



# **Guidelines for Developing Effective Health and Safety Programs**

## ***Mission Statement***

***To promote accident prevention and provide workers and employers with quality services.***

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### **Safe Production: A Key to Success**

Most employers recognize that one of the keys to a successful business is safe production. Production without safety can lead to excessive accident and injury costs that could, in turn, reduce or eliminate profit margins and eventually de-stabilize a business.

Safety and health programs are most effective when they are "built in" to the production process. A safe and healthful workplace promotes efficient and cost effective production, encourages a stable work force and improves the quality of life for workers. Safe, efficient production can provide the edge that ensures survival and economic success in a competitive marketplace.

Experience shows, and research confirms, that a planned approach to health and safety programs is the most effective way to control hazards, reduce risk and minimize work-related injuries and disease.

This handbook provides step-by-step guidelines for developing an effective occupational health and safety program in the workplace. Because each place of employment is

different, each workplace must adapt its health and safety program to meet its own specific needs. The Workers' Compensation Board's Prevention Services Division, on request, can assist in implementing an effective occupational health & safety program to meet the specific needs of your workplace.

Before describing the ten elements of safety program, these guidelines will outline the responsibilities of employers, supervisors and workers, as well as the worker's right to refuse hazardous work.

### **Controlling Hazards and Preventing Injuries: A Shared Responsibility**

The *NWT and Nunavut Safety Acts* and General Safety Regulations and the *NWT and Nunavut Mine Health and Safety Acts* and Regulations detail the legal responsibilities of employers, contractors, supervisors, and workers, and describe enforcement procedures and penalties that apply when these responsibilities are not met. These Acts make it clear that all parties in the workplace share in the responsibility of controlling hazards and preventing injuries.

A health and safety program should provide a list of specific responsibilities for employers, supervisors and workers.

### **Employers Must Ensure a Safe and Healthful Workplace**

The employer is required by these Acts to ensure a safe and healthful workplace. The employer has the primary responsibility to see that work is organized and carried out in compliance with these Acts and all applicable regulations. The employer is responsible for establishing, maintaining and periodically evaluating the Occupational Health and Safety Program.

### **Employer Responsibilities**

The Acts and their Regulations require the employer to:

- provide a safe and healthful workplace, processes, procedures and techniques;
- provide safe machinery and equipment;
- provide workers with necessary instruction and training;
- provide adequate supervision to workers to ensure the safe performance of assigned work;
- make workers aware of any health or safety hazard at the workplace;
- ensure that necessary safety equipment is available and in good repair;
- assist safety and health representatives in identification and control of hazards;
- advise workers of their statutory rights, responsibilities and duties;
- provide adequate first aid facilities and treatment; and
- report all serious injuries and accidents to the Workers' Compensation Board Prevention Services Division.

The Acts require the employer to appoint competent persons ( ) as supervisors who are qualified to organize work and who are familiar with the provisions of the Acts and Regulations that apply to the worksite.

### **Supervisor Responsibilities**

Supervisors are responsible for ensuring that workers do not undertake work involving uncontrolled hazards, and that work is carried out in accordance with safe work procedures and practices. The supervisor is also responsible for ensuring that when work is assigned, the worker's ability to safely perform the work is taken into consideration.

The Regulations of all four Acts require the supervisor to:

- provide proper instruction to workers under the supervisor's direction and control;
- ensure that workers use required protective equipment and devices; and
- advise workers of any potential or actual danger to health or safety.

**Worker Responsibilities** Workers are responsible for taking all necessary precautions to ensure their own health and safety and the health of any other person in the workplace. In this respect, workers have the final responsibility to see that work is carried out in a safe and healthful manner.

The Regulations of all four Acts require workers to:

- use all necessary safety equipment, clothing and devices;
- carry out work in accordance with all established safe work procedures;
- follow the supervisor's instructions;
- correct or report immediately any hazard that requires corrective action; and
- report all work-related accidents and injuries.

**Other Responsibilities** The employer often identifies additional responsibilities not contained in the Acts and these should be outlined in the safety program. For example, most employers have a list of safety rules that all workers are expected to follow.

**Right to Refuse Hazardous Work** The *NWT and Nunavut Safety Acts* and the *NWT and Nunavut Mine Health and Safety Acts* give all workers the right to refuse work where the worker has reason to believe:

- that machinery, equipment or other thing constitutes an undue hazard; or
- a condition exists in the workplace that constitutes an undue hazard.

The worker also has the right to know if these conditions exist in the workplace.

