



# Information on Workplace Health and Safety

This guide is designed to provide basic information about workplace health and safety as required by the *Occupational Health and Safety (OHS) Act*. It is not a substitute for the *OHS Act and Regulations*. You are encouraged to read the *Act and Regulations* and the guides to them. A copy of the *Act and Regulations* are required in your workplace. They are also available on the WCB website at [www.wcb.pe.ca](http://www.wcb.pe.ca) or contact the WCB at the address listed on the back cover of this document.

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## **Purpose of the *Occupational Health and Safety Act***

The *Occupational Health and Safety Act (OHS Act)* and its *Regulations* set the minimum standards for occupational health and safety in the workplace and define the general safety principles for provincially regulated workplaces in Prince Edward Island.

The Workers Compensation Board (WCB) is responsible for administering workplace safety legislation on Prince Edward Island. The WCB also administers the *Workers Compensation Act*, which entitles workers to a no-fault workplace insurance program and liability protection for employers. For more information about Prince Edward Island's health and safety legislation, see the *Guide to the Occupational Health and Safety Act* on the WCB website, [www.wcb.pe.ca](http://www.wcb.pe.ca).

## **The Internal Responsibility System**

The basis of the *OHS Act* is the Internal Responsibility System. This means that everyone in the workplace has a role to play and a duty to actively ensure everyone is safe. For example, employers are responsible for maintaining safe environments by providing adequate equipment and training about hazards and safe practices. Workers are responsible for reporting safety hazards and following safe work practices. Health & Safety Representatives and Joint Occupational Safety and Health (JOSH) Committees assist the employer with its safety policies and programs. They also support a system of good communication, training, and awareness of safety hazards.

The Occupational Health and Safety (OHS) division of the WCB supports the Internal Responsibility System. The OHS team establishes and clarifies the responsibilities of each party and helps them maintain safe workplaces. They also intervene when parties are not carrying out their responsibilities as specified by the *OHS Act* and its *Regulations*.

The goal of the Internal Responsibility System is to reduce the incidence of workplace injury and illness. This system is effective when everyone works together.

## **Rights and Responsibilities under the *OHS Act***

### ***Worker Responsibilities***

- Report all unsafe conditions and hazards.
- Follow safe work procedures.

- Use personal protective equipment when necessary.
- Cooperate with the JOSH Committee or Health & Safety Representative.

## ***Worker Rights***

Under the *OHS Act*, every worker has the following rights:

- To know about existing and potential hazards.
- To participate in making the workplace safe and healthy by being a Health & Safety Representative, a member of the JOSH Committee, or consulting with the employer, supervisor, JOSH Committee, or representative.
- To refuse unsafe work. (For more information about refusal to work, see page 28.)

## ***Employer Responsibilities***

Under the *OHS Act*, employers must take all reasonable precautions to make sure that workers are kept safe at the workplace. Employers must:

- Provide and maintain equipment, machines, and materials in a safe manner.
- Provide the training and supervision necessary to keep the worker safe.
- Make sure that workers, particularly supervisors, are familiar with workplace hazards and the procedures to minimize risks.
- Operate the business in a way that does not expose workers to health or safety hazards.
- Cooperate with the JOSH Committee or Health & Safety Representative, if applicable.

For more information about employer responsibilities, see the *Occupational Health and Safety Act* and *Regulations* available at [www.wcb.pe.ca](http://www.wcb.pe.ca)

## **Joint Occupational Safety & Health (JOSH) Committees and Health & Safety Representatives**

The main function of a JOSH Committee or Health & Safety Representative is to contribute to the improvement of health and safety. They do this through consultation and discussion with fellow workers and the employer. Whether a workplace requires a full JOSH Committee or a Health & Safety Representative depends on the number of workers at the workplace:

- If there are 5-19 workers there must be at least one Health & Safety Representative
- If there are 20 or more workers there must be a JOSH Committee

This rule applies to workplace locations, not necessarily to the total number of workers an employer has.

For example,

Employer A has 30 workers at three different workplace locations:  
There are ten workers at each location so a Health & Safety Representative is required in *each* location.

Employer B also has 30 workers at three different workplace locations:  
*Location 1* has three workers. No Health & Safety Representative or JOSH Committee is required at this location.  
*Location 2* has 21 workers. A JOSH Committee is required at this location.  
*Location 3* has six workers. A Health & Safety Representative is required at this location.

If a constructor expects a project with 20 or more workers to last more than three months, they must start a JOSH Committee for the project. Some workers may be on two JOSH Committees: one for their regular workplace and one for the project.

The WCB Director of Occupational Health and Safety may require that an employer establish a JOSH Committee or a Health & Safety Representative at a workplace if it is necessary to maintain health and safety.

The JOSH Committee or Health & Safety Representative does not have the authority to make changes. Their role is to make recommendations to management on behalf of workers involving workplace health and safety. The committee or representative cannot be held responsible for employer violations of the *OHS Act*.

The JOSH Committee or Health & Safety Representative is not responsible for discipline regarding health and safety. Supervisors or owners are responsible for addressing problems with compliance to safety procedures or personal protective equipment.

## ***Duties***

The duties of a JOSH Committee or Health & Safety Representative are very similar. They include:

- Participating in regular workplace inspections and incident investigations.

- Involving everyone in the workplace in health and safety by responding to and discussing concerns brought up by workers.
- Identifying hazards in the workplace and making recommendations to correct them.
- Receiving and investigating complaints about safety and encouraging workers to report complaints to a supervisor first for action.
- Helping the employer educate fellow workers.
- Orienting new workers to health and safety risks and procedures.
- Advising management on appropriate protective devices, equipment, and clothing.
- Advising management on the need for health and safety programs, policies, education, and training.
- Attending refusal to work situations as they arise.

For more information about refusal to work, see page 28.

- Meeting regularly with the employer to discuss health and safety situations and concerns.

The *OHS Act* requires that committees meet monthly, but there is no required frequency for representatives.

## ***Administrative Requirements***

There are also administrative requirements for JOSH Committees or Health & Safety Representatives.

## **Health & Safety Representatives**

- Must be selected by fellow workers.
- Cannot have managerial duties.
- Must be given the opportunity to accompany the WCB OHS Officer when a safety inspection is done.

For more information about representative roles, see Section 26 of the *OHS Act*.

## **JOSH Committees**

- One-half of the JOSH Committee members must be workers, not managers or supervisors.
- Workers must select their members of the JOSH Committee.
- The JOSH Committee does not need to be a specific size, but it is good practice to include one representative from each division or section of the workplace.
- Hold meetings once a month. If your business is seasonal, you may be able to meet less frequently during the off-season.
- Meetings must happen on paid time.



- JOSH Committees must establish their own written rules of procedure. For more information about rules of procedures, see page 24).
- Post the JOSH Committee minutes, member list, contact information, and all reports where workers can access them.
- JOSH Committee members representing workers must be given the opportunity to accompany the WCB OHS Officer when a safety inspection is done.

