

Contact:

WSCC Yellowknife Office

5th Floor, Centre Square Tower
Box 8888
Yellowknife, NT X1A 2R3

Tel: (867) 920-3888
Toll Free: 1-800-661-0792
Fax: (867) 873-4596
Toll Free Fax: 1-866-277-3677

wsc.nt.ca

WSCC Iqaluit Office

2nd Floor, Qamutiq Building
Box 669
Iqaluit, NU X0A 0H0

Tel: (867) 979-8500
Toll Free: 1-877-404-4407
Fax: (867) 979-8501
Toll Free Fax: 1-866-979-8501

wsc.nu.ca

24-hour Incident Reporting Line

1-800-661-0792



WSCCNTNU

ABOUT WSCC

The Workers' Safety and Compensation Commission (WSCC) of the Northwest Territories and Nunavut is an employer-funded organization whose mandate is workplace health and safety. WSCC administers and enforces the:

- *Safety Acts;*
- *Occupational Health and Safety Regulations;*
- *Mine Health and Safety Acts;* and
- *Workers' Compensation Acts.*

The *Safety Acts* of the Northwest Territories and Nunavut require that employers:

- maintain a safe workplace;
- develop and implement safe work procedures; and
- provide first aid services according to the *OHS Regulations*.

The *Occupational Health and Safety Regulations* specify required standards of practice for employers, supervisors, workers, and contractors operating in the Northwest Territories and Nunavut.

Where the *Regulations* may not be specific enough, WSCC develops Codes of Practice to provide employers detailed guidelines on how to implement best work practices and comply with regulatory requirements.

For more detailed information and for best practice on specific topics, WSCC has Codes of Practice for the following available at wsc.nt.ca and wsc.nu.ca.

- Asbestos Abatement
- Confined Spaces
- Hazard Assessment
- Joint Occupational Health and Safety Committees
- Occupational Health and Safety Education – Supervisors
- Personal Protective Equipment
- Return to Work
- Thermal Conditions
- Traffic Control Person
- Working Alone

WHO THIS GUIDE IS FOR

This guide is for small businesses with less than 20 employees who engage in low- to medium-risk work.

WSCC recognizes that as an owner and operator of a small business, you have many demands on your time. One of those demands is to ensure you maintain a safe workplace and comply with Occupational Health and Safety (OHS) legislation.

No matter how small your business is or the type of work you do, you must provide and maintain a safe workplace. **This guide provides the tools you need to manage OHS and protect yourself, your workers, and your business.**

Developing an OHS Program builds a framework to manage health and safety as an integral part of your business.

With a written OHS Program, you create an action plan for how you:

- define safety responsibilities;
- identify and control hazards;
- train workers in safe work practices; and
- document and track health and safety in your business.

This guide can assist you in building and implementing your OHS program.

TABLE OF CONTENTS

| | |
|--|----|
| INTRODUCTION | 1 |
| WHERE TO START | 2 |
| OHS PROGRAM DEVELOPMENT CHECKLIST | 2 |
| 1. DEVELOP YOUR OHS POLICY | 3 |
| OCCUPATIONAL HEALTH AND SAFETY POLICY SAMPLE | 4 |
| OCCUPATIONAL HEALTH AND SAFETY POLICY TEMPLATE | 5 |
| 2. EDUCATE YOURSELF, YOUR SUPERVISORS, AND YOUR WORKERS ON THEIR OHS RESPONSIBILITIES | 6 |
| HEALTH AND SAFETY RESPONSIBILITIES | 6 |
| 3. IDENTIFY HAZARDS IN YOUR WORKPLACE | 8 |
| HAZARDS | 8 |
| HAZARD ASSESSMENT PROCESS | 9 |
| ENVIRONMENT HAZARD ASSESSMENT CHECKLIST | 10 |
| MATERIALS HAZARD ASSESSMENT CHECKLIST | 11 |
| EQUIPMENT & TOOLS CHECKLIST | 12 |
| PERSONAL PROTECTIVE EQUIPMENT IDENTIFICATION | 13 |
| PERSONAL PROTECTIVE EQUIPMENT REQUIRED CHECKLIST | 14 |
| PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT | 16 |
| HAZARD REPORT | 17 |
| ANALYZE JOBS FOR POTENTIAL HAZARDS | 18 |
| JOB HAZARD ASSESSMENT (JHA) | 19 |
| SAFE WORK PROCEDURES | 20 |
| SAFE WORK PROCEDURE SAMPLE | 21 |
| SAFE WORK PRACTICES | 22 |
| KEEP OUR WORKPLACE SAFE | 22 |
| 4. PUT HAZARD CONTROLS INTO PLACE | 23 |
| RISK ASSESSMENT PROCESS | 25 |
| RISK CONTROL PROCESS | 26 |
| RISK ASSESSMENT FORM | 27 |
| 5. TRAIN AND SUPERVISE WORKERS IN SAFE WORK PRACTICES | 28 |
| WORKER ORIENTATION CHECKLIST | 29 |
| EMPLOYEE TRAINING RECORD | 30 |
| 6. DISCUSS OHS WITH YOUR WORKERS | 31 |
| SAFETY TALK SAMPLE | 32 |
| 7. REGULARLY CHECK, SERVICE, AND MAINTAIN ALL WORKPLACE EQUIPMENT, MACHINERY, AND TOOLS | 33 |
| PRE-TRIP VEHICLE MAINTENANCE CHECKLIST | 34 |

| | |
|--|----|
| 8. HAVE EMERGENCY PROCEDURES, FIRST AID PROVISIONS, AND INJURY REPORTING PROCEDURES..... | 35 |
| EMERGENCY RESPONSE PLAN TEMPLATE | 36 |
| 9. HAVE AN INCIDENT INVESTIGATION PROCEDURE..... | 38 |
| INCIDENT INVESTIGATION | 38 |
| FOUR STEPS IN INVESTIGATING AN INCIDENT..... | 38 |
| INCIDENT INVESTIGATION FORM | 40 |
| 10. MAINTAIN RECORDS AND REVIEW YOUR PROGRAM..... | 41 |
| DUE DILIGENCE | 41 |
| DOCUMENTATION | 41 |
| INSPECTIONS..... | 41 |
| REVIEW..... | 41 |
| INSPECTION REPORT | 42 |
| 11. INJURY REPORTING AND RETURN TO WORK..... | 43 |
| INJURY REPORTING PROCEDURES | 43 |
| RETURN TO WORK PROCESS..... | 44 |
| RETURN TO WORK PLAN..... | 46 |
| 12. WSCC WORKPLACE INSPECTIONS | 47 |
| THE INSPECTION PROCESS..... | 47 |
| DEFINITIONS..... | 48 |
| WORKPLACE INSPECTIONS — WHAT TO EXPECT | 49 |
| APPENDIX A: OHS PROGRAM CHECKLIST | 50 |
| APPENDIX B: RISK ASSESSMENT TOOL | 51 |
| APPENDIX C: READING THE OHS REGULATIONS | 52 |
| APPENDIX D: TEMPLATES | 53 |
| OCCUPATIONAL HEALTH AND SAFETY POLICY TEMPLATE | 53 |
| HAZARD REPORT | 54 |
| JOB HAZARD ASSESSMENT (JHA) | 55 |
| RISK ASSESSMENT FORM | 56 |
| WORKER ORIENTATION CHECKLIST | 57 |
| EMPLOYEE TRAINING RECORD | 58 |
| EMERGENCY RESPONSE PLAN TEMPLATE | 59 |
| INCIDENT INVESTIGATION FORM | 61 |
| INSPECTION REPORT | 62 |
| RETURN TO WORK PLAN..... | 63 |
| GLOSSARY | 64 |

INTRODUCTION

An OHS program is made up of policies and procedures you create, implement, and document to manage OHS in your business. To effectively manage OHS, you need to:

- **Define roles and assign responsibilities** for working safely;
- **Identify and inform** your workers of **all workplace hazards and hazard controls**;
- **Educate and train your workers** in safe work procedures and legislated OHS requirements; and
- **Document and keep records** of your OHS activities to help demonstrate your due diligence.

ROLES AND RESPONSIBILITIES

An OHS program promotes the philosophy of Internal Responsibility System (IRS) on which we base the *Safety Act* and *OHS Regulations*. Everyone is responsible for safety in the workplace. Each person has roles and responsibilities that fit their position in the business.

As the owner, you must do everything you can to provide a safe workplace. Supervisors must know and communicate all the hazards and hazard controls to all workers, and train workers on safe work procedures. Workers must follow your OHS program, safe work practices, and regulatory requirements, including reporting unsafe work and conditions, and workplace injuries.

HAZARD IDENTIFICATION AND CONTROL

Legislation requires that you identify and manage all the hazards in your workplace. How you manage the hazard depends on the type of hazard it is, the likelihood of injury or damage that could occur as a result of the hazard, and the impact or severity of the injury or damage. Hazards and risks you do not identify and control can adversely impact you, your workers, your business, and your reputation.

EDUCATION AND TRAINING

You must train your workers so they understand their health and safety roles and responsibilities, know that hazards exist at your workplace, and know how to work safely. Workers who handle hazardous materials must have general and site-specific Workplace Hazardous Materials Information System (WHMIS) training. You must also train employees for work at new locations and on new equipment or tasks. You must document all training.

Inform your workers of their rights:

- To **know** all the hazards in the workplace
- To **participate** in health and safety activities
- To **refuse** unsafe work

RECORDKEEPING

The *OHS Regulations* require you to document health and safety activities. Documentation helps you demonstrate your due diligence, and provides the information you need to review and manage health and safety in your business.

WHERE TO START

Through your business’ OHS program, you communicate your commitment to safety, outline each person’s role and responsibility to workplace health and safety, and build the processes that will keep your workers safe and protect your business.

OHS PROGRAM DEVELOPMENT CHECKLIST

Use this checklist to see what you need to put your OHS Program in place. Often owners address safety issues verbally. To show due diligence, you have to document your OHS program.

| ITEMS | No | Yes | Not Documented |
|--|----|-----|----------------|
| 1. Do you have an OHS Policy? | | | |
| 2. Do you, your supervisors, and workers know and understand their OHS responsibilities? | | | |
| 3. Have you identified hazards? | | | |
| 4. Have you put hazard controls into place? | | | |
| 5. Do your workers have the training and supervision to perform their jobs safely? | | | |
| 6. Do you regularly discuss OHS issues with your workers? | | | |
| 7. Do you regularly check, service, and maintain all workplace equipment and tools? | | | |
| 8. Do you have: | | | |
| • Emergency procedures? | | | |
| • First aid kits? | | | |
| • An injury reporting procedure? | | | |
| 9. Do you have an investigation procedure in place? | | | |
| 10. Do you maintain records and review your program? | | | |

The *Occupational Health and Safety Program Guide for Small Businesses: Where to Start* will guide you through developing and documenting the elements of an OHS Program tailored to your business needs. This guide:

- provides explanations of the items in the list above;
- refers to legislated requirements in OHS;
- describes processes you can use to build your program; and
- includes samples and templates you can customize for the work you do.

As you complete sections in the guide, you will build a documented and current OHS program.

1. DEVELOP YOUR OHS POLICY

An OHS policy informs your supervisors, workers, contractors, and the public of your commitment to occupational health and safety. The policy must be clear about who is responsible for which aspects of maintaining a safe workplace, and makes safety an important part of running your business. You must post your OHS Policy and make it available to workers.

An OHS Policy includes statements that:

- expresses your commitment to protect and maintain the health and safety of your workers;
- outlines the general responsibilities of the owner, supervisors, workers, contractors, suppliers, and visitors;
- outlines how health and safety will be communicated and implemented in your business; and
- reflects the requirement that everyone working for your business will implement safe work practices to maintain health and safety.

The most senior person signs the policy statement, dates, and posts it at the workplace.

Review and update your policy every three years or whenever there is a change in your work that affects the health and safety of workers. Your policy must remain current.