The procedure for exercising the right to refuse requires:

- the worker to report the hazard at once to the supervisor, or employer;
- the supervisor to investigate the situation without delay in the presence of the worker and the worker representative; and
- the supervisor to remove any hazard found.

Where this procedure does not resolve the issue and the worker still refuses on the grounds that an undue hazard continues to exist:

- the employer, supervisor or worker shall notify the committee or where there is no committee, a delegate of the Chief Safety Officer or Chief Inspector of Mines, of such refusal to work.

The Acts prescribe limits on reassignment of the workers who refused and on reassignment of other workers to the disputed work until the safety officer's or mine inspector's report is complete. (NOTE: Refer to the specific Act and Regulations that apply to the specific work site.)

## **TEN ELEMENTS OF AN EFFECTIVE SAFETY PROGRAM**

### **Element No. 1**

## **OCCUPATIONAL HEALTH & SAFETY POLICY**

**The Health & Safety Policy: Leadership from Top Management**

Success is born from leadership and commitment. The policy and decision making process is fundamental to the success of any business. Successful companies have clear objectives specifically stated and consistently implemented.

The health and safety policy provides the foundation for planning risk prevention measures and making decisions on health and safety issues. To be effective, the health and safety policy must be on equal footing with all other company policies.

**Key Elements in a Successful Health & Safety Policy**

A successful health and safety policy includes:

- commitment to a health and safety philosophy;
- a clear statement of the company's health and safety goals and objectives;
- a clear statement of top management's commitment to maintaining a safe and healthful workplace and to complying with the relevant Act and Regulations;
- a program outlining health and safety responsibilities and accountability; and
- provision for worker participation.

It must be stated:

- in clear and precise terms;
- dated;
- signed by top management;
- communicated to each worker; and
- adhered to in all work activities.

*(Appendix 1 contains two sample policies and more details on establishing policies.)*

**Making Health & Safety Policy Work**

To be successfully implemented, the health and safety policy should be posted in the workplace. In addition to an accident prevention program, a joint worksite Health and Safety Committee should be established at every worksite to:

- inspect the workplace;
- monitor potential health hazards;
- secure needed information on hazards;
- identify and report hazards;
- participate in investigations of serious accidents;
- perform duties at no loss of wages;
- keep records related to accidents; and
- appeal to the Chief Safety Officer or Chief Inspector of Mines to resolve disputes.

**Element No. 2**

**JOINT HEALTH AND SAFETY COMMITTEE**

**Worker Participation in Risk Awareness**

Worker participation in the health and safety program is essential in developing worker awareness of hazardous conditions and work practices. Worker participation promotes acceptance of the measures to control hazards and reduce risks.

## **Joint Health & Safety Committee**

The established method of involving workers in the health and safety program in a workplace is through a Joint Health & Safety Committee.

At least half of the members must be workers chosen by the workers. The committee has two co-chairpersons, one chosen by the employer members and the other chosen by the worker members. Each committee is required to:

- identify hazardous situations;
- investigate and resolve worker complaints;
- develop and promote prevention measures;
- promote safety education and training;
- recommend health and safety improvements;
- participate in investigations of serious accidents;
- review all accident investigation reports;
- secure expert advice where required;
- obtain necessary information on hazards;
- schedule meetings; and
- keep minutes of meetings and records of all matters dealt with.

## **Safety Meetings**

In addition to the regular health and safety committee meetings, other safety meetings can increase risk awareness and promote greater worker involvement in the health and safety program. For example, weekly crew meetings (sometimes called tool box meetings) help identify any potential new hazards and help answer safety concerns that arise.

### **Element No. 3**

## **HAZARD CONTROL (Section 4 A, B & C of the *NWT and Nunavut Safety Acts.*)**

## **High Risk Work**

The Regulations of all four Acts require specific work procedures for many high hazard work situations, such as:

- working in confined spaces;
- excavating, trenching and shoring;
- lockout of energized equipment; and
- directing traffic.

For high risk and potentially life threatening work, written work procedures should be provided that identify potential hazards and define the preventive measures required to eliminate or control the hazard.

## **Work Processes and Safe Procedures**

Each workplace has a range of work processes that involve interrelated factors including production, quality control and safety. A job safety analysis can be used to ensure that potential hazards are identified and safe work procedures are developed. Selection of those work processes that involve the greatest hazards provide a starting point for establishing safe work procedures.

## **Equipment and Machinery**

Identification of equipment and machinery that involve potential risk provides a focus for developing safe work procedures for operating the equipment or machinery.