For more information about JOSH Committee roles, see Section 25 of the *OHS Act*.

## ***Employer Responsibilities***

Employers also have the following responsibilities:

- Notify the JOSH Committee or Health & Safety Representative of all reports on inspections, monitoring, and testing. Make the reports available to them.
- Post all reports and the names and contact information for JOSH Committee members and Health & Safety Representatives where workers can access them.
- Grant the JOSH Committee or Health & Safety Representative paid leave for meetings, committee work, and training while carrying out the health and safety duties.
- Allow the JOSH Committee or Health & Safety Representative the opportunity to accompany the WCB OHS Officer or any person doing an onsite health and safety inspection.

## ***JOSH Committee Roles***

While JOSH Committees direct their own operations through their rules of procedure (under the parameters of the *OHS Act*), most committees have a chairperson and a secretary.

### **Chairperson**

Typically, the duties of the chairperson are to:

- Run the meetings. Start and stop them on time, keep discussions on track, and develop and stick to the agenda.
- Help members agree on the problem and arrive at a consensus for the solution. A consensus is more effective than a majority.
- Make sure that the JOSH Committee presents recommendations to the employer in writing, with a request for a written response. Make sure that the committee hears the employer's response.
- Make sure that everyone has an opportunity to share facts and ideas.

- Schedule meetings, arrange times, dates, and places.

Many JOSH Committees choose to have co-chairs: one manager representative and one worker representative.

## **Secretary**

The secretary can be a JOSH Committee member or someone brought in to take minutes. Secretaries can play an important role in clarifying decisions for the minutes. The duties of the secretary usually include the following items:

- Compiling the agenda and notifying members of the meeting time and location.
- Preparing minutes, making sure that the JOSH Committee agrees to the minutes, circulating reports and posting the minutes.
- Raising items from previous meeting minutes that the JOSH Committee needs to discuss or follow up on.
- When necessary, clarifying the decisions made by the JOSH Committee.

## ***Suggestions for Successful Committee Meetings***

### **Meeting**

- Start and end the meeting on time.
- Discuss ongoing concerns and progress made.
- Review any concerns that are past due. Ongoing concerns may indicate a problem with the clarity or appropriateness of the concern.
- Make sure that new items are valid safety concerns.
- Look at each new item to make sure that the concerns identified are complete and clear.
- Make sure that recommendations are practical, measurable, and doable.
- Verify that the person assigned to the action has the authority to carry out the recommendation.

### **Agenda**

An agenda keeps the meeting organized. Agendas should be prepared and circulated in advance. It also helps keep the meeting to scheduled times. An agenda should include the following items:

- Minutes of the last meeting, if they have not been circulated
- Date, time, and place of the meeting
- Review of unfinished business
- Reports
- New business
- Any special sessions or planned training

## Minutes

The JOSH Committee must post the meeting minutes. One difference between Health & Safety Representatives and JOSH Committees is that representatives do not have to take minutes during meetings with the employer or supervisor. However, employers should have a record of meetings to demonstrate that they have taken place, including what was done to address concerns.

To view a sample meeting minute form, see Appendix F: Sample Meeting Minutes.

## Health and Safety Policy

Section 24 of the *OHS Act* requires that all workplaces with five or more workers develop a health and safety policy and review it annually. The purpose of the policy is to express the employer's commitment to health and safety. It must include a statement about the responsibilities of the employer, supervisors, and other workers.

### ***Why is a policy needed?***

A policy helps show workers that the employer is committed at all levels of the organization to creating and maintaining a safe workplace. This commitment encourages the employer to assign both human and financial resources to help make sure that safety is an important part of doing business.

The employer is responsible for developing the policy and must consult with the JOSH Committee or Health & Safety Representative when developing and reviewing the policy.

### ***What should be included in the policy?***

- A clear commitment to provide a healthy and safe workplace. This commitment must also state how the employer will integrate health and safety into daily work activities.
- A statement reflecting the employer's awareness of its responsibility to take all reasonable precautions to prevent illness and injury. This statement can include providing training for workers, supplying proper supervision, and enforcing safe work practices.
- The input of senior management to demonstrate commitment from the highest levels of the organization. Senior management should sign the policy.
- A statement to demonstrate how the organization will communicate their health and safety commitment and how it will operate in all levels of the organization.

- A statement requiring everyone working in the organization to take responsibility for developing and maintaining a healthy and safe workplace.

### ***How do employers make the policy work?***

- Inform everyone in the workplace about the policy.
- Involve as many people as possible in developing the policy.
- Educate everyone on roles and responsibilities for maintaining a healthy and safe workplace.
- Be clear about who is accountable for what and how responsibilities will be established and enforced.
- Provide adequate resources to maintain safe standards.
- Set up a process for regular review.

To create a policy, see Appendix A: Sample Occupational Health and Safety Policy.

## **The Occupational Health and Safety Program**

Section 23 of the *OHS Act* helps each workplace prepare and maintain the written OHS Program. It is for employers, workers, JOSH Committees, and Health & Safety Representatives.

### ***Who is required to have an OHS Program?***

Provincially regulated employers with 20 or more workers must have an OHS Program under the *OHS Act*.

This employer requirement is based on the total number of workers in all of the employer's workplace locations. For example, Employer A has three workplaces with a total of 24 workers, with eight workers in each location. Employer A must have one overall OHS Program that covers all three locations and a different representative at each of the three workplaces.

Constructors and contractors must have a program if they employ 20 or more workers. Subcontractors and their workers do not count in the total number of workers.

### ***What is an OHS program?***

The employer must develop and implement the OHS Program. The program must provide a clear outline of responsibility and accountability for all workers regarding health and safety in the workplace. The employer maintains the

documentation, creates written work procedures with worker and JOSH Committee input, and provides and documents safety education and training. An effective program helps reduce injuries and costs, and demonstrates compliance with the *OHS Act*.

Employers must develop the program and the JOSH Committee (or Health & Safety Representative) must monitor its effectiveness. Committee members should help develop the program by participating in workplace inspections, and by making and following up on recommendations.