To put your policy into action, you must:

- Inform everyone in the workplace about the policy.
- Educate everyone on their roles and responsibilities in maintaining a safe and healthy workplace.
- Be clear about who is accountable for what.
- Demonstrate and enforce safe work practices.
- Provide adequate resources to maintain safe standards.
- Set up a process for regular review.

RESOURCES:

[OCCUPATIONAL HEALTH AND POLICY SAMPLE](#)

[OCCUPATIONAL HEALTH AND SAFETY POLICY TEMPLATE](#)

OCCUPATIONAL HEALTH AND SAFETY POLICY SAMPLE

In this sample, the policy emphasizes that everyone is responsible for safety and describes how the business will comply with regulations and provide policies and operational procedures which all employees (including you) must follow.

Modify the sample for your own business.

| | |
|---|---|
| <p>State your business name and your commitment to OHS and the protection of your workers and a safe workplace.</p> | <p style="text-align: center;">[YOUR COMPANY NAME]</p> <p><i>[Your Company Name]</i> is committed to providing a healthy and safe work environment for our employees, contractors, and customers. We believe workplace injuries and illnesses are preventable and unacceptable.</p> <p>All employees are responsible and accountable for health and safety. Working according to safety laws, occupational health and safety (OHS) policies, and safe work procedures is part of every job. Our goal is that everyone at <i>[Your Company Name]</i> always follows safe work practices to prevent injury and illness.</p> <p>As the owner and supervisor of [your company name] I will ensure:</p> <ul style="list-style-type: none"> • we identify hazards and implement hazard controls; • employees have proper equipment and training to perform work safely; and • we maintain and regularly review our health and safety program. <p>Workers will:</p> <ul style="list-style-type: none"> • follow safe work procedures; • ensure everyone is working safely; and • report any unsafe work or conditions. <p>Contractors will:</p> <ul style="list-style-type: none"> • comply with the <i>Safety Act</i> and the <i>OHS Regulations</i>; and • actively participate in our health and safety program. <p>As the owner of <i>[Your Company Name]</i> it is my responsibility to manage health and safety, but workers at every level must be familiar with the <i>Safety Act</i> and the <i>Occupational Health and Safety Regulations</i> that relate to our work. I trust that all employees will join me in working to maintain the health and safety of our workplace.</p> <p>_____</p> <p>Owner and President, Your Company</p> <p>_____</p> <p>Date</p> <p style="text-align: center;"><i>The safety information in this policy does not precede OHS legislation. We will review this policy annually and whenever there are operational changes.</i></p> |
| <p>State that the responsibility of health and safety is shared by everyone who works at your businesses, including contractors.</p> | |
| <p>Outline what you will provide, what your supervisors will provide, and what you expect your workers to provide.</p> | |
| <ul style="list-style-type: none"> • When you complete the policy, print and sign it, then post it in the workplace where workers can access it. • Make sure you include the policy in new worker orientation | |
| <p>Be sure to establish a process to review and update your policy at a minimum of every three years, or whenever there is a change in your work that affects health and safety. Keep your policy current so it reflects your business.</p> | |

OCCUPATIONAL HEALTH AND SAFETY POLICY TEMPLATE

| |
|--|
| Business Name |
| <p>State your business name and your commitment to OHS and the protection of your workers and a safe workplace.</p> <p>State that the responsibility of health and safety is shared by everyone who works at your businesses, including contractors.</p> |
| Outline what you will provide, what your supervisors will provide, and what you expect your workers to provide. |
| Note the duties and responsibilities (one or two points for each): |
| Owner |
| Supervisors |
| Workers |
| Contractors |
| Suppliers |
| Visitors |

Owner and President

Print name

Sign

Date

2. EDUCATE YOURSELF, YOUR SUPERVISORS, AND YOUR WORKERS ON THEIR OHS RESPONSIBILITIES

HEALTH AND SAFETY RESPONSIBILITIES

All workers must know and understand the OHS responsibilities that apply to their work. They must have the skills and knowledge to perform their work safely. As the owner and manager of a small business you must provide supervisors and workers with the safety information specific to their work, such as legislated rights and responsibilities, hazard information, safe work procedures, including procedures for reporting unsafe practices, unsafe conditions, and injuries.

All workers must be familiar with the *OHS Regulations* that pertain to the work they do. You must make the *Safety Act* and the *OHS Regulations* readily available to them. The *OHS Regulations* require that all supervisors have approved Supervisor Safety Training (*OHS Regulations: Section 16*). See a list of approved training providers at wsc.nt.ca or wsc.nu.ca.

Communicate roles and responsibilities through your OHS Policy to give everyone a general understanding of how you will manage health and safety in your business. Promote OHS as a full-time component of each individual's responsibilities. Consider including OHS performance when you evaluate supervisors and workers. Do they follow the safe work procedures and OHS legislation?

The following list is a sample of roles and responsibilities from the top of an organization down.

OWNER

1. Comply with the *Safety Act* and the *OHS Regulations*.
2. Have and maintain an OHS policy to demonstrate your commitment to OHS.
3. Develop, maintain, and provide necessary resources to keep your OHS program current.
4. Provide workers with health and safety information.
5. Ensure the workers use Personal Protective Equipment (PPE).
6. Ensure safety materials and first aid supplies are available.
7. Ensure supervisors and workers are competent and have proper training.
8. Report accidents and injuries to the Chief Safety Officer and the WSCC as required by the *Safety Act* and the *OHS Regulation (Part 2: Reporting)*.
9. Manage contractors:
 - i. Monitor contractors' health and safety performance.
 - ii. Ensure contractors have a program or comply with your OHS Program.
(They must follow the program with the more stringent standards of practice).
10. Investigate incidents and accidents to determine the root cause (with the supervisor and the OHS Representative), and take corrective action to prevent recurrence.

SUPERVISORS

1. Comply with the *Safety Act*, the *OHS Regulations*, Codes of Practice, and company policies and procedures.
2. Inform workers of all hazards they could be exposed to and hazard controls that are in place.
3. Train workers in safe work procedures, proper maintenance and use of PPE, and emergency response procedures.
4. Check work practices and work areas for hazards and take corrective action as required.
5. Discuss and address safety concerns with the health and safety representative.
6. Ensure all injuries are treated and reported.
7. Investigate and report all incidents and accidents. Take corrective actions.
8. Record and retain information through documentation.

WORKERS

1. Follow safe work practices.
2. Properly use PPE.
3. Work in a safe manner that will not endanger yourself or anyone else.
4. Report injuries and illnesses immediately.
5. Take action to correct and report unsafe work and unsafe conditions.
6. Help other employees recognize job hazards and follow procedures.
7. Participate in regular toolbox talks.

CONTRACTORS

1. Comply with the *Safety Act* and the *OHS Regulations*.
2. Coordinate your on-site activities with all employers on site.
3. Monitor site conditions and take corrective action.
4. Identify and report hazards.
5. Report injuries immediately to the principal contractor.

HEALTH AND SAFETY REPRESENTATIVE

1. Inspect the workplace.
2. Identify situations that may be a source of danger.
3. Make recommendations to the employer.
4. Investigate and help deal with work refusals.
5. Assist with accident investigations.

Include OHS Roles and Responsibilities into your safe work procedures and worker orientation.

Use the list above to lay out the roles and responsibilities for your business. Have your employees assist you with developing this list.

Ensure that when you delegate OHS roles to workers, they have the training and the time to carry out the role.

3. IDENTIFY HAZARDS IN YOUR WORKPLACE

A hazard is the potential for harm associated with a condition or activity that, if you don't eliminate or control, can result in an injury, illness, or property damage. You need to identify all the hazards that exist in your workplace so you can know what risks they pose for injury, illness, or damage, and develop appropriate hazard controls.

HAZARDS

Factors that contribute to the level of risk a hazard presents include: people, equipment, materials, environment, and process.

PEOPLE

The actions people take, or do not take, can create hazards in the workplace. Knowledge and training in appropriate procedures are critical to avoid unsafe work practices. Administration, leadership, and supervision help ensure workers follow procedures and safe practices.

EQUIPMENT

The tools and machines people use and work near can be hazardous. Look for unsafe or unhealthy conditions such as:

- inadequate guarding or barriers
- defective tools and equipment, incorrect tools and equipment for the job
- inadequate warning systems
- inadequate electrical wiring and appliances

MATERIALS

The improper handling and wrong type of raw materials, products, and hazardous chemicals can result in explosion, fires, and exposure to toxic chemicals and physical agents.

ENVIRONMENT

Some hazards are created by the work environment:

- extreme weather conditions and temperatures
- conditions of surfaces where people walk
- over-crowding and inadequate ventilation
- inadequate lighting and loud noise
- inadequate storage areas
- poor housekeeping

PROCESS

The production process involves the flow of work and includes design, organization, people, pace, and type of work. The process may create byproducts such as heat, noise, dust, vapours, fumes, and scrap materials.

HAZARD ASSESSMENT PROCESS

You have to identify the hazards. Look for physical hazards related to equipment, machinery, materials, work procedures, and day-to-day practices.

For any hazard you identify, ask the following questions:

- Where does the hazard exist? (environment);
- Who or what could it affect? (exposure);
- What conditions or actions could cause injury or damage? (trigger); and
- What is the potential outcome (consequence and impact to you, your workers, and your business) should it happen?

As you answer these questions, you should be able to develop hazard control plans to either eliminate or minimize the exposure to an acceptable level.

Use checklists to help you identify the types of hazards that may exist in your work. When you develop checklists, use subject matter experts and manufacturers' specifications to ensure you address key points.

RESOURCES:

HAZARD ASSESSMENT CHECKLISTS

- ENVIRONMENT
- MATERIALS
- EQUIPMENT AND TOOLS
- PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT

HAZARD REPORT FORM

ENVIRONMENT HAZARD ASSESSMENT CHECKLIST

| CHECK | Yes | No | Action Required |
|--|-----|----|-----------------|
| Are there potential problems with housekeeping? | | | |
| Are employees exposed to extreme cold, heat, or adverse weather conditions? | | | |
| Is excessive vibration or noise a problem? | | | |
| Is there sufficient lighting for the task? | | | |
| Is exposure to harmful radiation possible? | | | |
| Is there dust, vapours, fumes, or mist in the air? | | | |
| Does the work environment pose harm to the public? | | | |
| Could employees be caught in between, or on objects? | | | |
| Could employees be struck by objects? | | | |
| Could employees fall from heights, into openings or excavations, or slip or trip on objects or surfaces? | | | |
| Could employees suffer sprain, strain, or injury from pushing, pulling, or lifting? | | | |
| Could employees suffer illness or industrial disease from an unhealthy work environment? | | | |
| Are there objects that could fall from above? | | | |
| Is there potential for exposure to blood or bodily fluids? | | | |
| Are there energy sources that could cause harm if accidental release or startup occurs (electrical, pneumatic, hydraulic, thermal, mechanical, gravity)? | | | |
| Are there hot or cold surfaces that could burn or freeze (welded parts, cryogenic materials, autoclaves, ovens/stoves, molten materials)? | | | |
| Does the layout of the workplace create a hazard (falling hazards exceeding four feet, low clearances, confined spaces)? | | | |
| Is there risk of harassment or violence from the public, supervisors, coworkers, or contractors? | | | |

Consider that the workplace environment must be clean and orderly, and may:

- be subject to extreme temperatures;
- include excessive noise or vibration;
- be subject to dust, fumes, and other hazards in the air; and
- be vulnerable to harassment or violence.