The safe work procedures provide a standardized approach for training purposes and a guide for evaluating work performance. Posting the safe work procedures near the work station, or where the equipment is used is a way to further promote standardized safe work procedures.

For samples of safe work procedures see Appendix 2.

### **Element No. 4**

## **TRAINING AND INSTRUCTION OF WORKERS**

**Worker Safety Training** The Regulations require the employer to appoint "competent persons" as supervisors. A competent person must be qualified to organize the work safely and to carry out the work in accordance with the Act and the applicable Regulations. The first step in a training program is to determine whether the supervisors require training to meet their responsibilities.

**New Worker Orientation** Inexperienced workers are often involved in accidents at a higher rate than more experienced workers. New worker orientation should include:

- emergency procedures;
- location of first aid station;
- health and safety responsibilities;
- hazard reporting procedures;
- injury reporting procedures;
- use of personal protective equipment;
- common hazards (chemical and physical) in the workplace;
- applicable safe work procedures; and
- health and safety rules explained, which include the right to refuse hazardous work (in accordance with the *NWT and Nunavut Safety Acts* and General Safety Regulations and the *NWT and Nunavut Mine Health and Safety Acts* and Regulations).

**Worker Safety Training** The Regulations require that all employers ensure workers are given necessary instruction and training and are adequately supervised. The nature of the work and the abilities of the workers must be taken into account.

Situations that often require safety training include:

- reassignment to a new job;
- introduction of new equipment;
- change in work procedure;
- inadequate performance; and
- injury, accident or incident.

Documented safe work procedures are important for on-the-job skills training.

#### **Element No. 5**

### **SUPERVISION**

#### **Supervision**

The proper instruction of workers is only one element of the supervisor's responsibilities. Other supervisor responsibilities include:

- ensuring the use of protective equipment;
- advising workers of health and safety dangers;
- where required, providing written instructions for worker protection;
- ensuring work is performed without undue risk; and
- ensuring there is compliance with the applicable acts and regulations.

#### **Element No. 6**

### **INVESTIGATION OF ACCIDENTS AND OCCUPATIONAL DISEASES**

<b>Reportable Injuries and Accidents</b>	The <i>NWT and Nunavut Safety Acts</i> and the <i>NWT and Nunavut Mine Health and Safety Acts</i> and Regulations require that all serious injuries and serious accidents be reported within a specific time. (Check the requirement for the Act and Regulations that apply to a particular work site.)
<b>Accidents to be Investigated</b>	Many employers recognize the value of conducting accident investigations of all accidents and incidents, including near misses. Every health and safety program requires a policy on: <ul style="list-style-type: none"><li>● what accidents/incidents are to be reported;</li><li>● to whom accidents/incidents will be reported;</li><li>● which incidents are to be investigated;</li><li>● who will investigate accidents/incidents;</li><li>● what information will be gathered; and</li><li>● what follow-up procedures apply.</li></ul>
<b>Preventing Recurrences</b>	<p>The main reason accidents/incidents are investigated is to identify corrective measures to prevent recurrences. To achieve this objective of preventing recurrences, it is necessary to identify the key causes. Where the accident involved a work process for which there was an established safe work procedure, the investigators must determine why the safe work procedure was not followed or what changes to the work procedure are required.</p> <p>The effectiveness of investigators can be enhanced through training. It is important to avoid blame so that accurate information is gathered and corrective measures are identified. Follow-up on all recommendations is required if recurrences are to be prevented.</p> <p>Accident investigation forms provide a useful tool for documenting relevant information, analysis and recommendations. Posting of accident investigation findings must respect the privacy of individuals. Appendix 3 contains sample accident investigation forms.</p>
<b>Injury Records</b>	<p>The health and safety program should make provision for recording and reviewing accident and injury records. Records should be kept of all:</p> <ul style="list-style-type: none"><li>● near misses;</li><li>● first aid only treatments;</li><li>● medical treatment cases;</li><li>● time loss cases; and</li><li>● cases requiring rehabilitation measures (permanent disabilities).</li></ul> <p>The record of each case should include information on:</p> <ul style="list-style-type: none"><li>● nature of injury (e.g. broken leg);</li><li>● type of accident (e.g. elevation fall);</li><li>● source of injury (e.g. ground);</li><li>● work process (e.g. roofing);</li><li>● occupation (e.g. carpenter);</li><li>● department (if applicable); and</li><li>● cost of injury (if applicable).</li></ul>