## Program Role Responsibilities

Although responsibilities of workers and employers vary depending on the industry and nature of their work, there are common OHS Program responsibilities:

Position	General responsibilities
Senior management or leadership	<ul style="list-style-type: none"> <li>• Provide policy direction and planning</li> <li>• Review hazard control information</li> <li>• Delegate responsibility and authority</li> <li>• Allocate budget</li> <li>• Cooperate with the JOSH Committee or Health &amp; Safety Representative</li> <li>• Hold line managers accountable for safe production</li> <li>• Make sure line managers have adequate resources and support</li> <li>• Assist the JOSH Committee or Health &amp; Safety Representative</li> </ul>
Line management	<ul style="list-style-type: none"> <li>• Train workers</li> <li>• Supervise workers to make sure they follow safe work procedures correctly</li> <li>• Communicate hazard information and control procedures</li> <li>• Consult with workers on matters of health and safety</li> <li>• Provide feedback to senior executives</li> <li>• Cooperate with the JOSH Committee or Health &amp; Safety Representative</li> <li>• Hold accountable those managers, supervisors, and workers who report to them</li> </ul>

All workers	<ul style="list-style-type: none"> <li>• Comply with business rules and procedures</li> <li>• Wear personal protective equipment as required</li> <li>• Use machinery, equipment, and materials only as authorized</li> <li>• Follow job procedures</li> <li>• Report hazards, unsafe conditions, or actions to supervisor</li> <li>• Report incidents</li> <li>• Report all injuries that require first aid, no matter how minor</li> <li>• Cooperate with the JOSH Committee or Health &amp; Safety Representative</li> </ul>
JOSH Committee	<ul style="list-style-type: none"> <li>• Hold monthly meetings</li> <li>• Record and post meeting minutes</li> <li>• Make recommendations on health and safety issues</li> <li>• Carry out inspections, investigations, and direct worker safety concerns as appropriate</li> <li>• Assist with the development of the OHS Program, the health and safety policy, and safe work procedures</li> </ul>
Health & Safety Representatives	<ul style="list-style-type: none"> <li>• Make recommendations on health and safety issues</li> <li>• Take worker health and safety concerns to management</li> </ul>

## ***Due Diligence***

Due diligence means taking all reasonable care, in particular circumstances (including those listed below), to prevent injuries or accidents in the workplace. Everyone in the workplace is required to be diligent. Being diligent includes being able to demonstrate that you are fulfilling your responsibilities and complying with the *OHS Act*. A lack of due diligence can result in significant penalties.

Here are some circumstances that would help direct a person's actions to take reasonable care:

1. Whether the event is foreseeable. For example, is the event so unlikely that you or your peers would never have expected it to occur? What risks would a reasonable person in the same situation may have foreseen? Should the person have known that something could go wrong and cause an injury or accident?
2. Whether the event is preventable. For example, are the hazards identified? Are the workers trained and supervised? Are they disciplined

for safety infractions? Are safe work procedures enforced?

3. Whether you have control over the circumstances. If it is within your authority to control the hazard, did you do it? If it is not under your control, did you take any steps to make the circumstances known to those who have control?

A well-written, well-practiced OHS Program that controls specific hazards in the workplace is one way to demonstrate due diligence. It is easier to pass a due diligence test if the OHS Program elements are in effect and working well.

### ***Required Components of an OHS Program***

<b>Program component</b>	<b>Function</b>
OHS policy	To state the employer's health and safety goals
JOSH Committee or Health & Safety Representative	To work closely with the employer to promote a positive health and safety culture
Regular workplace inspections	To identify and correct any unsafe acts or conditions that have the potential to cause injury or disease
Incident or injury investigation	To identify the cause of an injury or disease to help prevent similar unsafe reoccurrences
Hazard identification system	To recognize, evaluate, and control hazards in the workplace
Written work procedures	To describe how to carry out work tasks safely
Training and orientation	To make sure workers understand and take their OHS responsibilities seriously
Supervision	To enforce safe work practices
Record keeping system	To establish due diligence and demonstrate that all components of the OHS Program are in place and used
Evaluation process	To know if the program is working and to keep it current

## **Create a Health and Safety Policy**

For more information about creating a health and safety policy, see page 9.

## **Establish a JOSH Committee or Health & Safety Representative**

A JOSH Committee is a group of worker and employer representatives that work together to help identify and solve health and safety problems in the workplace. The primary purpose of the committee is to assist everyone in the workplace communicate about health and safety issues.

A Health & Safety Representative is a worker, with no supervisory duties, who is responsible for advising management about health and safety issues in the workplace. These issues may include hazards, complaints, personal protective equipment, safety policy and program, and general improvements to make the workplace safe for all workers.

A JOSH Committee is required in a workplace that employs 20 or more workers on a regular basis. Smaller employers with between 5 and 19 workers must have a representative. For more information about JOSH Committees or Health & Safety Representative, see page 4.

Both the JOSH Committee or Health & Safety Representative must have access to a level of management with authority to resolve health and safety matters. The OHS Program must:

- Define the employer's process for establishing and maintaining the JOSH Committee.
- Include records of JOSH committee membership and rules of procedure.
- Document management access for responding to JOSH Committee recommendations.

## **Establish and Record Regular Workplace Inspections**

Use the hazard identification system and incident history to help identify the areas to inspect. (For more information about creating a hazard identification system, see page 16.) Divide the workplace into sections, each with its own inspection schedule and checklist.

To view sample inspection checklists, visit [www.ccohs.ca](http://www.ccohs.ca), or call the Occupational Health and Safety Division of the WCB at 902-368-5697.



To perform an inspection:

1. Observe the tasks that workers are completing.
2. Ask questions and make notes.
3. Examine the equipment. Check maintenance records.
4. Check that the work area is tidy and that tools have a storage place.
5. Look for what may not be obvious, such as blocked fire doors or fire doors that do not open outward.
6. Complete an inspection report.
7. Make sure that the entire JOSH Committee (or other representatives) sees the report and follows up.

It is important to establish clear procedures that direct when and how often to complete each inspection. Some tasks may require daily or start-of-shift inspections. Note who will complete each task and who specifically will follow up. Establish a schedule based on the frequency of work, the degree of hazard, and a history of incidents or near misses. Keep records of all inspections, findings, recommendations, and follow up actions.

The JOSH Committee or Health & Safety Representative must follow up to make sure that the recommended action was taken and that it was effective. Sometimes the recommendations themselves may cause an unplanned unsafe condition. It is important to indicate who will follow up on all schedules. It is also important to record when and where the follow up inspection or action will take place. If a serious hazard is noted (such as a hazard from daily inspection of a forklift), list who is responsible for immediate control.

To view a sample inspection report, see Appendix B: Sample Workplace Inspection Report.

## **Investigate Incidents**

If an incident occurs, employers must conduct an investigation to find the root cause. Finding the root cause helps the JOSH Committee or Health & Safety Representative recommend actions to prevent the incident from happening again. The intent of the investigation is to prevent a recurrence, never to lay blame. Employers should review all the factors that led up to the incident since there may be several causes.

When creating an OHS Program, it is important that the employer develop procedures for an incident investigation process. The employer should create these procedures in consultation with the JOSH Committee or Health & Safety Representative.

## ***Serious Injuries***

Employers must report serious injuries to the Occupational Health and Safety Division of the WCB. A serious workplace injury is an accident at work that:

- Is or may be fatal.
- Results in a loss of a limb.
- Produces unconsciousness.
- Results in a substantial loss of blood.
- Involves a fracture.
- Involves the amputation of a leg, arm, hand, or foot.
- Consists of burns to a large portion of the body.
- Causes the loss of sight in an eye.

In the case of a serious injury, it is an offence to disturb the scene of the incident before the OHS Officer arrives, except to prevent further injury or damage. Report serious workplace injuries to the WCB Director of OHS within 24 hours. This can be done by calling the OHS 24-hour emergency number at 902-628-7513 or giving written notice to the WCB Director of OHS. If the workplace has a JOSH Committee, it must also be notified.