MATERIALS HAZARD ASSESSMENT CHECKLIST

| CHECK | Yes | No | ACTION REQUIRED |
|--|-----|----|-----------------|
| Is there exposure to chemicals (solvents, gases, caustics, etc.)? | | | |
| Are Workplace Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) regulations requirements in place? | | | |
| Are electrical hazards present (grounding, arcing, etc.)? | | | |
| Are biological hazards present (bacteria, suffocation, etc.)? | | | |
| Are purchasing, shipping, and receiving policies in place? | | | |
| Are materials stored safely? | | | |
| Are materials proper and safe for the job? | | | |
| Are there sharp objects that could cut or pierce the body (glass, knife blades, sheet metal, nail guns, needles, wood splinters, metal burrs, etc.)? | | | |
| Does every worker have WHMIS training? | | | |

What specific risks arise involving material handling?

When working with materials, you must:

- handle, use, store, and dispose of materials according to WHMIS regulations where applicable.
- comply with WHMIS.
- use proper lifting techniques.
- follow TDG regulations.

EQUIPMENT & TOOLS CHECKLIST

| CHECK | Yes | No | ACTION REQUIRED |
|--|-----|----|-----------------|
| Is there a purchasing procedure in place for new equipment, machinery, and tools? | | | |
| Does the equipment, machinery, or tool meet legislative requirements? | | | |
| Is safety equipment and PPE available when required? | | | |
| Do the employees use safety equipment and PPE properly? | | | |
| Are suitable equipment and tools provided that are safe and in good condition? | | | |
| Do you ensure workers have training for the correct use of equipment and tools? | | | |
| Do employees inspect their equipment and tools on a regular basis? | | | |
| Are employees using appropriate tools correctly? | | | |
| Are there proper storage facilities for materials, equipment, and tools? | | | |
| Is there a preventative maintenance program in place for all equipment, machinery, and tools? | | | |
| Is there a risk of flying debris (from hammering, sawing, chipping, grinding, drilling, buffing, for example)? | | | |
| Is there a lock-out/tag-out system? | | | |

The equipment and tools must:

- be in good condition and used only for the appropriate task.
- include all safety features such as guards.
- be inspected on a regular basis.
- be properly stored.

PERSONAL PROTECTIVE EQUIPMENT IDENTIFICATION

After you implement engineering and administrative controls to eliminate the potential risk of any hazards, the last resort to protect your workers is the use of appropriate PPE.

You must:

- identify if your workers require PPE;
- assign appropriate PPE; and
- ensure affected employees receive training in proper use, maintenance, and storage of PPE.

Workers must properly use the appropriate PPE.

JOB HAZARD ASSESSMENTS

Your Job Hazard Analysis (JHAs) can help identify which PPE you must use – foot, head, eye, face, and hand. Look for hazards that may cause the following:

- Impact: Flying chips, objects, dirt, particles, collision, and motion hazards.
- Penetration: Falling/dropping objects, sharp objects that cut or pierce.
- Compression: Rollover or pinching.
- Chemical: Splashing, burns, fumes.
- Temperature Extremes: Sparks, splashes from molten materials, burns from high or low temperatures.
- Harmful Dust: Dirt, particles, asbestos, lead.
- Light Radiation: Welding, cutting, brazing, lasers, furnaces, lights.

Evaluate and update JHAs whenever conditions or work procedures change.

See Codes of Practice for Personal Protective Equipment at wsc.nt.ca.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED CHECKLIST

| CHECK | Yes | No | ACTION REQUIRED |
|--|-----|----|-----------------|
| Head Protection | | | |
| Is there a risk of workers being exposed to: | | | |
| Impacts against physical objects? | | | |
| Excessive exposure to the sun's ultraviolet rays? | | | |
| Contact with molten metal: welding arcs, oxyacetylene cutting, metal manufacturing? | | | |
| Hypothermia caused by intense or prolonged cold? | | | |
| Fire? | | | |
| Contact with active conductors or electrical loads? | | | |
| Rolling equipment or moving parts? | | | |
| Eye Protection | | | |
| Are workers exposed to: | | | |
| Dust and dirt blown around by the wind? | | | |
| Tree branches? | | | |
| Drilling, cutting, digging, and other similar operations? | | | |
| Ultraviolet radiation from welding and electrical work? | | | |
| Splashes | | | |
| Fibres from insulating materials, such as fibreglass? | | | |
| Ear Protection | | | |
| Are workers exposed to: | | | |
| High sound levels above acceptable limits? (This may require audio testing.) | | | |
| Respiratory Protection | | | |
| Are workers exposed to dangerous atmospheres: | | | |
| Containing a known contaminant at a concentration that posts an immediate danger to life and health (IDLH)? | | | |
| Containing contaminants at a concentration equal to or exceeding lower explosive limit (LEL)? | | | |
| Containing a contaminant that is known and very toxic at an undetermined concentration? Carcinogens and substances that deposit themselves in the lungs without breaking down, such as silica or asbestos, are considered particularly toxic. | | | |
| Containing an unknown contaminant? | | | |

| CHECK | Yes | No | ACTION REQUIRED |
|---|-----|----|-----------------|
| Where the oxygen level is below 19.5%? | | | |
| In a confined contaminated space? | | | |
| Filled with fire smoke? | | | |
| Gloves | | | |
| Are workers exposed to: | | | |
| Mechanical hazards from tools, equipment, machines, structures, and vehicles? | | | |
| Heat and cold? | | | |
| Chemical substances and biohazard materials? | | | |
| Clothing | | | |
| Do workers work in: | | | |
| Extreme temperatures? | | | |
| Sunlight? | | | |
| Traffic control? | | | |
| Footwear | | | |
| Are workers exposed to: | | | |
| Falling objects and rolling equipment? | | | |
| Pointed objects and debris? | | | |
| Spatters from welding, molten metal, corrosive liquids, or irritants? | | | |
| Walking on slick floors, frozen, or uneven surfaces? | | | |
| Contact with conductor elements? | | | |
| Hot or cold walking surfaces? | | | |
| Personal Flotation Devices (PDFs) (such as lifejackets) | | | |
| Do workers travel or work near or on water? | | | |

PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT

Describe specific work situations to determine what PPE you and your workers need.

| SITUATIONS THAT REQUIRE WORKERS TO USE PPE | TYPE OF PPE NEEDED |
|--|--------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Your **PPE PROCEDURE** should identify:

- when workers must use PPE;
- how you identify what PPE work tasks require;
- who will manage the identification process (hazard assessment); and
- who will manage the purchase, training, use, and documentation of PPE.

HAZARD REPORT

If workers identify hazards during the course of their work, they must isolate or control the hazard and report it to their supervisor. The following is a hazard report form template.

| | |
|------------------------------|-------|
| Name: | Date: |
| Location: | |
| Equipment: | |
| Description of hazard: | |
| Suggested corrective action: | |
| Signature: | |
| Supervisor's remarks: | |
| Corrective action taken: | |
| Signature of Supervisor: | Date: |

ANALYZE JOBS FOR POTENTIAL HAZARDS

A job hazard analysis (JHA) is an assessment tool that focuses on the relationship between the worker, the task, the tools, and the work environment.

To perform a job hazard analysis, for each step of a task you must ask:

- What can go wrong?
- How could it happen?
- What are contributing factors?
- How likely is it that the hazard will occur?
- What are the consequences?
- What action will we take to minimize the risk?

Use the JHAs to develop safe work procedures that describe how to perform a task step-by-step, any hazards associated with each step, and controls to eliminate or minimize risk.

Also follow *OHS Regulations* requirements and Codes of Practice that apply to job tasks.

WSCC's Hazard Assessment Code of Practice discusses risk assessment tools in more detail. It is available at wsc.nt.ca and wsc.nu.ca.

KEEP YOUR JOB HAZARD ANALYSIS CURRENT

Review the JHA from time to time. The review process may identify hazards that you missed in the initial analysis, or new hazards that have emerged since you first completed the JHA. Review your JHAs:

- Whenever there is a change in the environment, including equipment updates.
- Whenever an incident, illness, or injury occurs on a specific job.

The risk level of the hazard will also determine if you need to review the JHAs and the Safe Work Procedures.

When you update a job hazard analysis and change the safe work procedures as a result of your findings, train all employees affected by the changes in the new job methods, procedures, or new protective measures.

RESOURCES:

[JOB HAZARD ANALYSIS TEMPLATE](#)

[SAFE WORK PROCEDURE](#)

[SAFE WORK PROCEDURE SAMPLE](#)

JOB HAZARD ASSESSMENT (JHA)

Complete this form before the start of each task or with any change in conditions.

Job: _____

Date: _____

Review the following with the work crew. List tasks and hazards, and identify controls.
High-risk tasks need a Safe Operating Procedure.

Personal Hazards

- clear instruction provided
- able to perform the task
- trained to use equipment/tools
- distractions in the work area
- working alone
- aware of weather conditions
- noise levels
- have all the correct PPE

Activity Hazards

- welding/grinding
- burn/heat sources
- compressed gasses
- energized equipment
- electrical cords condition
- equipment/tools inspected
- lockout procedure in place
- airborne particles

Environmental Hazards

- spill potential
- climatic conditions
- MSDS reviewed
- ventilation required
- heat stress/cold exposure
- other workers in the area
- lighting levels
- housekeeping

Ergonomic Hazards

- working in a tight area
- parts of body in the line of fire
- working above your head
- pinch points identified
- working without being trapped
- repetitive movements

Working at Height Hazards

- barricades, flagging, and signs
- hole coverings in place
- protection from falling items
- powered platforms
- fall arrest
- ladders

Access/Egress Hazards

- scaffold inspected and tagged
- slip/trip potential identified
- required permits in place
- excavations
- confined space
- other

Identify and prioritize tasks and hazards, then identify plans to eliminate or control the hazards.

| TASK | HAZARD* | CONTROL |
|------|---------|---------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

*All hazards must have action plans to eliminate or control them. Plans must be in place before starting a task.

Name: _____ Name: _____ Name: _____

Supervisor Signature: _____ Reviewed by: _____

Use JHAs to develop Safe Work Procedures.

SAFE WORK PROCEDURES

Safe Work Procedures are written documents used to train and guide workers in the safest way to perform their work. A procedure is a step-by-step process for performing a task safely from beginning to end. Involve workers who actually do the job when you develop a procedure.

You will use the Job Hazard Analysis to develop Safe Work Procedures. Ensure you:

- put the steps in the correct sequence and number the steps
- identify the hazards associated with each step
- evaluate the hazard based on severity and frequency
- establish controls for the hazards recognized and evaluated
- use words that are easy for workers to understand
- write short clear sentences
- ensure instructions are accurate
- use consistent terminology
- use “active” verbs for instructions
- have a template to format procedures for consistent use
- ask workers to review prior to implementation

The Safe Work Procedure on the following page for lifting, pushing, or pulling objects is an example of the information you want to include.

SAFE WORK PROCEDURE SAMPLE

SAFE WORK PROCEDURE FOR LIFTING, PUSHING, OR PULLING OBJECTS

| | | | | |
|----------------|-------------|--------------|---------------|------------------------|
| Business Name: | Written By: | Approved By: | Date Created: | Date of Last Revision: |
|----------------|-------------|--------------|---------------|------------------------|

Ensure printed copies of this document are current.

PURPOSE: To instruct employees in proper lifting, pushing, and pulling techniques.

SCOPE: This procedure applies to anyone working for COMPANY X or on COMPANY X’s worksite

POTENTIAL HEALTH & SAFETY HAZARDS:

| HAZARD | RISK | TO PROTECT YOURSELF |
|--|------------------------------|---|
| Lifting, pushing, or pulling heavy objects | Back sprain, strain, or tear | Use carts, dollies, and hand jacks to move heavy objects. Lift with your legs, not with your back. Stand straight while lifting and carrying – DO NOT twist. Do not lift an object if it is too heavy – get help. Do not lift objects heavier than 5 lbs. while sitting down. Use CSA-Certified safety boots for warehouses. |

PROCEDURES TO LIFT

1. Check the weight of the object by lifting at one corner. **If it feels too heavy to lift - DO NOT ATTEMPT THE LIFT**
2. Stand facing the object.
3. Bend the knees to a squat position.
4. Lift the object with your arms to waist level. Do not lift above shoulder height repetitively.
5. Stand up straight (use your legs to do the lifting, not your back).
6. Move your feet to turn; do not swivel at the waist to turn.