#### **Element No. 7**

### **HAZARDOUS MATERIALS AND HEALTH MONITORING**

<b>What is W.H.M.I.S.?</b>	<p>The Workplace Hazardous Materials Information System, or W.H.M.I.S. as it is called, is a national system designed to ensure that all employers obtain the information that they need to inform and train their workers properly about hazardous materials used in the workplace. Through legislation, W.H.M.I.S. establishes uniform requirements to ensure that the hazards of materials produced or sold in, imported into, or used within workplaces in Canada are identified by suppliers and employers using standard classification criteria.</p> <p>Under the W.H.M.I.S. regulations, employers are required to provide their workers with hazard information received from suppliers and in respect of controlled products produced in the workplace.</p>
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### **Use of Labels and Other Forms of Warning in the Workplace**

Employers must ensure that supplier-provided containers of controlled products are labelled with W.H.M.I.S. supplier labels. As long as a controlled product remains in its supplier-provided container, the supplier label must remain attached to the container and must be legible.

For workplace processes, employers are required to furnish some form of workplace warnings such as labels, tags or markings. Although there is no specified format for workplace labelling and other forms of hazard warnings, information on the safe handling, storage and use of the controlled product and a product identifier (e.g., brand name, code name or the chemical name of the product) must be provided. Reference must also be made to the availability of a material safety data sheet.

Where a controlled product at a workplace is contained in a pipe, a piping system including valves, a process or reaction vessel, a tank car or tank truck, ore car, conveyor belt or similar conveyance, the employer must ensure that the intended use is clearly identified to workers through appropriate means and through worker education. Other provisions have been made for portable containers and decanted products under various circumstances, as well as for labelling procedures in laboratories.

For controlled products or containers of controlled products received in bulk or multi-container shipments, employers are required to provide the supplier information on a supplier or workplace label or by any other appropriate form of hazard warning.

### **Use of Material Safety Data Sheets (MSDS)**

Employers are responsible for obtaining from suppliers a MSDS for each controlled product used in their workplace. The employer may also develop a MSDS to use at the workplace in place of a supplier MSDS, providing that the employer MSDS contains at least the same information found on the supplier MSDS and indicates that the supplier MSDS is available. MSDSs are to be updated at least every three years or as soon as further information related to the hazard becomes available for a material.

As an important source of detailed information on controlled products, supplier and employer MSDSs for controlled products are to be readily accessible to all workers at each worksite and supplied or made accessible to safety and health committees or representatives.

### **Worker Education and Training**

In addition to disclosing to workers hazard information on controlled products, employers are to ensure that instruction is provided for workers who handle, are exposed to, or are likely to handle or be exposed to hazardous materials. This should result in the workers becoming more aware of and better able to apply hazard information to ensure their safety and health.

The instruction should include a description of all the mandatory and performance-oriented aspects of W.H.M.I.S. and of the responsibilities of the employer and workers. The worker education program should include:

- instruction with respect to the product identifier;
- instruction on the content required on the supplier and workplace labels and the purpose and significance of the information contained on the labels;
- instruction on the content required on a MSDS and the purpose and significance of the information contained on a MSDS;
- procedures for the safe handling, use, storage and disposal of a controlled product, including information related to the disposal of a controlled product contained or transported in piping systems and vessels; and
- procedures to be followed in the case of an emergency involving a controlled product.

Employers are required to consult with safety and health committees or representatives, where they exist, during the development of education and training activities with respect to exposure to hazardous materials. Employers are required to review the information and training provided to workers concerning hazardous materials in consultation with the safety and health committees or representatives at least annually, or more frequently if new hazard information becomes available or if required by a change of conditions.

**Monitoring for Exposure to Physical or Chemical Hazards** An employer is responsible for monitoring the workplace, equipment and processes to ensure there are no risks to health and safety.

**Physical Hazards** Physical hazards to the worker, which include noise, temperature and illumination are covered in the Regulations of all four Acts. Employers must ensure physical hazards are identified and controlled.

**Chemical Hazards** Similarly, chemical hazards must be monitored and concentrations outlined in the Regulations must not be exceeded. Depending on which Act applies to the work site, specific substances such as lead, mercury, silica and asbestos, may require medical monitoring.

### **Element No. 8**

## **REGULAR INSPECTIONS**

**Hazard Identification** Regular inspections of work conditions, processes and practices provide a well-established method of identifying hazards so that appropriate corrective measures can be taken. Regular inspections, however, are no substitute for identifying and reporting hazards as they are encountered by workers and the supervisors. A clear hazard report procedure is a key element of any inspection program.