## ***Near Miss Investigations***

Incidents and near misses are signs that something is wrong in the workplace. While the program must include a provision for reporting and investigating injuries, it should also track minor incidents or near misses. The JOSH Committee or Health & Safety Representative can then review the information and make recommendations for change. With an easy reporting process and a goal of preventing recurrences, it is more likely that workers will report near misses and minor injuries.

The purpose of an investigation is to determine the root cause of incidents and to make necessary changes. The person investigating must complete a report and include any recommendations.

To view a sample investigation report, see Appendix C: Incident and Injury Investigation Report.

## **Create a Hazard Identification System**

A hazard is anything (including a condition, situation, practice, or behaviour) that has the potential to cause harm. Harm can include injury, disease, death, environmental or property damage, or equipment damage. Create a hazard identification system to identify and record all potential hazards and methods for containment.

Many businesses choose to hire an experienced consultant to help them set up the initial hazard identification plans, work procedures, and a monitoring system. If an employer chooses to create the hazard identification plans internally, it helps to assign one person, usually a supervisor familiar with the work, to coordinate the process. The coordinator must use worker input to identify the hazards for each task, find the safest way to work, help write the correct procedures, and assist with training.

## ***Job Hazard Analysis***

Ideally, employers should analyze all jobs for hazards, but they may need to prioritize them as time allows.

Employers should follow these steps when analyzing jobs for potential hazards:

**1. List all tasks.**

List all tasks for the job. The tasks should include non-routine activities such as maintenance, repair, or cleaning. If employers contract some of the work out, the contractors can be responsible for their own work analysis. However, employers are ultimately responsible for making sure that the contractors complete their hazard analysis.

**2. Identify critical tasks.**

Identify which tasks have a high risk. To do this, use the injury and incident history from your workplace or similar workplace, and estimated consequences if something goes wrong. Ask the people who do the work for their input.

**3. Break the critical tasks into steps.**

Divide the task into sequential steps. Watch the task and consult with the person doing the job. Review each step:

- Are all steps necessary?
- Can they be simplified?
- Can they be combined?
- Can they be substituted?

**4. Identify potential hazards in each step.**

List the things that can go wrong. To do this, use injury and incident experience, near miss information, observation of the worker and equipment, and discussions with the workers doing the job. Assess the work environment:

- What hazardous materials are being used?
- How can the equipment hurt the worker?
- 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?

## 5. Find ways to control or eliminate the hazards in each step.

List ways that the task can be safer and more efficient.

- Is there a way to substitute or eliminate the task?
- Can it be altered to reduce or remove the risk?

Use this system often to identify high-risk tasks and create a record of hazards for the business. Use the job hazard analysis as a basis for all procedures, training, and monitoring requirements.

**Note:** Update the hazard identification analysis whenever the environment changes or there are changes to equipment, raw materials, or processes.

To view sample hazards, ways to control them, and the resulting work procedures, see Appendix D: Sample Critical Hazard Identification System.

## Develop Written Work Procedures

Work procedures are detailed instructions that describe the correct way to do a task. The procedures should focus on ways to improve health, safety, efficiency, or accuracy. Using the results from the hazard identification process, write the correct work procedures for each critical task.

Include the following information in a work procedure:

- The sequence of events and actions required to work safely.
- Any hazards involved in the work, such as hazardous chemicals or equipment and tools with potential hazards.
- Ways to eliminate or minimize the risks.
- Required personal protective equipment.

When writing safe work procedures, use the results of regular work inspections and the hazard identification process. Consult the injury records and talk with workers who are doing the task.

## Writing a Safe Work Procedure

Step	Example
Write a statement outlining the task.	Handling garbage safely – Protecting workers from injuries associated with the improper disposal of waste.
Write detailed instructions. Avoid describing what not to do.	Hold garbage bags by the top of the bag, away from your body (instead of: Do not hold garbage bags against your body).

Include a brief explanation of why the worker must do the work in this way. Workers are more likely to follow procedures if they understand the reasons.	Handling garbage safely helps prevent contact with sharp objects and other items that are not discarded properly.
Include the requirements for personal protective equipment. Remember that removing, substituting, or reducing the hazard is preferable over using personal protective equipment.	Wear puncture-resistant and liquid-resistant gloves at all times when handling waste.
Consider the work environment. How will it impact the work?	In areas where more waste is generated, frequently change bags to prevent them from getting too full. Doing so will also make the bags lighter and easier to hold away from the body.
Write the controls as actions.	Clean up the workspace.

**Note:** Make sure that everyone reads, understands and follows the procedure, including the workers doing the job. The JOSH Committee or Health & Safety Representative should review the procedure.

Complying with these rules should be a condition of employment. Supervisors are responsible for monitoring and enforcing the proper procedures. Accurate written procedures, with records of training and supervision, help to demonstrate due diligence.

To view sample safe work procedures, see Appendix D: Sample Critical Hazard Identification System.

### ***Work Procedures for Reporting Hazards***

Each workplace must have a system in place to report hazards. Everyone must know who to report hazards to and who is responsible for correcting the hazard.

Employers also must establish procedures for the following items:

- Emergency response
- Training and orientation
- Reporting near misses and incidents
- Reporting on inspections and follow-up actions
- Discipline
- Monitoring and follow-up

## ***Emergency Procedures***

Emergencies may happen in the workplace. Possible workplace emergencies include chemical spills; explosions; rupture of gas, water, or fuel lines; medical emergencies; floods, bomb threats; power failure; violence, or computer failures. Employers need to create proper procedures in the event of an emergency.

Evacuation is a primary component of emergency plans. Consider the following:

- What possible emergencies can happen in the workplace? Create a floor plan and note the location of primary hazards.
- Will exits still work in an emergency? Plan and maintain exit routes from all parts of the workplace. Add alternate exits if any of the exits may be blocked.
- Are there emergency lighting and exit signs?
- Are any special procedures required to evacuate?
- Will the workplace lose phone contact?
- Who in the workplace will get help?
- Should workers call firefighters, police, medical or rescue personnel?

Employers must develop an evacuation plan, make sure everyone is aware of it, and practice it regularly.

To view sample checklists and recommended practices for emergency procedures, visit the Canadian Centre for Occupational Health and Safety (CCOHS) website at [www.ccohs.ca/ohsanswers](http://www.ccohs.ca/ohsanswers). For information about emergency procedures and evacuation plans, contact the Occupational Health and Safety Division of the WCB at 902-368-5697 or toll-free in Atlantic Canada at 1-800-237-5049.

## **Establish Training and Orientation Requirements**

Training involves hands-on, job-specific instruction. Employers provide this instruction individually or in small groups to workers. Training should include demonstrations and active participation by workers so that supervisors can confirm that workers understand safe work procedures.

Orientation is designed to help new and young workers who are adapting to a new work environment. Employers should communicate a strong safety culture to new workers and set clear expectations for safe behaviours.