PROCEDURES TO SET DOWN

1. If an object feels too heavy or awkward to lift safely, get somebody to help you.
2. Bend your knees to a squatting position.
3. Slowly set the object down.

PROCEDURES TO PUSH OR PULL

1. Check the weight of the object. **If it feels too heavy to push or pull without a large effort - DO NOT ATTEMPT!** Get somebody to help you.
2. Stand facing the object. (Never push or pull any objects requiring more than 5 lbs. of force while sitting).
3. Bend the knees slightly.
4. Slowly apply pressure (pushing or pulling).
5. Use your legs (not your back or body) to move the object.

CLEANING & MAINTENANCE

Pushing/pulling handcarts, carts, hand jacks etc.

1. Keep walkways unobstructed. Keep carts and skids neatly organized to ensure ample space for the use of hand jacks and to enable movement.
2. Ensure wheels on the equipment are moving freely at all times.
3. Use the appropriate equipment to move products/materials.

SAFE WORK PRACTICES

Safe Work Practices are established guidelines for workers for everything they do. Train your workers in safe practices and post the checklist in the workplace.

KEEP OUR WORKPLACE SAFE

Follow these procedures for any work you perform.
Keep yourself, your coworkers, and the public safe.

1. BEFORE STARTING ANY JOB:

- get proper training on how to do the job safely
- review safe work practices
- check your work area for possible hazards
- ensure your work area is clean and orderly
- remove hazards, like objects you can trip over, when safe to do so
- inspect equipment and tools to make sure they are in good condition and all safety features are in place
- wear the proper Personal Protective Equipment

2. WHILE DOING YOUR JOB:

- follow safe work practices
- maintain good housekeeping standards
- pay attention to what you are doing
- immediately stop working if you see a hazard or think the work is unsafe, and report it to your supervisor

3. AFTER COMPLETING YOUR JOB:

- clean up your work area and remove any hazards
- inspect tools and equipment to make sure they are still in good working order.
- tag and lock out any tools and equipment that are not in good working order.
- put tools and equipment in their proper location
- clean and store PPE
- advise your supervisor that you finished your job
- advise your supervisor of any health and safety issues

4. PUT HAZARD CONTROLS INTO PLACE

For some hazards, the corrective action is quick and will not cost a lot—such as putting guards back onto a table saw, or housekeeping to ensure emergency exits are not blocked. Or you may need to remind and retrain your workers on how to properly use PPE. Other controls will take longer and you may need to budget time, money, or people to implement them.

Apply the hazard control method in order of effectiveness:

| | |
|---------------|---|
| First | Elimination or Substitution |
| Second | Engineering controls |
| Third | Administrative controls |
| Fourth | Personal Protective Equipment (as last resort) |

ELIMINATION OR SUBSTITUTION

- **Eliminate** the hazard through the design of your facility, equipment, or process; or
- **Substitute** processes, equipment, materials, or other factors to remove the hazard.

ENGINEERING

Controls include, but are not limited to, actions that:

- **Enclose** the hazard to prevent exposure in normal operations;
- **Isolate** the hazard with interlocks, machine guards, blast shields, welding curtains, or other means; and
- **Reduce exposure** in normal operations by establishing barriers or ventilation.

ADMINISTRATIVE

Controls include, but are not limited to:

- Providing written operating procedures and safe work practices;
- Limiting exposure time (for example, to extreme temperature and ergonomic hazards);
- Monitoring the use of highly hazardous materials;
- Installing or implementing alarms, signs, and warnings;
- Buddy system; and
- Training.

PERSONAL PROTECTIVE EQUIPMENT

Implement PPE as a control method only as a last resort in the following circumstances:

- When engineering controls are not feasible or do not totally eliminate the hazard;
- While you develop and work to install engineering and work practice controls;
- When safe work practices do not provide sufficient protection; and
- During emergencies when engineering controls may not be operational.

If you cannot eliminate the hazard entirely, you will likely use a combination of control methods to protect workers.

Ensure you know the exposure limits to hazards and that you meet the requirements for protecting your workers. WSCC has [Codes of Practice](#) on the following PPE to help you select the appropriate PPE.

- Respiratory protection
- Eye and Face protection
- Hearing protection
- Hand and Arm protection
- Foot protection
- Head protection
- Fall Protection
- Commercial diving operations
- High visibility clothing

RESOURCES:

[RISK ASSESSMENT PROCESS](#)

[RISK CONTROL PROCESS](#)

[RISK ASSESSMENT FORM](#)

RISK ASSESSMENT PROCESS

HOW SERIOUS IS THE HAZARD?

If the work or conditions could cause loss of life, permanent disability, the loss of a body part (amputation or crippling injury), or extensive damage to structures, equipment, or material, **you need to address such hazards before starting any work.**

As you identify your hazards, you evaluate:

- **how severe** the consequences of the injury or damage are; and
- **how likely** it is that the hazard will cause injury or damage.

These factors determine levels of risk and help you prioritize and plan the hazard controls you must put into place. Complete the risk assessment process for any activity and task before work begins.

Adapt a risk assessment tool that fit the needs of your workplace.

Assign values for all the hazards you have identified in terms of severity and likelihood on a scale from 1 to 4.

| | | |
|-------------------|----------|--|
| Severity | 1 | Negligible: Causing minor injury that requires first aid or less. |
| | 2 | Minor: Causing non-serious injury, illness, or damage that requires medical aid; not life threatening |
| | 3 | Serious: Causing severe injury, serious illness, that is disabling or lifelong, or property and equipment damage. |
| | 4 | Imminent danger: Causing death, widespread occupational illness, or loss of facilities. |
| Likelihood | 1 | Remote: Unlikely to occur, but conceivable |
| | 2 | Possible: Could occur at some point |
| | 3 | Probably: Likely to occur eventually |
| | 4 | Likely: Occurs repeatedly or is expected to occur |

When you have assigned a value severity and a likelihood value for each hazard, multiply them together to give the hazard risk rating of low, medium, or high.

Severity (of hazard) X **Likelihood** (of occurrence) = **Overall Risk**

The risk matrix rating (low, medium, high,) indicates the level of response required as you determine how you will control the hazard.

| Low Risk | Medium Risk | High Risk |
|--|---|---|
| 1-3 | 4-8 | 9-16 |
| <p>CONTINUE WITH THE TASK. Ensure existing control measures are used as intended. Watch for new hazards to develop.</p> | <p>PAUSE. What new control measures can you introduce to reduce the risk? Re-assess after new control measures are in place.</p> | <p>STOP. Do not proceed. Determine what course of action you will take. Have all workers and your supervisor sign off before you begin work.</p> |

RISK CONTROL PROCESS

Rating risks gives you a clear picture of how dangerous hazards in your work are. Use the following steps to control the risks.

| Step | Action | Documentation |
|------|---|--|
| 1 | Identify hazards | A list of hazards |
| 2 | Identify potential harm the hazard can cause | |
| 3 | Prioritize hazards according to level of risk <ul style="list-style-type: none"> • Rank the severity of the harm • Rank the likelihood of occurrence • Assign a risk value (low, medium, high) | A list of hazards ranked according to level of risk. |
| 3 | Research and determine hazard control methods | List of controls you have or will implement, including temporary controls as you implement permanent measures. |
| 4 | Implement controls | Verification procedure to ensure controls are in place and functioning appropriately. |
| 5. | Measure the effectiveness of controls | Monitor periodically to confirm controls continue to function. |
| 6. | Make changes to improve continuously | Updated hazard identification, control, and procedure documents. |

The *Risk Assessment Form* on the following page provides one document to track these steps.

RISK ASSESSMENT FORM

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|--|----------------------------|---------------------------------|---|---|--|--|
| Hazard | Potential Risk | Severity of Harm | Likelihood of Occurrence | Risk Level Rating | Existing Control Measures | Additional Controls Measures to Implement | Monitor Controls |
| <i>Area, Equipment, Job, Task, or Process that presents a potential danger.</i> | <i>Harm (injury, illness, or damage) the hazard could cause.</i> | <i>Assign Value 1 to 4</i> | <i>Assign Value 1 to 4</i> | <i>Multiply Severity and Likelihood. (See Risk Matrix. Appendix B).</i> | <i>What control measures you already have in place.</i> | <i>What do you need to implement (Look at Hazard Control Methods to determine course of action).</i> | <i>Create and implement a procedure (such as a check list or testing) that defines how you will ensure measures eliminate or control the hazard.</i> |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

5. TRAIN AND SUPERVISE WORKERS IN SAFE WORK PRACTICES

You need to ensure your workers have the appropriate skills and knowledge to do their job safely and efficiently.

New worker orientation and training is critical no matter the worker's age. Young workers are more vulnerable, but all new workers need to learn the safe work procedures, reporting procedures and emergency procedures you've put into place. You must provide your workers with training that outlines their roles and responsibilities, and give them instructions on how to carry them out.

Supervisors must take an approved Supervisor Safety Course (see wsc.nt.ca for approved providers). All workers must have general **WHMIS training**, and job-specific WHMIS for hazardous materials particular to your workplace. Workers also require specific safety training such as fall arrest, crane, or forklift training. Job-specific training may involve education on work methods, machinery, and tools.

Workers must receive orientation training before they begin work when they are:

- a new worker to the workplace;
- returning to a job where processes or hazards have changed;
- moved to a new work location;
- facing new hazards (for example, new equipment); or
- assigned to a different task.

Inform your workers of their rights:

- To know all the hazards in the workplace;
- To participate in health and safety activities; and
- To refuse unsafe work.

Document and maintain all training records.

RESOURCES

WORKER ORIENTATION CHECKLIST

Modify the orientation checklist to reflect your workplace.

EMPLOYEE TRAINING RECORD

Maintain a training record for each employee with their employment records.

WORKER ORIENTATION CHECKLIST

| | Employee name: | | |
|-------------------------------|--|----------------------|-----------------|
| | Position (tasks): | | |
| Date hired or transferred: | | Date of orientation: | |
| Person providing orientation: | | Phone number: | |
| Check | Subject | Trainer initials | Worker initials |
| | Supervisor's name and contact information | | |
| | Review company OHS Policy and OHS Program | | |
| | Hazards – how and who to report unsafe practices or conditions to | | |
| | Injuries – how and who to report them to | | |
| | General safe work practices rules: <i>(List specific procedures. For each procedure: explain, demonstrate, and have worker demonstrate it back to you.)</i> | | |
| | <i>Name specific task and safe work procedure 1 :</i> | | |
| | <i>Name specific task and safe work procedure 2 :</i> | | |
| | <i>Name specific task and safe work procedure 3 :</i> | | |
| | <i>Name specific task and safe work procedure 4 :</i> | | |
| | Equipment – how to safely use, maintain, and clean <i>(Include a list of specific equipment workers will use.)</i> | | |
| | <i>Name specific equipment 1:</i> | | |
| | <i>Name specific equipment 2:</i> | | |
| | Personal Protective Equipment (PPE) – what PPE the worker must use, where to get it, how to use it, how to clean, maintain, and store it. <i>(Include a list of specific PPE your workers must use and check off orientation as it applies)</i> | | |
| | WHMIS – <i>General training. Include specific training for all hazardous materials in the workplace.</i> | | |
| | Emergency procedures – where to find the emergency procedures | | |
| | Locations of emergency exits and muster points | | |
| | Locations of fire extinguishers and fire alarms | | |
| | How to use fire extinguishers | | |
| | What to do in an emergency situation | | |
| | How to report the emergency and to whom | | |
| | Emergency contact numbers | | |
| | First Aid | | |
| | Who the designated first aider in the workplace is | | |
| | Location(s) of first aid kit(s) and eye wash facilities | | |
| | First Aid log book | | |
| | Hazards and control measures <i>(include procedures for all hazards)</i> | | |
| | Working Alone Procedures – who to contact, how to contact them, and how often | | |
| | Violence and harassment procedures | | |

EMPLOYEE TRAINING RECORD

| | |
|--------------------------|----------------------|
| Employee Name: | |
| Trade/Occupation: | Date of Hire: |

| Name of Course | Date Completed | Date of Expiry |
|-----------------------|-----------------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

6. DISCUSS OHS WITH YOUR WORKERS

Regular safety meetings such as Safety Talks, often called Toolbox Talks, are informal but essential discussions about hazards and risks associated with the tasks your workers will perform that day, week, or month. Toolbox Talks are also an opportunity for your workers to discuss safety concerns or share a best practice with you, their supervisor, and co-workers.

