



Taking your Health and Safety Programs to the next level



Canadian Centre for Occupational Health and Safety  Centre canadien d'hygiène et de sécurité au travail

www.ccohs.ca



"There is a strong connection between the health and well-being of people and their work environments.

When people feel valued, respected and satisfied in their jobs and work in safe, healthy environments, they are more likely to be more productive and committed to their work.

When the workplace is unsafe, stressful or unhealthy, ultimately both the organization and the employees are hurt. Everyone can benefit from a healthy workplace."

Excerpt from <http://www.ccohs.ca/healthyworkplaces/>





What is an OHSMS?

- ▶ "Part of the overall management of the organization that addresses OHS hazards and risks associated with its activities" (*CSA Z1000*)

- ▶ "Part of an organization's management system used to develop and implement its OH&S policy and manage its OH&S risks" (*OHSAS 18001-2007*)



OSH Works

Easy to use web-based service designed to help organizations:

- ▶ Manage and improve their occupational health and safety programs
- ▶ Implement an OHS management system
- ▶ **Plan, Do, Check** and **Act** on key OHS activities and requirements



The logo features a stylized globe composed of four interlocking puzzle pieces in blue, orange, green, and purple. To the right of the globe, the text "OSH Works" is written in a bold, blue, sans-serif font.

OSH Works

In the OSH Works service, there are 2 views

- ▶ Administration
- ▶ Staff

The first part of this presentation will provide more information on the Administration view of the service





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Administration View



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OSHA Works

OSHA Works service will help organizations meet the requirements of OHS Management System (OHSMS) standards such as OHSAS 18001 and CSA Z1000

- ▶ **Plan** – Organize
- ▶ **Do** – Assign
- ▶ **Check** – Confirm
- ▶ **Act** - Improve





Administration View

Workplace administrators can:

- ▶ easily set up and assign health and safety tasks to individual staff members, departments or committees
- ▶ generate reports to see how everyone is progressing towards meeting the OHS objectives and targets
- ▶ learn more about the requirements of the OHS management system standards (OHSAS 18001, CSA Z1000)

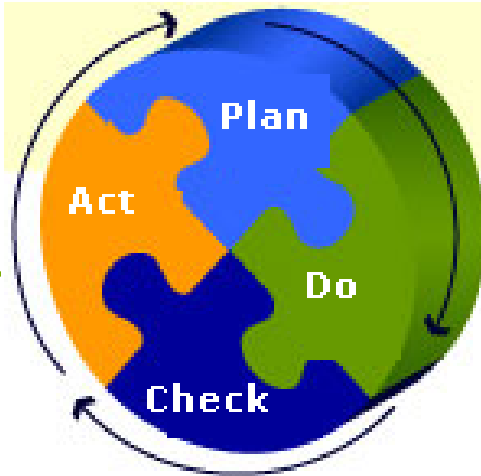




Information contained in the Staff View is generated from the Administration View of the OSH Works service, including:

- ▶ Tasks to be completed
- ▶ Training
- ▶ Policies, procedures





Administration View

- Set tasks
- Indicate who is to complete the task
- Set date to be completed
- Identify Legislation
- Assign training
- Upload policies and procedures
- Upload records/minutes



Staff View

- Take training
- Read policies and procedures
- Read records/minutes
- Access Legislation and other documents
- Read tasks to be completed





Navigation

Using the tabs that appear at the top of all pages in the Administration view, organizations can quickly access information on the key OHSMS activities in OSH Works





Track Progress

When administrators log into system, they can quickly identify whether tasks assigned to staff are:

- ▶ Overdue
- ▶ Due
- ▶ Completed



OSH Works

Bulletin Board

Overdue

Review and confirm tasks in:
Prevent Ergonomic Injuries
Audits
Communicate
Competence
Contract
Document Control

Due

There are no tasks that are due

Done

Tasks have been completed in:
Communicate
Investigate Incidents
Health and Safety
Committees





Understand OHSMS Requirements

Top level pages in the Administration view of the OSH Works includes:

- ▶ an explanation of the OHSMS element
- ▶ what an organization needs to do to meet the requirements of the standards





- › Legal Requirements
- › Identify Hazards/Risks
- › Objectives & Targets

Plan

The PLAN process in an Occupational Health and Safety Management System is an ongoing and recurring process, linked to all of the other OHSMS activities (implementation, checking and corrective action, management review, etc.)

Navigate through **Plan, Do, Check, Act** to develop and complete your continuous improvement process.

During the planning process, you should identify and prioritize OHSMS issues within your organization, including hazards, risks, management system deficiencies and opportunities for improvement. This process also helps you to establish objectives and targets that are appropriate for your organization and its commitment to continuous improvement.