## ***When is training required?***

Training and orientation should happen on a regular basis, including when:

- Current training expires.
- New workers start on the job.
- Seasonal workers or other workers return to work after extended absences.
- Workers get assigned to new job tasks.
- Changes are made to processes and procedures, or to substances or tools.
- New hazards are identified through inspections and investigations.
- New workplace injury trends arise.
- Required by safety laws.

It is good practice to have an orientation session to cover issues such as the location of hazards, the first aid kit, and communication equipment. This is something that should be included in new construction sites as well.

Training is required for all work procedures that apply to an individual's job, including all emergency response and reporting procedures. Inadequate performance or repeated problems with correct work procedures may indicate that employers need to review the effectiveness of the training and procedures. They may also need to review why workers are not following them. For example, workers may not correctly report hazards because the procedure is too complicated or they did not understand the training.

As part of the training and orientation requirements, employers should complete the following items:

- Select a person responsible for each type of training. Communicate this to staff.
- Keep records of all training, including the type, instructor, dates, and attendees.
- Keep track of re-training requirements.
- Allow time for clarification and questions.
- Make demonstration and practice a part of the training.
- Provide training on the appropriate use, cleaning, maintenance, and fit of personal protective equipment, if required.

Even with training and orientation, supervisors are responsible for making sure that workers follow safe work procedures.

## ***Is specific training legislated?***

The *Occupational Health and Safety Regulations* state that specific training is required in the following areas:

- First aid
- WHMIS
- MSDSs or SDSs
- Lockout procedures
- Material handling rules (such as how heavy material is lifted and moved)
- Working alone procedures
- Personal protective equipment
- Tool operation
- Fall protection
- Confined space
- Powered mobile equipment
- Rescue from confined space
- Traffic control signaling
- Electrical hazards
- Safe hazardous materials handling

The *OHS Regulations* are available online at [www.wcb.pe.ca](http://www.wcb.pe.ca) or by calling the WCB to receive a copy.

To view a sample training record, see Appendix E: Training Record.

## **Establish Appropriate Levels of Supervision**

Adequate supervision makes sure that workers are following the safe work procedures. Due diligence requires consistent enforcement of health and safety standards. Failure to do this can make the supervisor responsible in the event of an injury.

If a worker is not using safe work practices, the supervisor must reinforce what is expected of the worker. If the worker continues to deviate from recommended practices, the worker should be disciplined accordingly.

Employers should create a discipline policy that is clear, fair, and consistently communicated and applied. Violations may include failure to wear personal protective equipment, failure to follow safe work procedures, or harassment at the workplace. When supervisors discipline workers on safety violations, they must follow up with a written record. Keep records on the monitoring of safe work procedures and record the use of the discipline policy.

Employers should consider adopting a progressive discipline policy. It can be helpful to divide health and safety violations into serious and minor categories. In all cases, employers must keep a record of discipline in the worker's file.

**Note:** It is not the responsibility of the JOSH Committee or Health & Safety Representative to discipline workers.



## Maintain Records and Statistics

Written records and statistics can help identify trends for unsafe conditions or work practices. Employers can use those trends to correct these potential hazards. To establish due diligence, employers must keep a record of the OHS Program. This record includes documenting how each component is developed and used.

Maintain the following records:

- Inspection reports and records of corrective actions taken.
- Incident investigation reports and records of corrective actions taken.
- Worker orientation records.
- Records of worker and supervisor training showing the date, names of attendees, and topics covered.
- Records of meetings and crew talks regarding safety issues.
- Supervisors' notes and logs of safety contacts.
- Records showing use of progressive discipline to enforce safety rules and written safe work procedures.
- JOSH Committee meeting minutes and reports showing steps taken to address health and safety issues.
- Subcontractor pre-qualification documents.
- Equipment inspection logbooks and maintenance records.
- First aid records, medical certificates, and hearing tests.
- Sampling and monitoring records for work around harmful substances (such as asbestos or mold).
- Emergency response plan, record of drills, and any resulting improvements.

Incident and injury statistics are useful for identifying trends. They are also useful for measuring the effectiveness of health and safety activities and programs. The table below outlines some ways to use data from incidents for analysis.

Type of incidents	Types of data	Statistical analysis
<ul style="list-style-type: none"><li>• Near misses</li><li>• First aid only</li><li>• Healthcare only</li><li>• Time-loss injury</li></ul>	<ul style="list-style-type: none"><li>• Number of incidents</li><li>• Frequency of incidents</li><li>• Number of injuries</li><li>• Types of injuries</li><li>• Severity of injuries</li><li>• Number of days lost</li></ul>	<ul style="list-style-type: none"><li>• Compare monthly and annual results</li><li>• Compare type of work or activity</li><li>• Compare shifts</li><li>• Compare worker experience and training</li></ul>

Comparing injury rates is useful when measuring successful programs.

## Evaluate the Program

The evaluation process should show that the program is achieving its objectives (as stated in the health and safety policy). It should also show that the employer is addressing new safety issues. After comparing incident and injury statistics, fewer incidents may be one indicator that the program is effective.

The JOSH Committee also contributes to the evaluation of the program's effectiveness through inspecting the workplace regularly, by identifying hazards, investigating near misses, and hearing concerns from all workers. Ultimately, supervisors and managers must monitor the program's effectiveness. They are responsible for responding to and following up on all recommendations made by the committee or representative, including any changes that were made because of the recommendations.

Employers should develop a procedure to regularly evaluate and revise the OHS Program. The procedure should identify clear responsibilities for monitoring and evaluating the components of the program.

The *OHS Act* requires that employers evaluate the program every year. Employers should assign the right people (including the JOSH Committee or Health & Safety Representative) to review the program gradually over the year. The program must be accessible to everyone, including the JOSH Committee or Health & Safety Representative, any worker who requests it, or a WCB OHS Officer.

## Rules of Procedure

Each JOSH Committee must define their operations through their rules of procedure. These rules must fall within the guidelines of the *OHS Act*.

### ***General***

Use the following questions to help establish the JOSH Committee's rules of procedure:

1. *How often will the JOSH Committee meet and for how long?*  
The *OHS Act* specifies that JOSH Committees must meet monthly unless there is reason to change the frequency, such as for seasonal workers.
2. *How many members will the JOSH Committee have?*  
The number of members depends on the size of the workplace and the hazards found there. The committee should be large enough to

be able to meet at least monthly and function with some absences if necessary.

3. *How long will members serve?*

You may wish to ask for a commitment of a minimum of one year, but two to four years is preferred.

4. *Will there be one chairperson or co-chairs?*

Prince Edward Island OHS laws do not state requirements for the chair(s), so it is up to each JOSH committee to decide which is best. Co-chairs are sometimes preferred as it means the role is shared between two people, which lessens the load for each. A smaller committee, however, may not have enough members to make this role a shared one.

