering surfaces.
- Return the extinguisher to its bracket and arrange for servicing.
- Report use.

EMERGENCY PROCEDURES

In today's workplaces there are many emergencies other than fire to prepare for. Consider what might happen in your workplace - chemical spill, explosion, rupture of gas, water or fuel lines, medical emergency, flood, bomb threat, violence, power failure, computer failure; these are some possibilities.

Evacuation is a primary component of most emergency plans. Start with a floor plan and note the location of the primary hazards. Plan exit routes from all parts of the workplace. Add alternates if any of these could be blocked. Try to have the exit routes away from the major hazards.

Make a list of possible emergencies in your workplace. Consider the implications of each situation:

Will your exits still work? Do you have emergency lighting, exit signs?

Will you need any special procedures to evacuate? Will you lose phone contact?

What will you need for help? Firefighters? Police? Medical personnel, rescue? Who will get help?

Develop an evacuation plan and ensure everyone is aware of it.

Practice.

Emergency preparedness can be a complex undertaking depending on the hazards in your workplace. CSA has standards. CCOHS has checklists and recommended practices. See the resource list in this document for more complete plans or contact WCB's Occupational Health and Safety (902-368-5697).

WORKPLACE INSPECTION REPORT FORM

Inspection Location	Date and Time
Inspector(s) 1	2
3	4
Observations	
<div style="display: flex; justify-content: space-between;"> Hazard Observed Priority: Yes/No </div>	
Recommended Action	
<div style="display: flex; justify-content: space-between;"> Action Taken Date Completed: </div>	
Follow up:	
Copies to:	

ACCIDENT INVESTIGATION REPORT FORM

Location of accident: _____ Date: _____

Department: _____

Injury caused: _____

Damage caused: _____

Name of worker: _____

Occupation: _____

Supervisor: _____

Report to OH&S? Yes No

Summary of events:

Describe the immediate cause:

Describe the root cause:

Recommendations to control immediate cause:

Recommendations to control root cause:

Follow up:

Signature of investigators:

TRAINING RECORDS

Course: _____ in house _____ external _____ Cost: _____ # hours: _____

Type of training: _____

Re-certification? _____ Date: _____

Trainer: (firm or individual): _____

- Topics covered:
1. _____
 2. _____
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 5. _____
 6. _____
 7. _____
 8. _____

Signature of Participants:

Position:

RESOURCES FOR MORE INFORMATION

There are many specific health and safety resources on the WEB. Below are some nonprofit sources. They will have references to further information as well. The Occupational Health and safety sites in each province have resources also (CCOHS has links to all these.)

Canadian Council for Occupational Health and Safety (CCOHS)

Phone: 1-800-263-8466
Fax: 906-572-4500
www.ccohs.ca/ohsanswers/.

Industrial Accident Prevention Association (IAPA)

www.iapa.on.ca/

Government of Australia

www.safetyline.wa.gov.au/

National Institute for Occupational Safety and Health (NIOSH)

www.cdc.gov/niosh/

Workers Compensation Board of PEI

Phone: 902-368-5697
Training Information: 902-368-5698
www.wcb.pe.ca.

Workers Compensation Board of B.C.

[Http://www.wcb.bc.ca](http://www.wcb.bc.ca)
Worksafe bulletins provide health and safety details for different sectors.

Canada's National Occupational Health and Safety WEB site

<http://www.canoshweb.org/en/topics.html>