Discuss topics relevant to the tasks workers do that day, week, or month.

These discussions do not take the place of safety training and all your workers must attend them.

Document the following information for each safety talk:

- the date and the topic you discussed;
- who attended;
- what recommendations and suggestions arose; and
- what actions workers will take to minimize the risk of the hazard discussed.

A Toolbox Safety Talks Log Book is available from the WSCC. For more information on Toolbox Talks, watch WSCC's [video](#).

RESOURCES:

[WSCC TOOLBOX TALK VIDEO](#) (LINK)

[WSCC TOOLBOX TALK SAMPLE](#)

[TOOLBOX TALK LOG BOOK](#) (Available upon request from the WSCC.)

SAFETY TALK SAMPLE

AVOID SLIPS, TRIPS AND FALLS WITH GOOD HOUSEKEEPING

TOOLBOX SAFETY TALK

EXPLAIN THE DANGER

Most injuries resulting from falls aren't caused by falls from a height. They are from slips and trips on the same level, while walking on surfaces that are uneven, slick from spills or ice buildup, or cluttered with cords, materials, garbage, and construction debris.

CONSIDER CLUTTER

- Clutter can accumulate quickly on site—scrap lumber, broken bricks, pieces of drywall, strap-bands, and packaging.
- Clutter can often be irregular in shape, hard to handle, and full of sharp objects.
- **One of the biggest problems is packaging.** Too often packaging is removed from material and left wherever it falls. This creates tripping and slipping hazards. It also makes other hazards hard to see.

Mess invites more mess. When a site isn't regularly cleaned up, leaving waste where it drops can become the normal way of doing things. When that happens, workers can't see what is underneath: cords or faulty wiring, protruding nails, damaged flooring, and missing scaffold planks.

IDENTIFY CONTROLS

Good housekeeping includes having waste containers for collecting and throwing away debris. It also means that workers clear walkways and their work areas, and empty waste containers regularly.

To keep the worksite safer from slips, trips and falls:

- Take responsibility for your work area.
- Clean up as you work.
- Keep equipment and the areas around equipment free of scrap material and debris.
- Keep stairways, ramps, and other travel areas clear.
- Before handling used lumber, remove or bend over any protruding nails, and chip away hardened concrete.
- Remove flammable clutter and debris immediately from sources of ignition such as welding, flame cutting, and propane heating.
- Clean up spills or mark them to warn others until the spill can be cleaned up.

Working on a roof or at heights?

- Secure any loose or light material stored on roofs and open floors to keep it from blowing away in the wind.
- Place material so there is no risk of it falling to lower levels of the worksite.
- Discard materials through an enclosed chute or lower the material in containers.
- Store material so that it won't roll or slide in the direction of any openings. Use blocking if necessary.

DEMONSTRATE

Review housekeeping problems unique to your location. Also, check that waste containers are readily available so that workers can keep walkways and work areas clear.

7. REGULARLY CHECK, SERVICE, AND MAINTAIN ALL WORKPLACE EQUIPMENT, MACHINERY, AND TOOLS

The only way to be certain of the current condition of the equipment and tools in your workplace is to inspect them before use.

Create or adapt preventative maintenance checklists for your business that you and your workers can use in regular operations as standard practice.

A checklist is a tool to guide you and your workers in identifying issues and appropriate corrective actions for tools, machinery, and equipment before you start the work.

Maintain documentation of checks, maintenance logs, and service records.

RESOURCES:

[PRE-TRIP MAINTENANCE CHECKLISTS SAMPLE](#)

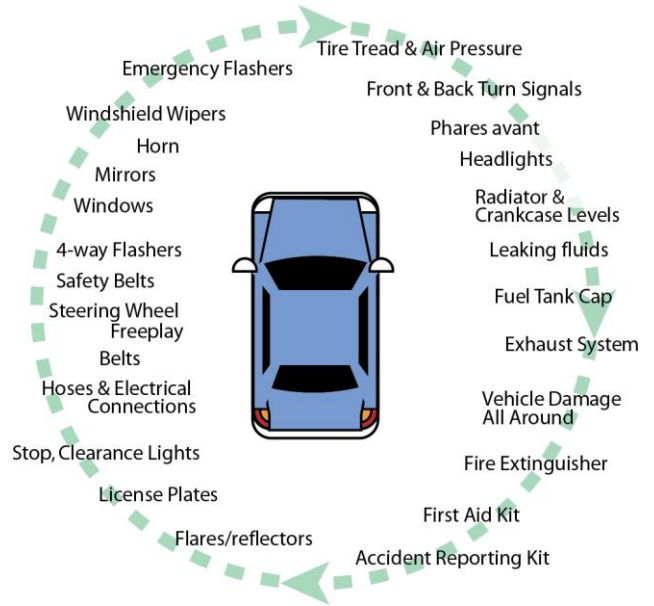
MANUFACTURERS' SPECIFICATIONS: Refer to manufacturer specifications for safe operation of equipment, machinery, and tools.

PRE-TRIP VEHICLE MAINTENANCE CHECKLIST

| | |
|---------------------------|----------------------|
| VEHICLE # or Description: | Date and Time: |
| Employee Name: | Supervisor Initials: |

Before you drive your vehicle any long distance, get a pre-trip tune-up and inspection. The following is a partial list of items to check on a daily basis. Add others as necessary.

| |
|--|
| Engine Oil Level |
| Cooling System Hoses |
| Brake Lines |
| Brake Operation |
| Windshield and Wiper |
| Blades Head |
| Lights/Driving Lights |
| Power Steering Hoses |
| Exhaust System |
| Parking Brake Operation |
| Fan Belts |
| Mirrors: Side, Rear-View |
| Snow Chains (if applicable) |
| Transmission Fluid Level |
| Lights/Turn Signals |
| Brake Fluid Level |
| Tail Lights/Reverse Lights |
| Power Steering Fluid Level |
| Tire Wear/Inflation |
| Tire Balance/Alignment |
| Spare Tire (condition) Horn |
| Anti-freeze Level |
| Heater and AC functioning |
| Chocks, Bricks or Boards (to prevent vehicle from rolling off a jack or incline) |



Place check mark ✓ next to each item when identified as working or functioning properly. Circle items that are not working properly, or where you identify a problem.

List problems below and seek repair or corrective action.

Keep these items in your vehicle at all times, especially during long trips:

- First Aid Kit, Blanket, Spare Fuses, Shovel, Engine Fluids, Flashlight
- Extra batteries, Flares/Reflective Devices, Tool Kit, Extra Fan Belt (serpentine)
- Water, Fire Extinguisher, Jumper Cables, Duct, or Electrical Tape
- Jack/Lug Nut Wrench, Spare Tire (properly inflated), Sand, Kitty Litter (winter)

8. HAVE EMERGENCY PROCEDURES, FIRST AID PROVISIONS, AND INJURY REPORTING PROCEDURES

During emergencies, hazards appear that you don't normally face. You must be aware of possible emergencies and plan the best way to control or prevent the hazards they present.

It is very important that each person in the workplace knows exactly:

- What to do in an emergency;
- How to communicate the emergency and to whom;
- Where to find emergency instructions or procedures;
- Where to find any emergency equipment they may need; and
- How to operate the equipment.

To plan for emergencies:

- Identify possible emergencies;
(such as natural disasters, injuries, fire, flooding, extended power outage);
- Assess the hazards these emergencies present;
- Create an action plan to reduce impact on your workplace;
- Inform and train your workers on the emergency procedures; and
- Run through emergency drills.

Examples of workplace emergency procedures vary from business to business but may include:

- Emergency evacuations
- Use of equipment required for a particular emergency
- Prevention of escalation of risk
- Containment and clean-up of chemical spills
- Control of fire
- Procedures for flood containment
- Procedures for emergencies concerning electricity
- Administering first aid assistance to injured people
- Emergency search and rescue techniques

Your first aid requirements change depending on the number of workers you have at a work site and the site distance to a medical facility.

You must also consider:

- the First Aid supplies you must have at your worksite
- the required qualifications of your First Aiders
- how you will transport injured or ill workers to the nearest appropriate medical facility
- reporting requirements for injuries that require First Aid.

For first aid requirements see *PART 5 FIRST AID* and *Schedules H, I and J* of the *OHS Regulations*.

RESOURCE:

[EMERGENCY RESPONSE PLAN TEMPLATE](#)

EMERGENCY RESPONSE PLAN TEMPLATE

| | | | |
|--|-------------------|---------------------|-----------------------|
| Company name | | Completed by | Date |
| Address or Location | | | |
| Potential Emergencies <i>List any potential emergencies – fire, extended power loss, chemical spill, and natural disasters – especially those that may require rescue.</i> | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Emergency Procedures <i>List and assign steps to be taken including who sounds the alarm, evacuation routes and muster points. (Post evacuation maps in each work area.)</i> | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Emergency Equipment and Locations <i>Post this information for each floor or area of your businesses.</i> | Fire Alarm | | |
| | Fire Extinguisher | | |
| | Panic Button | | |
| | Other | | |
| | Other | | |
| Emergency Response Equipment Training | Name | Training | Training dates |
| | | | |
| | | | |
| | | | |
| | | | |
| Alarm and Emergency Communications <i>Describe how your alarm system works, how to report emergencies and to whom.</i> | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | | |
|---|-----------------------------|--|
| | | |
| First Aid <i>Include all first aid stations, first aiders, and their locations.</i> | First Aid Kit Type | |
| | AED (defibrillator) | |
| | Other | |
| | Other | |
| | First Aiders | |
| | Transportation Arrangements | |
| Rescue and Evacuation Procedures | | |
| | | |
| | | |
| | | |
| Rescue and Evacuation Workers (name and area of expertise) | | |
| | | |
| | | |
| | | |
| Emergency Services (Locations and numbers to call) Ensure all workers know there is NO 911 service. | Building Security | |
| | Fire Department | |
| | RCMP | |
| | Clinic | |
| | Hospital | |
| | Other | |

This template is an example of what you must address in your emergency plan. Customize this document to reflect your business and ensure you meet all legislated requirements. You must inform your workers of the plan, keep it current, and post it at your workplace.

9. HAVE AN INCIDENT INVESTIGATION PROCEDURE

INCIDENT INVESTIGATION

When an incident occurs at your work place, even if someone is not hurt, it is important that you investigate what happened and, more importantly, why it happened.

Investigating a worksite incident—a **fatality, injury, illness, or near miss**— to determine the root cause lets you identify corrective actions necessary to prevent recurrence.

As you search for the root cause, do not focus on finding fault or placing blame. Focus on what factors contributed to the incident and how it occurred.

For example:

- If a safe work procedure was not followed, why was it not followed?
- Did production pressures play a role, and if so, why were production pressures permitted to jeopardize safety?
- Was the procedure out-of-date?
 - If so, why had the problem not been previously identified, or
 - If it had been identified, why had it not been addressed?
- Was the machine adequately guarded? If not, why not?
- Was the guard damaged or non-functional? If so, why hadn't it been fixed or taken out of service?
- Did the guard design get in the way of the work? Did clothing get in the way of the work?
- Did the workers have the proper training in the procedures to do the job safely?