5. *How will the JOSH Committee select its chair (or co-chairs)? How long will the term be? Is there a maximum number of terms a chair will serve?*

Selection of chair(s) may be based on seniority or members may wish to elect a chair based on their interest in the role. The longer a chair serves, the more knowledge and expertise they will bring to the JOSH Committee. Serving too many terms, however, can be problematic if the chair is not (or no longer) well matched to the role and the other members. Keeping the JOSH committee fresh and bringing different leadership styles and new ideas are good reasons to limit a chair's terms.

6. *How will the JOSH Committee select a secretary? How long will the term be?*

The secretary does not have to be a member of the JOSH committee. The length of the term is determined by the committee.

7. *How and where will records be kept?*

It is good practice for the JOSH committee to keep records for a minimum of five years.

8. *Will the JOSH Committee require a quorum? What will the ratio be?*

A quorum is the smallest number of people who must be present at a meeting to make decisions. The WCB recommends that at least one management representative be present for a quorum. The number of management members should not exceed the number of worker representatives.

9. *Will the JOSH Committee name alternate members? If so, what training will they receive?*

Having alternates on standby who are trained will help fill absences when they occur, either for a monthly meeting or when a member leaves the committee or workplace.

10. *Will the JOSH Committee make its recommendations by consensus or by vote?*

If the workplace has shift workers or there are other situations where not all committee members are available, decide on the number and distribution of members required to make a decision. Consensus decisions are preferred.

11. *If the workplace has shift workers, how does the business compensate members who come in for meetings?*

The OHS laws require that committee members are paid for the time to attend meetings.

12. *How much and what type of training will members receive?*

The more understanding a committee has about its role and safety processes, the more successful the committee can be. Members should be trained on the hazards specific to the workplace.

13. *How will the JOSH Committee receive concerns?*

In most workplaces, a verbal concern reported to a member is sufficient. In some cases, written concerns are preferred. The committee should always remind workers that concerns should first be raised with a supervisor so that the supervisor can have an opportunity to correct any problems first.

## ***Workplace Inspections***

Inspections identify hazards and recommend corrective actions to prevent accidents from occurring. To make sure that the inspection is thorough, it is helpful to use a checklist and talk to workers in the area under inspection.

Use the following questions to help establish the role of the JOSH Committee or Health & Safety Representative in workplace inspections policies:

- How often are inspections performed? Are they announced or are they random?
- Who on the JOSH Committee will complete them? How are they organized?
- How will the JOSH Committee or Health & Safety Representative determine what areas to inspect? Was a job hazard analysis completed?
- Will the JOSH Committee or Health & Safety Representative inspect the entire workplace at one time or divide it?
- Will members be trained?
- What forms will the inspector use? How will the inspector report results? Will the inspector use a checklist?
- How will the JOSH Committee or Health & Safety Representative follow up?

To view a sample workplace inspection form, see Appendix B: Sample Workplace Inspection Report.

## ***Accident Investigation***

Accident investigations identify the contributing causes of an accident and take steps to prevent another one. Anyone assigned to accident investigation should receive training.

Use the following questions to help establish the role of the JOSH Committee or Health & Safety Representative in workplace investigation policies:

- Who will investigate accidents?
- Will the JOSH Committee or Health & Safety Representative investigate all accidents?
- Will the JOSH Committee or Health & Safety Representative investigate incidents or near misses?
- When will the JOSH Committee or Health & Safety Representative investigate?
- What forms will the JOSH Committee or Health & Safety Representative use?
- What type or training will the JOSH Committee or Health & Safety Representative receive?
- How much time will be allotted for the investigation?
- How will the JOSH Committee or Health & Safety Representative follow up on recommendations?

To view a sample accident investigation form, see Appendix C: Incident and Injury Investigation Report.

## **Health and Safety Recommendations**

After an inspection, the JOSH Committee or Health & Safety Representative may make recommendations to the employer to improve health and safety in the workplace. The employer's reply to the recommendations should be brought back to the JOSH Committee for discussion and any required follow up by the JOSH Committee.

If matters are not resolved in a reasonable period of time, the JOSH Committee or Health & Safety Representative should submit the recommendation in writing, requesting a response within 30 days.

The employer must respond within 30 days. The reply must either accept the recommendations or give reasons for disagreeing with them and propose

an alternative. If it is not possible to provide a response, the employer must provide a reason for the delay and a timeframe for a response.

If the JOSH Committee or Health & Safety Representative is not satisfied with the response to a written request in reasonable circumstances, they can report this to a WCB OHS Officer.

## **Refusal to Work**

Workers have the right to refuse unsafe work. The JOSH Committee or Health & Safety Representative is a part of the decision around resolving the risk or perceived risk.

If a worker believes that a task or situation is dangerous, they must report the concern to a supervisor immediately. The worker must also go to a safe place at the workplace. The employer may have the worker do other work.

The supervisor must investigate promptly, with the worker present.

- If the supervisor finds the work unsafe, the employer must fix the problem before work can continue.
- If the supervisor believes the task is safe, and the worker still feels unsafe, the worker must report the concern to the JOSH Committee or Health & Safety Representative. The supervisor can ask another worker to do the job but must inform the other person about the work refusal reasons.

The JOSH Committee or Health & Safety Representative must investigate the situation.

- If they agree with the refusal, JOSH Committee or Health & Safety Representative will recommend that the employer fix the problem.
- If they disagree, the JOSH Committee or Health & Safety Representative will advise the worker to return to work.

If the JOSH Committee or Health & Safety Representative is unsure or does not agree, they should consult standards, review procedures, or call an expert to help with the decision.

If the worker still feels unsafe and the problem is not resolved to their satisfaction, they can call the WCB Occupational Health and Safety Division at 902-368-5680 or toll-free in Atlantic Canada at 1-800-237-5049. Outside of normal working hours, they can call the 24-hour emergency number at 902-628-7513.

If the worker follows the process, an OHS Officer will investigate the concern. The OHS Officer will issue an order to the employer to correct the situation or advise the worker to return to work.

The OHS Act protects a worker's right to refuse unsafe work. The protection lasts up to the point where the OHS Officer advises the worker to return to work.

The *OHS Act* further protects a worker from discriminatory action by the employer. When a worker complies with and/or seeks enforcement of the *OHS Act* and its *Regulations*, they cannot be discriminated against, intimidated or coerced. If the worker does feel discriminated against, intimidated or coerced, they may file a complaint with the WCB by stating the nature of the complaint in writing to the WCB Director of OHS. The complaint will be sent to arbitration where there is a collective agreement or where the WCB Director of OHS finds it appropriate.

## **Stop Work Order**

An OHS Officer can issue an order to stop work within a specific area until the employer corrects a safety problem. For example, if there are workers in a three-meter trench and the trench does not have barriers or proper sloping of the sidewalls to prevent a cave in, the OHS Officer issues a stop work order. The employer must fix the safety problem before anyone can return to work.

A stop work order can also be broadened to include an entire building. For example, if there was a gas leak, the OHS Officer would issue an order to stop work for the building.

If an employer does not comply with an order, legal action may be necessary.