The inspection should be conducted by persons who have:

- knowledge of the work processes;
- understanding of potential hazard;
- familiarity with procedures and regulations; and
- some training in conducting inspections.

**Planning Inspections** Wherever possible, the inspection should include a worker health and safety representative and a management representative with authority to initiate immediate corrective action when required.

Planning will increase the effectiveness of the inspection. Previous inspection reports, accident investigations, maintenance reports, and safety committee minutes should be reviewed. Appropriate checklists should be consulted. For those portions of the workplace with special hazards, a specific hazard inventory should be developed.

During the actual inspection, both conditions and work practices should be observed. If an unsafe condition which poses an immediate threat is discovered, preventative measures must be initiated right away. If unsafe work practices are observed, find out if there is an established safe work procedure that should have been followed.

**Follow-up** Careful notes specifying details of the hazard, including the location, should be made. When completing the inspection report, specify who is to complete the corrective action and by what date. Follow-up action on that date is important. Copies of inspection reports should be sent to the management health and safety representative, the safety committee and the worker health and safety representative and Workers' Compensation Board Prevention Services Division.

### **Element No. 9**

## **FIRST AID SERVICES AND EMERGENCY RESPONSE**

**Plan for the Unexpected** No matter how effective a health and safety program is, there is always the risk of emergency. An emergency response plan makes sure your organization has the resources and procedures to respond to emergency situations in your workplace. Any program that is developed and implemented should be tested annually and include:

- an emergency phone list; and
- a contact person/agencies list.

- First Aid** The Regulations of all four Acts specify, in detail, the following first aid requirements:
- the need for a first aid attendant;
  - training for the first aid attendant;
  - first aid supplies and facilities; and
  - emergency transportation.

These requirements vary by size of operation and hazard classification of the industry, as well as the travel distance to a hospital. The Regulations specify these requirements in varying circumstances (refer to the Act and Regulations that apply to the work site).

Employers are required to maintain written records of all injuries in a first aid treatment record book including:

- the worker's name;
- date and time of injury;
- date and time of reporting;
- description of how injury occurred;
- description of nature of injury;
- description of treatment rendered;
- patient's signature; and
- first aid attendant's signature.

**Element No. 10**

**PERIODIC REVIEW OF OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

**Health & Safety Program Audit** A health and safety program audit provides a method of evaluating the health and safety program using standard criteria. The audit is a tool that allows a systematic review of key elements in the health and safety program. When program elements are found to be incomplete, deficiencies can be identified and corrective measures can be taken. The audit assists in keeping the health and safety program current and running smoothly.

**Types of Audits** There are different types of audits, some very detailed and complex and others more straightforward and condensed. Some audits are carried out by independent agencies or consultants and others are done in-house by those responsible for developing and maintaining the health and safety program. The Workers' Compensation Board's Prevention Services Division has prepared a summary audit that can be used by the workplace health and safety committee to evaluate the health and safety program. The Prevention Services Division also conducts more detailed independent audits of a workplace health and safety program.

**Key Elements** The key elements of a health and safety program are listed in the following checklist. The audit provides the measurement criteria for evaluating each element. The measurement criteria should be objective and not open to conflicting interpretations.

Health and safety committees are encouraged to audit the elements of their health and safety program.

		<b>Yes</b>	<b>No</b>
<b>Health and Safety</b>	Does your company have a written health and safety policy which states key goals that have top management support?	<input type="radio"/>	<input type="radio"/>
<b>Joint Health and Safety Committee</b>	Is there a provision for worker involvement in identifying and controlling hazards in the workplace?	<input type="radio"/>	<input type="radio"/>

<b>Hazard Control</b>	Are there established safe work procedures for hazardous work situations and written instructions for high risk situations?	<input type="radio"/>	<input type="radio"/>
<b>Training and Instruction of Workers</b>	Are workers trained and periodically retrained to ensure that they are capable of performing their duties competently and safely?	<input type="radio"/>	<input type="radio"/>
<b>Supervision</b>	Is there adequate supervision and training of workers to control safe work practices?	<input type="radio"/>	<input type="radio"/>
<b>Investigation of Accidents and Occupational Diseases</b>	Are there procedures for reporting and investigating accidents to identify corrective measures to prevent a recurrence?	<input type="radio"/>	<input type="radio"/>
<b>Hazardous Materials and Health Monitoring</b>	Is there a system in place to identify and control hazardous materials (W.H.M.I.S.) and to monitor potential health hazards?	<input type="radio"/>	<input type="radio"/>
<b>Regular Inspections</b>	Are planned inspections carried out at regular intervals to identify and control unsafe work practices?	<input type="radio"/>	<input type="radio"/>
<b>First Aid Services and Emergency Response</b>	Are there standard procedures for responding to emergency situations and adequate first aid facilities and personnel?	<input type="radio"/>	<input type="radio"/>
<b>Health &amp; Safety Evaluation</b>	Is there a procedure for periodically reviewing and evaluating the effectiveness of safety program - a safety program audit?	<input type="radio"/>	<input type="radio"/>