Information to gather and assess during the PLAN process includes:

- Existing OHS programs and procedures
- Previous OHS assessments
- Processes for:
 - Communication and Awareness
 - Procurement and contracting processes
 - Incident Investigation
 - OHS training and education
- Assignment of resources (human, financial and technical) to the OHS processes and programs
- Other relevant management systems already in place
- Related activities





Tools and Resources

Access to tools and resources, including:

- ▶ CCOHS information resources
- ▶ Sample procedures
- ▶ Checklists



OSHA Works

Tools and Resources:

- [Guide to Writing an OHS Policy Statement – OSH Answers](#) 
- [Sample OHS Policy Statements](#) 
- [OHS Policy Checklist](#) 





Compliance

Upload or link to the documents required for compliance, including:

- ▶ Acts
- ▶ Regulations
- ▶ Collective Agreements
- ▶ By-Laws
- ▶ Guidelines
- ▶ Standards





OSHA Works

Guidelines 				
Title of Document	Last Amendment	Date Reviewed	Reviewed By	
Manager's Handbook Canada Labour Code Part II	May 1, 2002	2004-06-12	L Zenderson	
Notes: This Handbook was developed to assist Public Service managers in interpreting and implementing the requirements of Part II of the Canada Labour Code (the Code).				
Legislation - Federal 				
Title of Document	Last Amendment	Date Reviewed	Reviewed By	
Canada Labour Code, Part II (RSC 1985, c. L-2)	RSC 2005, c. 34	2007-08-31	L Zenderson	
Notes:				
Canada Occupational Health and Safety Regulations (SOR/86-304)	SOR/2005-401	2007-08-31	L Zenderson	
Notes: SOR/2005-401 adds new Part XIX - Hazard Prevention Program Regulations				
Safety and Health Committees and	SOR/95-438	2007-07-27	L Zenderson	





Assign Tasks

Default template of tasks that need to be completed to meet the requirements of the OHSMS standards

Assign responsibility for completing tasks to:

- ▶ Groups
- ▶ Departments
- ▶ Individual staff





Assign Tasks

Legal Requirements				Add New Task	<input type="checkbox"/>
Task	Responsibility	Due Date	Completed	Edit	
Develop a procedure to identify all legal and other requirements for the organization and its operations	H&S Manager	2007-04-30			
Provide access to the applicable legal and other requirements to all employees	OHSMS Team	2007-04-30			
Develop and maintain a procedure to review and track changes to the law and other requirements	H&S Manager	2007-04-30			
Evaluate compliance with legal and other requirements on a periodic basis	H&S Manager	2007-04-30			
Review and incorporate legal and other requirements into the OHSMS, as required	OHSMS Team	2007-04-30			





Documentation






Link or upload files to provide access to:

- ▶ Documents
- ▶ Records
- ▶ Reports
- ▶ Policies
- ▶ Procedures





OSH Works

Workplace Inspection 							
Title of Document	Reference #	Rev Status	Date Reviewed	Approved By	Expiry Date	Type	
 Sample General Inspection Checklist	inspect_general	Active	2007-12-31	B Whitehall	2008-12-30	Checklist	
Notes:							
 Sample Inspection Checklist - Manufacturing		Active				Checklist	
Notes:							





Communicate



Communicate OHS information to all staff, including:

- ▶ OHS Policy
- ▶ Implementation of the OHSMS
- ▶ Health and safety initiatives



OSH Works

Archived Headlines

Headline	Description	Date Posted	
Company Picnic	Fun to be had by all!	2007-09-05	
Healthy Workplace Week - Yoga Classes	To promote health and wellness for XYZ Company employees, the Wellness Committee will be holding Yoga Classes on October 22-28, 2007 in the main Conference Room from 11:00 - 11:30. Be sure to wear comfortable clothing! For more information on the Healthy Workplace Week, please go to http://www.healthyworkplaceweek.ca/index.php	2007-09-24	





Audits

Two types of audits included:

- ▶ OHSMS Audit
- ▶ Ongoing Audit





Audits

Use OHSMS Audit to

- ▶ Help track the progress towards meeting the requirements of the OHSMS standards
- ▶ Generate reports on elements and tasks that need to be completed
- ▶ Produce a Scorecard











OSH Works

OHSMS Audit

The Audit form below will help track your progress towards meeting the requirements of the OHSMS standards.