FOUR STEPS IN INVESTIGATING AN INCIDENT

Carrying out an incident investigation with a systematic procedure will help give you enough information to determine how to prevent future incidents. If the incident is a Dangerous Occurrence, you must report it to the Chief Safety Officer as soon as you can.

1. Preserve and Document the Scene
2. Collect Information
3. Determine the Root Cause
4. Implement Corrective Actions

1. **PRESERVE AND DOCUMENT THE SCENE**

You must make the scene of an incident safe so you can assist any affected workers and prevent further harm or damage. Document the steps you take to secure the scene. Prevent any other alterations to the scene.

As you document, capture information such as the date, time, and location of the incident, the injured worker's name, a description of their injury, and the type of work they were engaged in. Take pictures, measurements, and notes. Video record or sketch the scene.

2. COLLECT INFORMATION

Collect information through interviewing witnesses when the scene is safe and secure. The closer to the event you speak with a witness, the more accurate and candid their statement will be.

As you conduct interviews, be sure that you:

- Separate the witnesses you will interview
- Conduct the interview in the language of the worker you interview; use a translator if needed
- Clearly state the purpose of the investigation and that the interview is about fact-finding, *not fault-finding*
- Emphasize that the goal is to learn how to prevent future incidents by discovering the root cause of what occurred
- Establish a climate of cooperation, and avoid anything that may be perceived as intimidating or in search of someone to blame for the incident
- Ask the worker to recount their version of what happened
- Do not interrupt the person you are interviewing
- Take notes and/or record the responses
- Have blank paper and/or sketch available for interviewee to use for reference
- Ask clarifying questions to fill in missing information
- Repeat information back to correct any inconsistencies
- Ask the witness what they think could have prevented the incident, focusing on the conditions and events leading up to the incident

3. DETERMINE THE ROOT CAUSE

The root cause of an incident is the underlying reasons why it occurred. This requires repeatedly asking why. For example, you would not state that the root cause was that the “*worker did not follow the safety procedures*”. Find out why the worker didn’t follow the procedure.

As you ask more whys, you will discover more contributing factors and get to the root cause. The main goal of investigating the incident is to understand how and why the hazard was not recognized or controls failed, not to find someone to blame.

4. IMPLEMENT CORRECTIVE ACTIONS

Knowing the root cause will allow you to plan your corrective actions and how best to implement them. As you address the root cause and implement new hazard controls, you will need to update your OHS program to ensure corrective actions become part of your operations. You may need to:

- Revise safety policies to clearly establish responsibility and accountability
- Revise purchasing policies to include safety considerations
- Change safety inspection process
- Change your training and operating procedures

RESOURCE:

[INCIDENT INVESTIGATION REPORT](#)

INCIDENT INVESTIGATION FORM

| | |
|--|-------------------------------------|
| DATE: | |
| Section A: Investigator | |
| Name | Title |
| Section B: Incident Description/Injury Information | |
| Name Injured Employee | Age |
| Employee's Job Title | |
| Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Other | |
| Length of time with the company: | Length of time in current position: |
| Description and severity of injury: | |
| Date and time of incident: | |
| Location of incident: | |
| Detailed description of incident. <i>Include relevant events leading up to, during, and after the incident, and add as many pages as you need to accurately describe the incident.</i> | |
| Description of incident from eye witnesses, including relevant events leading up to, during, and after the incident. <i>Include names of persons interviewed, job titles, date, and time of interviews.</i> | |
| Description of incident from additional employees with knowledge, including relevant events leading up to, during, and after the incident. <i>Include names of persons interviewed, job titles, date, and time of interviews.</i> | |
| Section C: Identify the Root Cause: What caused or allowed the incident to happen? <i>Add as many pages as you need to accurately describe what caused the incident.</i> | |
| <p>The Root Cause is the underlying reason the incident occurred and needs to be addressed to prevent future incidents.</p> <ul style="list-style-type: none"> • If safety procedures were not being followed, why were they not being followed? • If a machine was faulty or a safety device failed, why did it fail? <p>Contributing factors can come from many issues: equipment/machinery, tools, procedures, training or lack of training, and work environment. As you identify which, determine why these factors were not addressed before the incident.</p> | |
| Section D: Recommended Corrective Actions to Prevent Future Incidents <i>(add as many pages as you need to accurately describe)</i> | |
| Section E: Corrective Actions Taken/Root Cause Addressed <i>(add as many pages as you need to accurately describe)</i> | |

10. MAINTAIN RECORDS AND REVIEW YOUR PROGRAM

You have taken the time to set up your program.

- You have an OHS policy in place;
- You eliminate and control all the hazards as you identify them at your worksite(s);
- You communicate roles, responsibilities, and hazard information to your workers;
- You develop and train your workers to follow safe work procedures;
- You have first aid kits and emergency plans in place; and
- Your workers know their rights and how to report unsafe work.

DUE DILIGENCE

When your OHS program is in place and working well you can verify you operate with due diligence. To meet the standard of due diligence, you must take all reasonable precautions in the circumstances to carry out your work safely. **To show that you practice due diligence to comply with occupational health and safety legislation, you must document your activities.**

DOCUMENTATION

Recordkeeping creates a documented history of the OHS activities you and your workers perform. Without the documentation, you cannot prove that you have maintained the safe work practices put into place. It is important that you maintain your records on:

- employee training
- safety talks
- operational checks, maintenance, and service

INSPECTIONS

Conducting regularly scheduled inspections ensures that your supervisors and workers are following your OHS Program. It also gives workers the opportunity to express any safety concerns they have and offer suggestions for corrective actions.

Your designated OHS representative conducts the inspections with a worker, discusses issues and concerns with workers, and makes recommendations to you for corrective actions. You and your OHS representative work together with supervisors and workers to solve safety issues.

REVIEW

Your documentation gives you the information you need to track how your OHS program is working. Review your program at a minimum every three years or whenever there is a change that may affect you, your workers, or your business. Look to identify any new hazards that may emerge over time.

RESOURCES:

[INSPECTION REPORT FORM](#)

INSPECTION REPORT

Customize the sheet to reflect your workplace.

| Weekly (Monthly, Bimonthly, etc.) Inspection | | |
|--|-------|------------------|
| Completed by: | Site: | |
| Accompanied by: (worker) | Date: | Last Inspection: |

| Item | Comment | Area | Action Taken/ Recommended Action |
|-------------------------|---------|------|-------------------------------------|
| 1. Housekeeping | | | |
| 2. Storage | | | |
| 3. PPE | | | |
| 4. Ladders | | | |
| 5. Guardrails | | | |
| 6. Scaffolds | | | |
| 7. Other work platforms | | | |
| 8. Fire protection | | | |
| 9. Electrical | | | |
| 10. Gas cylinders | | | |
| 11. Stairs | | | |
| 12. Public protection | | | |
| 13. Lighting | | | |
| 14. Machine guards | | | |
| 15. Material handling | | | |
| 16. Ventilation | | | |
| 17. Traffic control | | | |
| 18. Elevators | | | |
| 19. Floor/roof openings | | | |
| 20. | | | |
| 21. | | | |

11. INJURY REPORTING AND RETURN TO WORK

The goal of an Occupational Health and Safety Program is to prevent workplace injuries and illnesses. However, if a worker does suffer an injury or illness, the employer should have procedures in place for first aid, reporting, and returning the worker to work.

INJURY REPORTING PROCEDURES

You must record and report injuries and dangerous occurrences that happen at the workplace. There must be clear internal reporting procedures in place including who is responsible for reporting such incidents to the WSCC. You must also consider your plan for getting the injured worker back to work as soon as it is safe to do so. The OHS Regulations require that you record and report the following to the WSCC:

- Dangerous Occurrence (also known as a “near miss”).
- Injury/illness requiring medical aid.
- Accident causing serious bodily injury.

DANGEROUS OCCURRENCES

You must report a dangerous occurrence (a situation in which someone could have been seriously injured had circumstances been different) to the WSCC as soon as is reasonably possible:

- Inform a WSCC safety officer (call 1-800-661-0792).
- Complete the [Employer’s Report of Incident](#) within three days of the occurrence.

Reporting dangerous occurrences requires that you review your processes. You must also:

- Conduct an incident investigation (see Section 9).
- Conduct a hazard assessment to determine what actions to take to eliminate or control the hazard.
- Share the report with your OHS Representative, if applicable.

INJURY REQUIRING MEDICAL AID

When a worker has been injured, immediately assess the situation to ensure the scene is secure enough to aid the injured worker. Follow these steps:

- Provide first aid, and if necessary, transportation to the nearest medical facility.
- Call emergency services if necessary (RCMP, Fire Department, or Ambulance)
- For serious injuries, report the incident to a safety officer (1-800-661-0792) as soon as reasonably possible.
- Complete and submit all sections of the [Employer’s Report of Incident](#) within three days of the occurrence.
- Have the injured worker complete the [Worker’s Report of Injury](#) as soon as they can. This will depend on the seriousness of the injury.
- Conduct an incident investigation (See section 9).
- Start your return to work process by communicating with your worker and WSCC.

RETURN TO WORK PROCESS

A safe and timely return to work (RTW) helps injured workers with their recovery and rehabilitation. The return to work process assists injured workers remain at work while recovering, or accommodate suitable work as soon as safe and medically possible. The process begins as soon as the worker suffers an injury. It may involve modifying duties or changing work hours to accommodate the injured worker's needs while they recover.

When identifying modified work to protect the injured worker, employers may even discover new work procedures that can better protect all workers.

Modified Duties: Employers must accommodate a worker who has been injured to return to work safely. This stems from the *Human Rights Acts* of the Northwest Territories and Nunavut. To manage the return to work process effectively, begin by working closely with the worker and the WSCC as soon as you've completed the [Employer's Report of Incident](#).

MANAGE INFORMATION

- Provide a copy of the completed [Employer's Report of Incident](#) to the worker (required by the *Workers' Compensation Act*).
- Remind the worker to complete their [Worker's Report of Injury](#) form.
- Request the completed [Functional Abilities](#) form (page 2 on the health care provider's *First Medical Report*) from the injured worker or the WSCC.

COMMUNICATE AND COLLABORATE

- Contact the worker as soon as possible after the injury and maintain regular, frequent contact throughout their recovery.
- Contact the WSCC regularly to update the worker's condition and suitable work options.

IDENTIFY SUITABLE WORK/CREATE A RTW PLAN

- Discuss functional abilities with the worker and the WSCC to identify suitable modified work.
- Provide a written offer of modified work, and have the worker and yourself sign off on the *Return to Work Plan*. Submit the plan to the WSCC.

MONITOR

- Check in with the worker regularly.
- Provide hours worked, as well as updates on progress or challenges to the WSCC.

RETURN TO WORK COMPLETION

- Worker fully recovers and returns to their pre-injury job.
- Or, worker reaches maximum recovery (recovers as far as they will from this injury) and requires permanent accommodation. Discuss options with the WSCC.