**Appendix #1**

**SAFETY POLICY EXAMPLE AND GUIDELINES**

## Occupational Health and Safety Policy for City of Spuzzum

It is the objective of the City to provide to its employees and citizens, the safest and healthiest environment possible.

The City of Spuzzum is committed, through a safe and healthy work environment, to provide the highest level of public service without accidents, injury and disability to its workers or citizens.

There is no job or service that we perform so urgent, that it cannot be done safely. It is the responsibility of management to provide safe working conditions in order to ensure that hazards are eliminated.

It is the responsibility of each supervisor to ensure adequate training for all workers under his/her jurisdiction and to ensure that safe work practices are followed.

It is the responsibility of each worker to follow all safe work procedures.

Through commitment and cooperation at all levels of the organization, safe and healthful work practices will be expected.

Date

Signature (Mayor or Deputy Mayor)

## A Guide for Establishing a Safety and Health Policy

### The Policy Statement

- Does it give a clear and unequivocal commitment to safety?
- Is it dated?
- Is it signed by a senior executive?
- Has the policy been reviewed with the health and safety committee?
- By whom and how often will the policy be reviewed?
- Are there effective arrangements for drawing policy to the attention of all workers?

### Responsibilities and Accountability

- Is the delegation of duties logical and successive throughout the organization?
- Is it clear that the ultimate responsibility for safety rests with senior management?
- Are the responsibilities of senior managers written into the policy or into job descriptions?
- Are there procedures and controls in place that ensure accountability?
- Is safety and health performance an essential ingredient of performance appraisal?
- Do line managers understand and accept the nature of their safety and health responsibilities?
- Are key functional management figures identified, e.g., director, safety manager, training manager, etc.?
- Do managers understand the consequences of their failure to implement the policy in their area of responsibility?
- Are there adequate arrangements for consultation with the work force?
- Are there adequate arrangements for developing appropriate procedures for the safety and health program?
- Are there arrangements for liaison with contractors?
- Are all individuals aware of their legal responsibilities?

## Appendix #2

### Safe Work Procedures

#### Use of Chain Saws

Chain saws are used for many jobs in construction. Since this tool was primarily meant for use in the logging industry, it can be an unfamiliar tool to some workers.

Before using a chain saw, a worker must be trained to use it safely.

This training must include a minimum of the following elements:

1. The proper personal protective equipment to be worn is set out by the manufacturer.
2. Fuelling of the saw must be done in a well-ventilated area and not while the saw is running or hot.
3. An approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring.
4. The correct methods of starting, holding, carrying, or storage and use of the saw as directed by the manufacturer must be used.
5. Ensure that the chain brake is functioning properly and adequately stops the chain.
6. The chain must be sharp, have the correct tension, and be adequately lubricated.
7. When carrying/transporting a chain saw the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
8. The chain saw must not be used for cutting above shoulder height.

Chain saws will comply with CSA Standards Z62.1-M77.

## Appendix #3

### Investigation Reporting Forms

**Sample #1**

Sample accident (incident) investigation reports (used with permission from Alberta Construction Safety Association). Modify the form to suit the circumstances.

#### Accident/Injury Investigation Report

Company Name

Date:

Company:

Project:

Date of Accident:

Time:

Location:

Name of person in charge:

#### Person(s) involved

Name

Address

Phone

		Accident Reported by:		Reported to:		
		Date reported:		Firms reported:		
		Conditions at time of accident (weather, status of job, housekeeping, etc.)				
		Description of accident (What equipment, tools, material, etc. were involved? What was the job being done? What happened?)				
		Diagram of Scene				

	<b>Appendix #3</b>				
	<b>Investigation Reporting Forms</b>				
<b>Sample #1</b> <b>(cont'd)</b>	<b>Accident/Injury Investigation Report</b> <b>(Continued from previous page)</b>				
	What were the causes of the incident? Immediate?				
	Underlying?				
	Recommended action(s) to prevent recurrence? Immediate?				