## **Roles**

### ***OHS Officers***

OHS Officers inspect workplaces to make sure that employers and workers are following the health and safety standards set by the *OHS Act*. OHS Officers also respond to any concerns about illnesses or unsafe workplaces that have not resolved through internal processes. After a workplace inspection, OHS Officers may issue orders to correct an unsafe situation or an order to stop work if there is immediate danger. An inspection may also result in legal action, if it involves a serious workplace injury or flagrant violations.

Employers can request a workplace inspection to identify workplace hazards.

OHS Officers can provide a list of health and safety consultants to assist workplaces with their OHS program. The OHS Officers can also connect the JOSH Committee or Health & Safety Representative with an OHS Education Consultant to help increase their understanding of their responsibilities under the *OHS Act*.

### ***OHS Education Consultants***

OHS Education consultants provide education on the *OHS Act*. They may give assistance tailored to specific industries, such as healthcare or farming, or target a specific audience, such as young workers. They provide research on best practices for a workplace safety culture and help JOSH Committees or Health & Safety Representatives maintain healthy and safe workplaces.

### ***Professional Safety Consultant***

Professional safety consultants and occupational hygienists from the private sector have more training in specialized areas. Their services may be required if there are concerns such as chemical safety, air quality issues and respirator requirements, or hearing tests and noise monitoring. Private consultants can also develop OHS Programs that are specific to a workplace. If a workplace requires these services, the JOSH Committee or Health & Safety Representative can recommend that their employer contract the consultants.



# Appendix A: Sample Occupational Health and Safety Policy

This policy will apply to \_\_\_\_\_ (*Name of Business*) \_\_\_\_\_ at all locations.

## POLICY

\_\_\_\_\_ (*Name of Business*) \_\_\_\_\_ 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, \_\_\_\_\_ (*Name of Business*) \_\_\_\_\_ is responsible for the health and safety of its workers.

\_\_\_\_\_ (*Name of Business*) \_\_\_\_\_ 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 \_\_\_\_\_ (*CEO/Owner/etc.*) \_\_\_\_\_ 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.

\_\_\_\_\_ (*Name of Business*) \_\_\_\_\_ through all levels of management, will cooperate with the Joint Occupational Safety and Health (JOSH) Committee or the Health & Safety Representative and workers to create a healthy and safe work environment. Cooperation should also be extended to others such as contractors, owners, officers, and so on.

The workers of \_\_\_\_\_ (*Name of Business*) \_\_\_\_\_ will be required to support this organization's health and safety initiative and to cooperate with the JOSH Committee or Health & Safety 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 following policies, procedures, rules and, instructions as prescribed by \_\_\_\_\_ (*Name of Business*) \_\_\_\_\_.

\_\_\_\_\_ (*Name of Business*) \_\_\_\_\_ 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.

\_\_\_\_\_ (*Name of Business*) \_\_\_\_\_ 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 cooperation with the JOSH Committee, Health & Safety Representative, or workers.

# Appendix B: Sample Workplace Inspection Report

Inspection location:	Date and time:
Name of Inspectors 1.  2.	3.  4.
Observations:	
Hazard observed:	Priority: Yes / No
Recommended action:	
Action taken:	Date completed:
Follow up:	
Copies to:	

# Appendix C: Incident and Injury Investigation Report

Location of incident: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Injury caused: \_\_\_\_\_

Damage caused: \_\_\_\_\_

Name of worker: \_\_\_\_\_ Occupation: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Report to OHS? Yes No

Name of First Aid Attendant (if applicable): \_\_\_\_\_

Summary of events:

Describe the immediate cause:

Describe the root cause:

Recommendations to control immediate cause:

Recommendations to control root cause:

Follow up:

Signatures of investigator(s):

# Appendix D: Sample Critical Hazard Identification System

## *Job task: Movement of product from storage to loading docks*

Task	Potential Hazard	Preventative Measure
Drive to Warehouse C	Pedestrian traffic	<ul style="list-style-type: none"> <li>• Check for pedestrians.</li> </ul>
	Obstacles left in path	<ul style="list-style-type: none"> <li>• Clear path before starting truck.</li> </ul>
	Other lift trucks	<ul style="list-style-type: none"> <li>• Establish right-of-way patterns with other lift drivers.</li> </ul>
Activate overhead doors	Contact with door not fully open	<ul style="list-style-type: none"> <li>• Stop and wait for doors to open completely.</li> </ul>
Drive inside to pallets	Visibility may be limited by going from bright light to darker interior or by mist from freezer doors	<ul style="list-style-type: none"> <li>• Ensure good interior lighting.</li> <li>• Drive slowly allowing eyes to adjust.</li> </ul>
	May be someone inside door	<ul style="list-style-type: none"> <li>• Honk as going through door.</li> </ul>
Position lift and slide forks under load	Forks or truck may hit frames or tubs and dislodge product	<ul style="list-style-type: none"> <li>• Ensure lift is centred.</li> <li>• Observe for hazards nearby.</li> <li>• Look up.</li> </ul>
Lift load	Load may be unstable	<ul style="list-style-type: none"> <li>• Test for balance with forks low.</li> <li>• Check load is centred before completing lift.</li> </ul>
Back into aisle	Visibility may be limited	<ul style="list-style-type: none"> <li>• Use mirrors and back up alarms.</li> </ul>
Drive forward to doors	Visibility may be restricted by load	<ul style="list-style-type: none"> <li>• Drive slowly.</li> <li>• Honk horn at corners.</li> <li>• Establish right of way with other drivers.</li> <li>• Ensure walkways are clear and smooth.</li> </ul>
	Other lifts may be using same aisle	<ul style="list-style-type: none"> <li>• Same as above.</li> </ul>
	Load may fall	<ul style="list-style-type: none"> <li>• Same as above.</li> </ul>
Proceed to loading dock	Pedestrians	<ul style="list-style-type: none"> <li>• Check for pedestrians.</li> </ul>
	Obstacles in path	<ul style="list-style-type: none"> <li>• Clear path before starting truck.</li> </ul>
	Other forklifts	<ul style="list-style-type: none"> <li>• Establish right-of-way patterns with other lift drivers.</li> </ul>
Assess material for potential hazards	Contents may be explosive or dangerous if opened, very heavy, or unstable	<ul style="list-style-type: none"> <li>• Check contents for hazards.</li> <li>• Implement recommended precautions.</li> <li>• Check weight and stability of load.</li> <li>• Take in smaller units if necessary.</li> </ul>