RESOURCES:

[RETURN TO WORK PLAN TEMPLATE.](#)

- Online:
[WSCC Return to Work PROGRAM](#)
[WSCC Employer's Guide to Return to Work](#)

RETURN TO WORK PLAN

| | | | |
|---|--|-----------------------|--|
| Worker Name: | | | |
| Pre-injury Job Position: | | | |
| Effective Date: | | Anticipated End Date: | |
| Functional Limitations and Restrictions: <i>(List all restrictions that require accommodating)</i> | | | |
| RTW Plan Specifications: <i>(Describe job duties, tasks, and modifications including necessary tools, equipment, and training)</i> | | | |

Work Hours (if different from pre-injury work schedule):

| Work Week (Dates) | Days and Hours Scheduled Each Week | | | | | | | Comments |
|----------------------|------------------------------------|------|-----|------|-----|-----|-----|----------|
| | Mon | Tues | Wed | Thur | Fri | Sat | Sun | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Monitoring/review: *Plan and schedule to identify who the worker will meet, how often, and when and where.*

| | | | | |
|--|-------------------------------|-----------------|-------------|-------------|
| Daily informal check-ins with supervisor at <i>(set a regular time)</i> | | | | |
| Progress meeting and report plan | | <i>Location</i> | <i>Date</i> | <i>Time</i> |
| If there are issues, difficulties, or concerns with the modified work, the worker, employer and the WSCC will contact: | <i>Worker will contact:</i> | | | |
| | <i>Employer will contact:</i> | | | |
| | <i>WSCC will contact:</i> | | | |

Signatures:

| | | | |
|---|-------------|----------------|--------------|
| By signing this Return to Work plan we confirm our participation in the development of the plan, that we understand our roles in the implementation and monitoring of the plan, and agree to actively participate as outlined above. It is expected that the worker will perform within their limitations and restrictions and perform only the duties outlined within the plan. Any challenges or difficulties will be reported immediately. | | | |
| <i>Supervisor/Manager:</i> | <i>Date</i> | <i>Worker:</i> | <i>Date:</i> |

12. WSCC WORKPLACE INSPECTIONS

All employers are legally required to maintain a safe workplace by meeting the standards set out in the *Safety Act(s)* and *Occupational Health and Safety Regulations (OHS Regulations)*. These Acts form the basis for protecting the health and safety of workers and employers in Nunavut and the Northwest Territories.

THE INSPECTION PROCESS

The WSCC conducts over 1,000 inspections annually to ensure the safety of northern workers. During an inspection, an appointed Occupational Health and Safety (OHS) Inspector will visit a work site and assess work practices. Inspections can result in directions or orders that list corrective actions an employer needs to complete by an agreed upon date to protect the health and safety of people at the work site. Inspections can also provide positive observations and feedback to employers.

Five things to know about inspections:

1. **THERE ARE FOUR POSSIBLE REASONS YOUR WORKPLACE IS BEING INSPECTED**

Scheduled Inspection

A Scheduled Inspection is the most common type, and happens when your company is selected for an inspection, or when an employer requests an inspection.

Focused Inspection

Focused Inspections are based on a risk identified by the WSCC, which could be a topic based on overall injury rates, or a change to legislation that impacts your industry.

Referrals

Referrals result from an [Employer's Report of Incident](#) or a [Report of Unsafe Work](#) made to the WSCC.

Follow Up

Follow-Up Inspections occur when there is an outstanding item from a past inspection or direction, or additional support is requested by the employer.

2. **YOU WILL RECEIVE A REPORT**

After every inspection, a Workplace Inspection Report is sent to the employer. This report will detail observations, which can be both positive feedback, and areas for improvement. **If there is a hazard identified in your workplace, you will also receive directions.** Directions will cite the safety legislation that must be complied with.

3. **THERE IS A DEADLINE**

The deadline for compliance is set by the WSCC Inspector and employer representative. **You are able to request a revised deadline if you require more time.***

* An extension request can only be submitted up to 14 days past the deadline for compliance. At that point, the WSCC is still able to support you with reaching compliance, but you must achieve compliance within the following 14 days, a total of 28 days past the original deadline.

4. YOU WILL RECEIVE REMINDERS

If you do not meet compliance by the deadline, you will receive reminders 24 hours after the deadline, 14 days after the deadline, and the final notification at 28 days after the deadline, which will include actions determined by the Chief Mining and OHS Inspector and the WSCC OHS Inspector.

5. A STOP WORK ORDER CAN BE ISSUED IMMEDIATELY

At any point in this process, **if an imminent danger to workers is found on your work site, a Stop Work Order can immediately be issued for the task or impacted area.** The task can start again only once compliance is achieved.

If you have questions about any Inspection Reports or Directions that you have received, notify the WSCC Inspector you have been working with at any time.

DEFINITIONS

Observations: Anything noteworthy that the WSCC Inspector sees in your workplace. Observations could include positive feedback, areas that could use improvement, or details describing imminent danger.

Direction: Directions (sometimes referred to as orders) outline areas where an employer is not adequately meeting safety legislation. They are clearly labeled on your inspection report, and will include the word “shall” along with a cited safety legislation that employers must comply with.

Imminent Danger: A situation or circumstance that poses clear and serious risk to one or more workers’ health and safety.

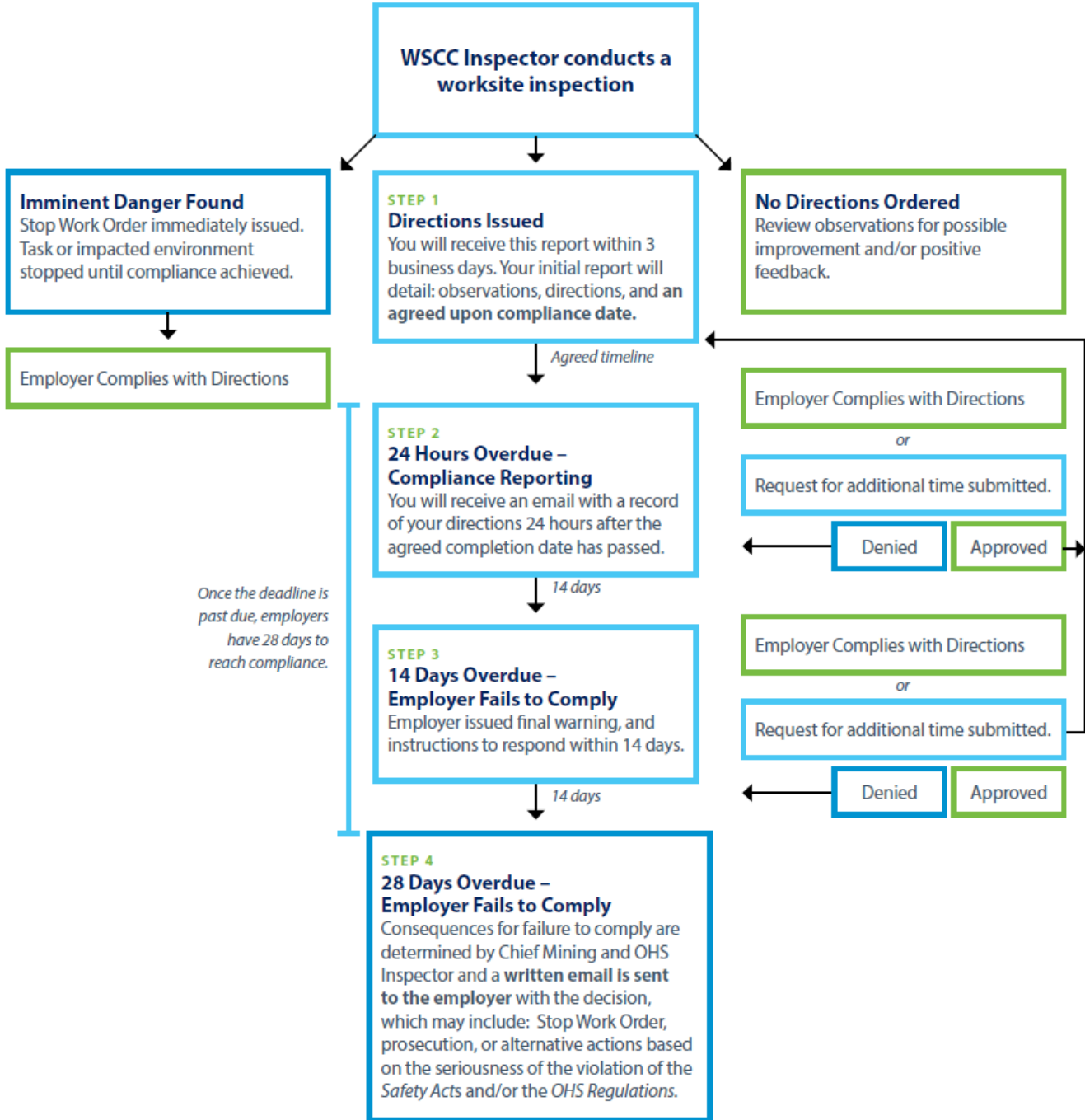
Compliance: An employer following what is required under the Nunavut and Northwest Territories *Safety Act(s)* and *OHS Regulations*.

RESOURCES:

- Online:
[WSCC Workplace Inspections](#)

WORKPLACE INSPECTIONS — WHAT TO EXPECT

The WSCC wants to see employers succeed in keeping their workers safe and prevent injuries from occurring. In every step in this process, we encourage you to communicate openly with the WSCC Inspector you are working with. They will provide you with support with reaching compliance with safety legislation.



The outcome of this is dependent on the actions taken by the Chief Mining and OHS Inspector. In the case of a Stop Work Order, you will have to stop the task or work in the environment impacted by the non-compliance until sufficient changes are made to address the direction(s). Other actions will specify next steps.

APPENDIX A: OHS PROGRAM CHECKLIST

When you have completed the activities in this guide, use this checklist to ensure you have the documentation to support your OHS Program.

| YOUR OHS PROGRAM | DOCUMENTATION |
|---|--|
| 1. Do you have an OHS Policy? | <ul style="list-style-type: none"> • Policy Statement |
| 2. Do you, your supervisors, and workers know and understand their OHS responsibilities? | <ul style="list-style-type: none"> • OHS Program Roles and Responsibilities statement (within the Policy Statement.) |
| 3. Have you identified hazards? | <ul style="list-style-type: none"> • List of Identified Hazards |
| 4. Do you have your hazard controls in place? | <ul style="list-style-type: none"> • Job Hazard Analysis • Job-Specific Safe Work Procedures • Risk Assessment Rating for identified hazards |
| 5. Do your workers have the training and supervision to perform their jobs safely? | <ul style="list-style-type: none"> • New Worker Orientation Checklist • Worker Training Records – including safety training such as WHMIS and Supervisor Safety Training |
| 6. Do you regularly discuss OHS issues with your workers? | <ul style="list-style-type: none"> • Safety Talks • Safety Talk Log Book |
| 7. Do you regularly check, service, and maintain all workplace equipment, machinery, and tools? | Specific to your work: <ul style="list-style-type: none"> • Maintenance checklists, • Pre-shift inspection checklists • Procedure checklists |
| 8. Do you have: | Posted in the workplace and included in new worker orientation |
| <ul style="list-style-type: none"> • Emergency procedures? | <ul style="list-style-type: none"> • Procedures posted at the work site |
| <ul style="list-style-type: none"> • First aid kits? | <ul style="list-style-type: none"> • First Aid Log Book to track injuries and ensure kit is replenished |
| <ul style="list-style-type: none"> • An injury reporting procedure? | <ul style="list-style-type: none"> • Policy and procedure • Injury Report Form |
| 9. Do you have investigation procedures in place? | <ul style="list-style-type: none"> • Policy and procedure • Investigation Report Form |
| 10. Do you maintain records and review your program? | <ul style="list-style-type: none"> • Inspections Reports • Review Logs |

APPENDIX B: RISK ASSESSMENT TOOL

Assign values for the hazard severity and likelihood on a scale from 1 to 4, then multiply them together to give a rating of low-, medium-, and high-risk.

| | | |
|-------------------|----------|--|
| Severity | 1 | Negligible: Causing minor injury that requires first aid or less. |
| | 2 | Minor: Causing non-serious injury, illness, or damage that requires medical aid; not life threatening. |
| | 3 | Serious: Causing severe injury, serious illness, that is disabling or lifelong, or property and equipment damage. |
| | 4 | Imminent danger: Causing death, widespread occupational illness, or loss of facilities. |
| Likelihood | 1 | Remote: Unlikely to occur, but conceivable |
| | 2 | Possible: Could occur at some point |
| | 3 | Probably: Likely to occur eventually |
| | 4 | Likely: Occurs repeatedly or is expected to occur |