		Long-term?				
		Person(s) responsible for implementing corrective action(s)?				
		<b>Signatures</b>				
		Supervisor:		Superintendent:		
		Witnesses				
		Name	Address	Phone		

<b>Appendix #3</b>						
<b>Investigation Reporting Forms</b>						
<b>Sample #2</b>		<b>Accident/Injury Investigation Report</b>				
		Company Name		Date:		
		Who was involved?				



Guidelines for Developing Effective Health and Safety Programs

		What happened?			
		When? Date:	Time:	Where?	
		What was the immediate cause?			
		What were the underlying causes?			
		What training, instruction, cautions, were given before the incident?			
		How can similar incidents be prevented in the future?			
		Recommendations for further action:			
		Person in Charge:			
		Signature:			

**Appendix #3**  
**Investigation Reporting Forms**

<b>Sample #3</b>	<b>Accident/Injury Investigation Report</b>				
	Company Name			Date:	
	File Number:				
	1. Incident type	<input type="radio"/> Injury/Illness <input type="radio"/> Split	<input type="radio"/> Property Damage Major Potential	<input type="radio"/> Fire <input type="radio"/> Other	
	2. Incident date (y/m/d)			3. Time (24 hour clock)	
	4. Areas:			5. Specific Location:	
	Injury/Illness				
	<input type="radio"/> First Aid <input type="radio"/> Lost Time		<input type="radio"/> Medical Aid <input type="radio"/> Fatal	<input type="radio"/> Modified Work	
	7. Name of Employee:			8. Shift	Age      Sex
	9. Occupation:			9.5 Experience:	
	10. Nature of Injury:				
	11. Object/Equipment/Substance Inflicting Injury/damage:				
	12. Person with control over item(s) in 11 above.				
	Name:			Dept.	
	<b>Property Damage</b>				

	13. Description of Property	
	14. Description of Damage	
	15. Estimated Cost	

		<b>Appendix #3</b>			
		<b>Investigation Reporting Forms</b>			
<b>Sample #3</b> <b>(cont'd)</b>		<b>Accident/Injury Investigation Report</b>			
		Other Actual/Potential Loss			
		16. Type			
		17. Description			
		18. Estimated Cost			
		19. Evaluation of risk potential if not corrected			
		A. Loss severity potential	<input type="radio"/> Major	<input type="radio"/> Serious	<input type="radio"/> Minor
		B. Probable recurrence rate	<input type="radio"/> Frequent	<input type="radio"/> Occasional	<input type="radio"/> Rare
		20. Description of incident:			
		Diagram of scene			
		21. Witness(es):			
		Witness(es) statement attached		<input type="radio"/> Yes	<input type="radio"/> No

		22. Immediate cause(s)				
		Description:				
		23. Underlying cause(s)				
		Description:				
		24. Corrective action(s) (immediate, interim, final)				

	<p><b>Appendix #3</b>  <b>Investigation Reporting Forms</b></p>
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<b>Sample #3</b> <b>(cont'd)</b>	<b>Accident/Injury Investigation Report</b>					
	Injuries – Person injured					
	Name			Date of Birth		
	Address:					
	Was first aid given?	<input type="radio"/> Yes	<input type="radio"/> No	By whom?		
	Was injured transported To medical aid?	<input type="radio"/> Yes	<input type="radio"/> No	By whom?		
	To where?			Name of doctor:		
	Date report completed: (y/m/d)					

		Signatures			
		Supervisor:		Employee:	

## Appendix #4

### Example of Minutes Form

#### JOINT WORK SITE HEALTH AND SAFETY COMMITTEE

MINUTES OF MEETING DATED April 11 19 91

EMPLOYER <u>Brite Bros Coatings - A.T. Coated</u>	MEMBERS	E	W	PRESENT	ABSENT
MAILING ADDRESS <u>P.O. Box 2, Str. P</u>	<u>P. Routworthy</u> CO-CHAIRMAN	✓		✓	
<u>Edmonton T5M 3X5</u>	<u>Ed Locknacio</u> CO-CHAIRMAN		✓	✓	
<u>YELKOWSKIE, A.W.</u>	<u>C. Tucklor</u>		✓	✓	
SITE LOCATION <u>16928 Short Crescent L&amp;T 12</u>	<u>H. Sokolewicz</u>		✓	✓	
<u>Edmonton</u>	<u>A. Siebwurst</u>	✓		✓	
SITE CODE <u>Z Z Z</u>	NUMBER OF WORKERS AT SITE <u>39</u>				