## ***Job task: Grading frozen raw product***

<b>Task</b>	<b>Potential Hazard</b>	<b>Preventative Measure</b>
Stand at grading station and observe product for sub-standard quality	Back or foot pain  Forward bend may cause back strain	<ul style="list-style-type: none"> <li>• Use sit or stand stool.</li> <li>• Use railing for footrest.</li> <li>• Take frequent breaks to stretch.</li> <li>• Ensure belt is at appropriate height for the worker.</li> <li>• Use anti-fatigue mats and a footrest.</li> </ul>
Pick up rejects and put in reject bucket	<p>Frequent overreaching may cause shoulder pain</p> <p>Awkward hand and arm positions may cause strain</p> <p>Pinch grip with gloves may require excessive repetitive force</p>	<ul style="list-style-type: none"> <li>• Use a guide or rake to bring product closer to worker.</li> <li>• Ensure reject buckets are in a convenient location, close to the worker.</li> <li>• Try different types of gloves.</li> <li>• Stretch hands, shoulders, and arms frequently.</li> <li>• Rotate tasks.</li> </ul>
Operating the tamper	Noise	<ul style="list-style-type: none"> <li>• Ensure the power tool's exhaust is equipped with a muffler.</li> <li>• Measure noise output of tool to ensure proper selection of hearing protection, or follow manufacturer's recommendations.</li> </ul>
	Fumes of unburned 2-stroke oil or carbon monoxide	<ul style="list-style-type: none"> <li>• Ensure proper oil to gas to ratio.</li> <li>• Ensure power tool is properly tuned.</li> <li>• Ensure adequate ventilation, as recommended by manufacturer.</li> </ul>
	Dust	<ul style="list-style-type: none"> <li>• Keep area wet to suppress dust.</li> <li>• Provide adequate ventilation to keep dust levels within acceptable means.</li> <li>• Wear a proper respirator fitted to the worker and designed for the type of dust being generated.</li> </ul>
	Eye injuries	<ul style="list-style-type: none"> <li>• Wear appropriate eye protection.</li> </ul>

Operating tamper	Foot injuries, head injuries	<ul style="list-style-type: none"> <li>• Wear CSA-approved footwear.</li> <li>• Use head protection where there is a risk of head injury.</li> </ul>
	Vibration	<ul style="list-style-type: none"> <li>• Ensure equipment is equipped with an anti-vibration handle and is working properly.</li> <li>• Wear anti-vibration gloves.</li> <li>• Do not grip the tool too tightly.</li> <li>• Rotate workers to ensure exposure is minimized.</li> </ul>
	Over-exertion	<ul style="list-style-type: none"> <li>• Let the tool do the job—do not try to force it.</li> <li>• Get help from coworkers when you need to lift the tool.</li> <li>• Use proper lifting techniques.</li> </ul>

### Work procedure for tamping sand

- Inspect tamper for potential safety problems as per manufacturer’s instructions. (Include these in the procedure.)
- Ensure adequate ventilation. Use extraction fans or respirators if necessary.
- Check dust levels and 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.

## ***Job task: Use of pressurized water fire extinguisher***

Task	Potential Hazard	Preventative Measure
Remove fire extinguisher from wall bracket	Dropping extinguisher on foot	<ul style="list-style-type: none"> <li>• Support bottom of extinguisher by putting one hand under it.</li> <li>• Put the other hand on the carry handle and use it to carry the extinguisher.</li> </ul>
Carry to fire	Muscle injury due to improper carrying	<ul style="list-style-type: none"> <li>• Lower extinguisher slowly using proper body mechanics.</li> <li>• Carry extinguisher by handle below waist.</li> </ul>
	Use of the extinguisher on the wrong class of fire	<ul style="list-style-type: none"> <li>• Use only to suppress class A fires (ordinary combustibles).</li> </ul>
	Fighting a fire that is too big	<ul style="list-style-type: none"> <li>• Only fight small fires, otherwise GET OUT.</li> </ul>
	Smoke inhalation and burns	<ul style="list-style-type: none"> <li>• Stay outside of small rooms and shoot the water stream in.</li> </ul>
	Injury due to lack of rescue capacity	<ul style="list-style-type: none"> <li>• Never fight a fire alone. GET HELP.</li> </ul>

Remove pin from handle	Dropping extinguisher on foot	<ul style="list-style-type: none"> <li>Set extinguisher down in upright position.</li> </ul>
	Discharging extinguisher while removing pin due to pressure on discharge lever	<ul style="list-style-type: none"> <li>Hold one hand on top of extinguisher to hold it steady while slowly removing the pin with the other hand.</li> <li>Do not put pressure on the discharge lever while removing the pin.</li> </ul>
Point hose nozzle at the base of the fire and squeeze the discharge lever	Dropping extinguisher during use	<ul style="list-style-type: none"> <li>Keep a firm grip on extinguisher and hold steady while using.</li> </ul>
	Smoke inhalation	<ul style="list-style-type: none"> <li>Stay outside of small rooms and shoot the water stream in.</li> </ul>
Return fire extinguisher to bracket and arrange for servicing	Dropping extinguisher on foot	<ul style="list-style-type: none"> <li>Support bottom of extinguisher by putting one hand under it.</li> <li>Put the other hand on the carry handle to lift the extinguisher.</li> </ul>
Report use of fire extinguisher		

#### **Work procedure for extinguishing a Class A fire**

- 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 keep the extinguisher below your waist and as close to the body as possible.
- Assess the fire. Attempt to put it out only if it is small. If you are alone, make sure someone is coming to assist. Make sure that you are fighting a class A fire, one with ordinary combustibles, not an electrical or chemical fire. Do not use a Class A fire extinguisher on a Class B, C, or D 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 the extinguisher from the edges in. If the fire spreads, leave. If you are in danger from smoke, stand further back or leave and get help.
- If the fire is small, make sure that it is out before leaving. Douse any smoldering surfaces, and arrange for the fire extinguisher to be serviced.
- Report use of the extinguisher.

# Appendix E: Training Record

Course: \_\_\_\_\_

In-house: \_\_\_\_\_ External: \_\_\_\_\_ Cost: \_\_\_\_\_ # hours: \_\_\_\_\_

Type of training: \_\_\_\_\_

Re-certification? \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: (business or individual): \_\_\_\_\_

Topics covered:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

**Signature of participants:**

**Position:**



# Appendix F: Sample Meeting Minutes

## *OHS Meeting Minutes*

Name of employer:

Address:

Date of meeting:

Date of last meeting:

Co-chair:

Secretary:

Members present:

Phone number:

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### **Business carried forward**

Original date	Concern	Target date	Action, and by whom

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### **New Business**

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## For More Information

For more information, contact us:

- **Online:** [www.wcb.pe.ca](http://www.wcb.pe.ca)
- **In person:** 14 Weymouth Street, Charlottetown
- **By mail:** PO Box 757, Charlottetown, PE, C1A 7L7
- **By phone:** 902-368-5680 or  
toll-free in Atlantic Canada at 1-800-237-5049
- **By fax:** 902-368-5696

The Canadian Centre for Occupational Health and Safety (CCOHS) website at [www.ccohs.ca](http://www.ccohs.ca) provides links to specific provincial OHS websites. You can also contact them at:

- **By phone:** 1-800-263-8466
- **By fax:** 906-572-4500





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**Workers Compensation Board**  
**14 Weymouth Street,**  
**PO Box 757, Charlottetown, PE C1A 7L7**  
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**Fax: 902-368-5696**  
**Website: [www.wcb.pe.ca](http://www.wcb.pe.ca)**