Audit Rating System

- 3 = Fully developed & implemented
- 2 = Substantially developed
- 1 = Partially developed
- 0 = Not developed

Leadership						Add	▼
Management Commitment	3	2	1	0			
Management has committed to establish, promote and maintain the OHSMS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		
Management has provided the resources (financial, human and organizational) required to establish and maintain the OHSMS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		
Management has defined roles, assigned responsibilities, established accountability and delegated authority for the implementation of the OHSMS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		
Management has established and implemented an OHS policy and measurable objectives	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		
Management has ensured that workers and worker representatives are consulted during the development and implementation of the OHSMS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		
Management has provided the means for workers and worker representatives to actively participate in establishing and maintaining the OHSMS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		
Management Representatives	3	2	1	0			



OSHA Works

OHSMS Audit Score

3 = Fully developed & implemented

2 = Substantially developed

1 = Partially developed

0 = Not developed

Note: the % complete is based on the number 3 rating

Leadership	3	2	1	0
Management Representatives	0	1	1	1
Management Commitment	6	0	0	0
Worker Participation	0	1	1	2
OHS Policy	0	1	0	1
Total %	40 % Complete			





Audits

Perform Ongoing Audits to track tasks that are

- ▶ Overdue
- ▶ Due
- ▶ Completed





Ongoing Audits

To track the status of tasks in OSH Works, please see the reports below

Leadership <input type="checkbox"/>				
Leadership		OHS Policy		
Category	Task	Responsibility	Status	Date Due
Management Commitment	Assign responsibility for OHSMS to a Senior Management representative (OHSMS Leader)	Senior Management	0 / 2	2008-05-25
Management Commitment	Provide the resources (human, financial and organizational) required to establish and maintain the OHSMS	Senior Management	0 / 2	2008-05-25
Management Commitment	Clearly define and document the responsibilities, accountability and delegating authority of the OHSMS Leader	Senior Management	0 / 2	2008-05-25
Management Commitment	Consult workers and worker representatives during the development and implementation of the OHS Management System	Senior Management	0 / 2	2008-05-25
Management Commitment	Ensure workers and worker representatives	Senior Management	0 / 2	2008-05-25





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Staff View



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Staff View

OSH Works benefits the whole organization by:

- ▶ keeping health and safety in the mind of all employees
- ▶ reminding them specifically about their upcoming tasks and responsibilities
- ▶ ensuring critical policies, programs and procedures are always right at hand

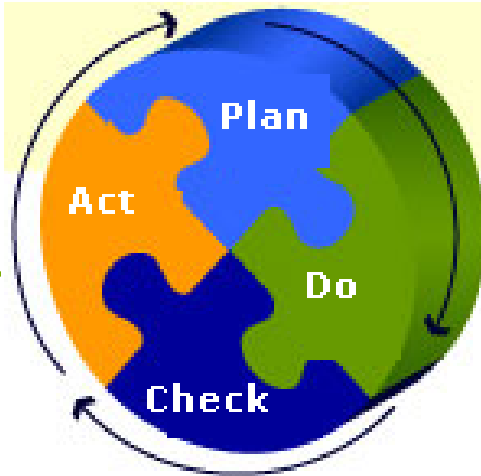




Information contained in the Staff View is generated from the Administration View of the OSH Works service, including:

- ▶ Tasks to be completed
- ▶ Training
- ▶ Policies, procedures





Administration View

- Set tasks
- Indicate who is to complete the task
- Set date to be completed
- Identify Legislation
- Assign training
- Upload policies and procedures
- Upload records/minutes

Staff View

- Take training
- Read policies and procedures
- Read records/minutes
- Access Legislation and other documents
- Read tasks to be completed





Track Progress


When staff log into system, they can quickly identify items that are:

- ▶ Overdue
- ▶ Due
- ▶ Completed




OSH Works


Bulletin Board

Overdue 

Review and confirm tasks in:
Emergency Plans

Due 

There are no tasks that are due

Done 

Tasks have been completed in:
Hazardous Incident Report
Audits
Office Ergonomics





Navigation

Using the tabs that appear at the top of all pages for the Staff view, employees can quickly access key relevant OHS information



Taking your Health and Safety Programs to the next level



HOME

Policies & Procedures

Tasks

Legislation

Training

Minutes & Records

LOG OUT



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Canadian Centre for Occupational Health and Safety

OSH Works
Health and Safety Management System

October 2007



Links

Provide quick access to:

- ▶ Forms
- ▶ Emergency procedures
- ▶ Ask a Question

Report Forms

[Accident Report](#)

[Hazardous Incident](#)

Emergency Procedures

[Medical Emergencies](#)

[Fire](#)

[Bomb Threat](#)

[Evacuation](#)

[Ask a Question](#)



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Canadian Centre for Occupational Health and Safety

OSH Works
Health and Safety Management System

October 2007



Communicate

Through the "What's Happening @" feature, staff can view

- ▶ Reminders
- ▶ Key OHS information
- ▶ Links to external web sites





Communicate

Through the news forum "What's Happening @", Staff can view

- ▶ Reminders
- ▶ Key OHS information
- ▶ Links to external web sites

A screenshot of a news forum titled "What's Happening @". The header is a dark blue bar with the text "What's Happening @" in white. Below the header is a logo for "XYZ Company Limited" featuring the letters "X", "Y", and "Z" in a stylized green font with white outlines, set against a green arrow-shaped background. Underneath the logo, the text "Company Limited" is written in a smaller, italicized font. The main content area lists three items in blue text: "Healthy Workplace Week - Yoga Classes", "Company Picnic", and "Archive of topics". The entire screenshot is framed by a thin black border.