CONCERNS COMPLETED 16 - 35 - 37 - 38 - 40 - 41 - 43 - 44  
 In progress 21-39

NO.	CONCERN	RECOMMENDATION	ACTION BY	TARGET DATE
36	W Catwalk guard rail repairs	New target date	A.S.	April 12 1991
42	W Some lifting hooks in poor condition.	Fabricate in shop instead of ordering new ones	A.S.	April 25 1991
	NEW CONCERNS			
45	W #3 Lift truck — solid tires don't grip in yard	Switch with #2 truck from foundry	P.A.H.	April 12 1991
46	W No guard on fanbelts north end of shaker	Install guard	A.S.	April 25 1991
47	E Machine shop crew grinding without eye protection	Provide faceshield on hook at machine	A.S.	April 14 1991
48	E Shaker area — nobody wearing earplugs	Foreman to report on problem at next meeting	T.G.	May 9 1991
	ACCIDENT REVIEW			
	Peter Smith — March 29th			
49	No procedures for ladle operator	Prepare written operating procedures	Foreman	May 9 1991
50	Ladle not balancing properly	Investigate better swivel mounts	A.S.	April 18 1991

OTHER BUSINESS / CONCERNS RESOLVED BETWEEN MEETINGS \_\_\_\_\_

## Appendix #5

# Industrial Accident Prevention Association Form

 INDUSTRIAL ACCIDENT PREVENTION ASSOCIATION		INVESTIGATION REPORT				
<b>IDENTIFYING INFORMATION</b>	1. COMPANY OR DIVISION			2. DEPARTMENT		
	3. LOCATION OF INCIDENT			4. DATE OF INCIDENT	5. TIME AM PM	6. DATE OF REPORT
	INJURY OR ILLNESS		PROPERTY DAMAGE		OTHER INCIDENTS	
	7. INJURED'S NAME		14. PROPERTY DAMAGE		18. NATURE OF INCIDENT	
	8. PART OF BODY	9. DAYS LOST	15. NATURE OF DAMAGE		19. INCIDENT COST, IF APPLICABLE	
	10. NATURE OF INJURY OR ILLNESS		16. COST ESTIMATED ACTUAL		20. PERSON REPORTING INCIDENT	
	11. OBJECT/EQUIPMENT/SUBSTANCE INFLECTING HARM		17. OBJECT/EQUIPMENT/SUBSTANCE INFLECTING DMG		21. OBJECT/EQUIPMENT/SUBSTANCE RELATED	
	12. OCCUPATION		13. TIME ON TASK		22. PERSON WITH MOST CONTROL OF ITEM 17	
					23. PERSON WITH MOST CONTROL OF ITEM 21	
	<b>RISK</b>	EVALUATION OF LOSS POTENTIAL IF NOT CORRECTED		24. LOSS SEVERITY POTENTIAL <input type="checkbox"/> MAJOR <input type="checkbox"/> SERIOUS <input type="checkbox"/> MINOR		25. PROBABILITY OF REOCCURRENCE <input type="checkbox"/> FREQUENT <input type="checkbox"/> OCCASIONAL <input type="checkbox"/> SELDOM
26. DESCRIBE HOW THE EVENT OCCURRED						
<b>DESCRIPTION</b>						
<b>CAUSE ANALYSIS</b>	27. IMMEDIATE CAUSES. WHAT SUBSTANDARD ACTIONS AND CONDITIONS CAUSED OR COULD CAUSE THE EVENT? CHECK ON BACK, EXPLAIN HERE					
<b>CAUSE ANALYSIS</b>	28. BASIC CAUSES. WHAT SPECIFIC PERSONAL OR JOB FACTORS CAUSED OR COULD CAUSE THIS EVENT? CHECK ON BACK, EXPLAIN HERE					
<b>ACTION PLAN</b>	29. REMEDIAL ACTIONS. WHAT HAS AND/OR SHOULD BE DONE TO CONTROL THE CAUSES LISTED?					
30. SIGNATURE OF INVESTIGATOR		31. DATE		32. FOLLOW - UP: CIRCLE NUMBER FOR TEMPORARY, X OUT FOR FINAL ACTION/DATE		
33. SIGNATURE OF REVIEWER		34. DATE		1. _____ 3. _____ 5. _____		
				2. _____ 4. _____ 6. _____		

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