Policies & Procedures

Access to:

- ▶ Relevant OHS Policies and Procedures
- ▶ Checklists

Staff indicate when they have reviewed the documents



Policies & Procedures



You need to be aware of the following
Policies and Procedures

Incident Investigation							
Title of Document	Ref. Number	Status	Date Rev.	Approved By	Expiry Date	Type	Reviewed
Incident Investigation Checklist		Active	2005-09-19			Checklist	<input type="checkbox"/>
Notes:						[more detail...]	
Title of Document	Ref. Number	Status	Date Rev.	Approved By	Expiry Date	Type	Reviewed
Incident Investigation Policy		Active	2005-09-19			Policy	<input type="checkbox"/>
Notes:						[more detail...]	



Tasks

Review assigned tasks that have been assigned to

- ▶ Departments
- ▶ Groups
- ▶ Individual Staff members

Staff indicate when they have completed the task




OSH Works

Tasks



Within the OSH Works, there are tasks and responsibilities that have been assigned to individual staff members, groups or departments. The tasks are organized under the headings of the OHSMS Objectives that CCOHS has set as part of their commitment to OHS in the workplace.

Your Tasks and Responsibilities include:

Investigate Incidents 		
Task	Date Due	Completed
Ensure actions to reduce the impact of incidents are outlined	2007-03-01	<input type="checkbox"/> Overdue
Ensure investigation results are communicated to external OHS departments as required	2007-03-01	<input type="checkbox"/> Overdue
Ensure investigation results are communicated to the Health and Safety Committee and to those people required to undertake new Actions within the OHSMS	2007-03-01	2007-03-12





Legislation

Provide access to the legal and other documents that staff need to be aware of, including:

- ▶ Guidelines
- ▶ Legislation
- ▶ Collective Agreements



Legislation & other Documents



Below is the listing of the OHS Legislation and other documents that you need to be aware of.

You need to be aware of the following Legislation:

Guidelines			
Title of Document	Last Amendment	Date Reviewed	View
Manager's Handbook Canada Labour Code Part II	May 1, 2002	2004-06-12	View
Notes: This Handbook was developed to assist Public Service managers in interpreting and implementing the requirements of Part II of the Canada Labour Code (the Code).			
Legislation - Federal			
Title of Document	Last Amendment	Date Reviewed	View
Canada Labour Code, Part II (RSC 1985, c. L-2)	RSC 2005, c. 34	2007-08-31	View
Notes:			
Canada Occupational Health and Safety Regulations (SOR/86-304)	SOR/2005-401	2007-08-31	View
Notes: SOR/2005-401 adds new Part XIX - Hazard Prevention Program Regulations			
Safety and Health Committees and Representatives Regulations (SOR/86-305)	SOR/95-438	2007-07-27	View



Training

Identify assigned training, including:

- ▶ Web-based courses
- ▶ Classroom courses

Staff indicate when course has been completed



OSH Works



Training & Education




Below is your customized listing of OHS online and classroom courses

You need to complete the following Training:

To access an online course, click on the title of the course. After completing the course, you can then take the associated test. When you have successfully completed a course, and passed the test, your training records will be automatically updated. An email will also be sent to your Manager and the Manager, Human Resources.

Online Courses 			
Course Title	Due Date	Date Completed	Completed
Office Ergonomics	2007-03-01	2007-03-07	 2007-03-07

 This icon represents the successful completion of a course





Minutes & Records

Provide access to:

- ▶ Committee Minutes
- ▶ Workplace Inspection Reports
- ▶ Relevant records



OSH Works

Minutes & Records



Use the list below to access records related to the XYZ Company Limited. Print versions of the records are also available from the Manager, Human Resources.

You may access the following Minutes & Records:

View

Hazard/Risk Assessments <input type="checkbox"/>						
Title of Document	Ref	Filed Date	Storage	Filename Reference	Privacy level	Destroy date
Sample Job Safety Analysis Worksheet		2007-10-10			Low	
Notes:						
OHS Training <input type="checkbox"/>						
Title of Document	Ref	Filed Date	Storage	Filename Reference	Privacy level	Destroy date
Sample Training Plan		2007-06-07			Low	
Notes:						





Thank you for your time!

For more information on the OSH Works service,
please contact

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