Severity (of hazard) X **Likelihood** (of occurrence) = **Overall Risk**

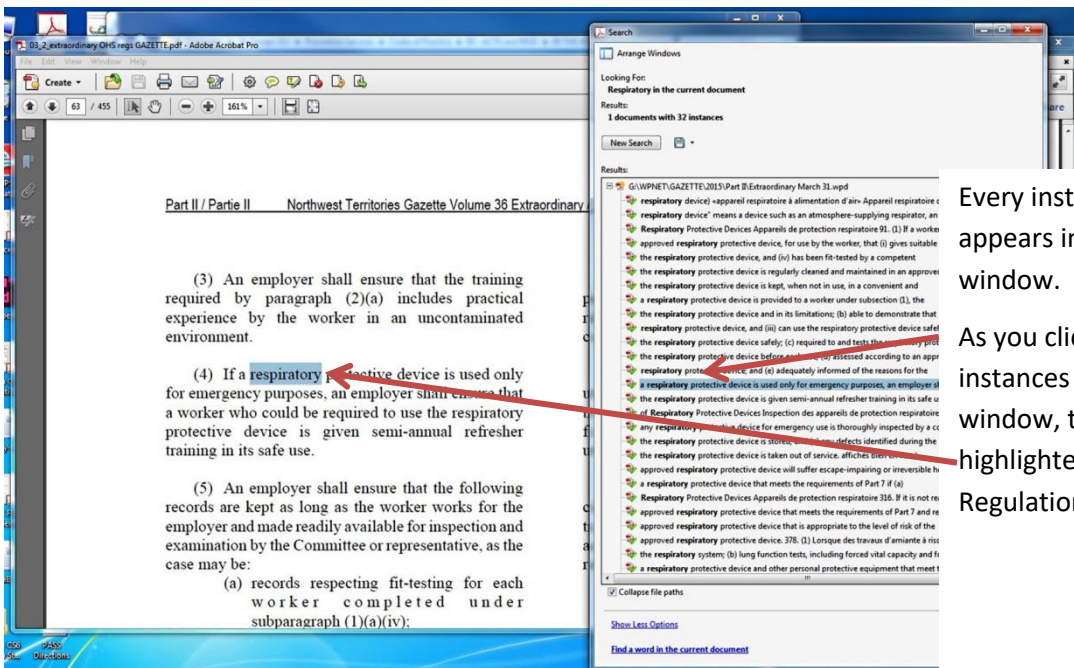
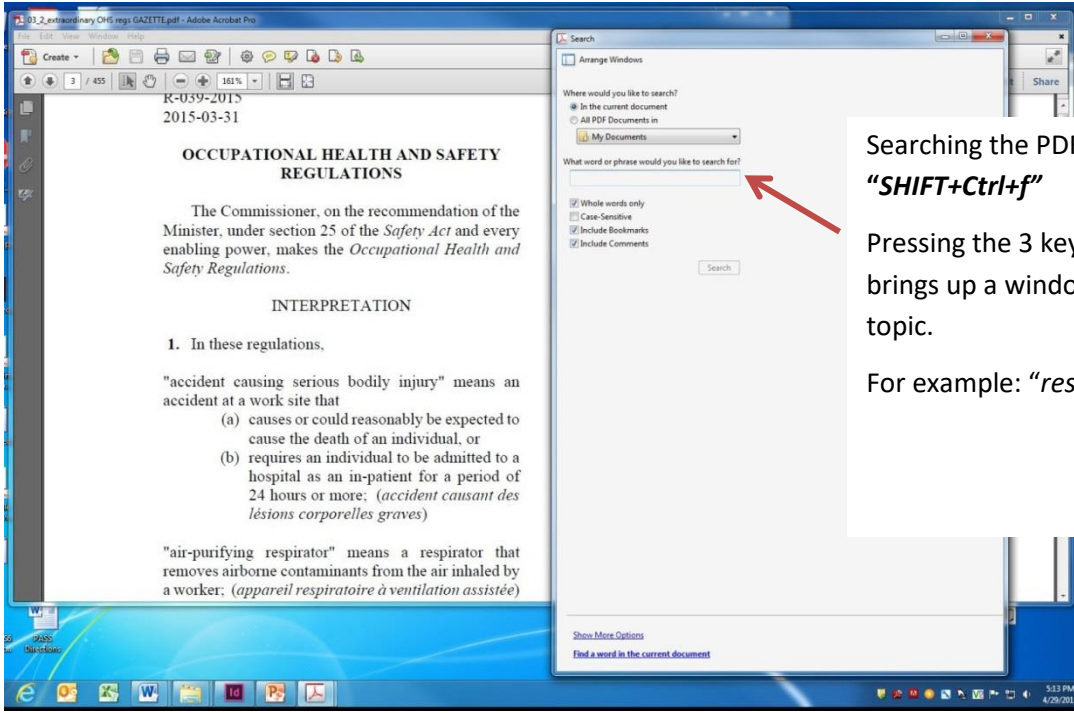
| | | | | | |
|-----------------|----------|---------------------------------|-----------------|-----------------|-----------------|
| SEVERITY | 4 | 4 Medium | 8 Medium | 12 High | 16 High |
| | 3 | 3 Low | 6 Medium | 9 Medium | 12 High |
| | 2 | 2 Low | 4 Medium | 6 Medium | 8 Medium |
| | 1 | 1 Low | Low | Low | 4 Medium |
| | | 1 | 2 | 3 | 4 |
| | | Likelihood (Probability) | | | |

The risk matrix rating (low, medium, high,) indicates the level of response required as you determine how you will control the hazard.

| Low Risk | Medium Risk | High Risk |
|---|--|---|
| 1-3 | 4-8 | 9-16 |
| CONTINUE WITH THE TASK. Ensure existing control measures are used as intended. Watch for new hazards to develop. | PAUSE. What new control measures can you introduce to reduce the risk? Reassess after new control measures are in place. | STOP. Do not proceed. Determine what course of action you will take. Have all workers and your supervisor sign off before you begin work. |

APPENDIX C: READING THE OHS REGULATIONS

The *OHS Regulations* are available for download at wsc.nt.ca. The PDF has a searchable function that allows users to enter a topic and search the entire document for every instance of that word or phrase.



APPENDIX D: TEMPLATES

OCCUPATIONAL HEALTH AND SAFETY POLICY TEMPLATE

| |
|--|
| Business Name |
| <p>State your business name and your commitment to OHS and the protection of your workers and a safe workplace.</p> <p>State that the responsibility of health and safety is shared by everyone who works at your businesses, including contractors.</p> |
| <p>Outline what you will provide, what your supervisors will provide, and what you expect your workers to provide.</p> |
| Note the duties and responsibilities (one or two points for each): |
| Owner |
| Supervisors |
| Workers |
| Contractors |
| Suppliers |
| Visitors |

Print and sign

Owner and President

Date

HAZARD REPORT

If a worker identifies any hazards during the course of their work, they must isolate or control the hazard and report it to their supervisor, and complete this hazard report form.

| | |
|------------------------------|-------|
| Name: | Date: |
| Location: | |
| Equipment: | |
| Description of hazard: | |
| Suggested corrective action: | |
| Signature: | |
| Supervisor's remarks: | |
| Corrective action taken: | |
| Signature of Supervisor: | Date: |

JOB HAZARD ASSESSMENT (JHA)

Complete this form before the start of each task or with any change in conditions.

Job: _____ Date: _____

Review the following with the work crew. List tasks and hazards, and identify controls.
High-risk tasks need a Safe Operating Procedure.

Personal Hazards

- clear instruction provided
- able to perform the task
- trained to use equipment/tools
- distractions in the work area
- working alone
- aware of weather conditions
- noise levels
- have all the correct PPE

Activity Hazards

- welding/grinding
- burn/heat sources
- compressed gasses
- energized equipment
- electrical cords condition
- equipment/tools inspected
- lockout procedure in place
- airborne particles

Environmental Hazards

- spill potential
- climatic conditions
- MSDS reviewed
- ventilation required
- heat stress/cold exposure
- other workers in the area
- lighting levels
- housekeeping

Ergonomic Hazards

- working in a tight area
- parts of body in the line of fire
- working above your head
- pinch points identified
- working without being trapped
- repetitive movements

Working at Height Hazards

- barricades, flagging, and signs
- hole coverings in place
- protection from falling items
- powered platforms
- fall arrest
- ladders

Access/Egress Hazards

- scaffold inspected and tagged
- slip/trip potential identified
- required permits in place
- excavations
- confined space
- other

Identify and prioritize tasks and hazards, then identify plans to eliminate or control the hazards.

| TASK | HAZARD* | CONTROL |
|------|---------|---------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

*All hazards must have action plans to eliminate or control them. Plans must be in place before starting a task.

Name: _____ Name: _____ Name: _____

Supervisor Signature: _____ Reviewed by: _____

RISK ASSESSMENT FORM

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|--|----------------------------|---------------------------------|---|---|--|--|
| Hazard | Potential Risk | Severity of Harm | Likelihood of Occurrence | Risk Level Rating | Existing Control Measures | Additional Controls Measures to Implement | Monitor Controls |
| <i>Area, Equipment, Job, Task, or Process that presents a potential danger.</i> | <i>Harm (injury, illness, or damage) the hazard could cause.</i> | <i>Assign Value 1 to 4</i> | <i>Assign Value 1 to 4</i> | <i>Multiply Severity and Likelihood. (See Risk Matrix. Appendix B).</i> | <i>What control measures you already have in place.</i> | <i>What do you need to implement (Look at Hazard Control Methods to determine course of action).</i> | <i>Create and implement a procedure (such as a check list or testing) that defines how you will ensure measures eliminate or control the hazard.</i> |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

WORKER ORIENTATION CHECKLIST

| | Employee name: | | |
|-------------------------------|--|------------------|----------------------|
| | Position (tasks): | | |
| Date hired or transferred: | | | Date of orientation: |
| Person providing orientation: | | | Phone number: |
| Check | Subject | Trainer initials | Worker initials |
| | Supervisor's name and contact information | | |
| | Review company OHS Policy and OHS Program | | |
| | Hazards – how and who to report unsafe practices or conditions to | | |
| | Injuries – how and who to report them to | | |
| | General safe work practices rules: <i>(List specific procedures. For each procedure: explain, demonstrate, and have worker demonstrate it back to you.)</i> | | |
| | <i>Name specific task and safe work procedure 1 :</i> | | |
| | <i>Name specific task and safe work procedure 2 :</i> | | |
| | <i>Name specific task and safe work procedure 3 :</i> | | |
| | <i>Name specific task and safe work procedure 4 :</i> | | |
| | Equipment – how to safely use, maintain, and clean <i>(Include a list of specific equipment workers will use.)</i> | | |
| | <i>Name specific equipment 1:</i> | | |
| | <i>Name specific equipment 2:</i> | | |
| | Personal Protective Equipment (PPE) – what PPE the worker must use, where to get it, how to use it, how to clean, maintain, and store it. <i>(Include a list of specific PPE your workers must use and check off orientation as it applies)</i> | | |
| | WHMIS – <i>General training. Include specific training for all hazardous materials in the workplace.</i> | | |
| | Emergency procedures – where to find the emergency procedures | | |
| | Locations of emergency exits and muster points | | |
| | Locations of fire extinguishers and fire alarms | | |
| | How to use fire extinguishers | | |
| | What to do in an emergency situation | | |
| | How to report the emergency and to whom | | |
| | Emergency contact numbers | | |
| | First Aid | | |
| | Who the designated first aider in the workplace is | | |
| | Location(s) of first aid kit(s) and eye wash facilities | | |
| | First Aid log book | | |
| | Hazards and control measures <i>(include procedures for all hazards)</i> | | |
| | Working Alone Procedures – who to contact, how to contact them, and how often | | |
| | Violence and harassment procedures | | |

EMPLOYEE TRAINING RECORD

| | |
|--------------------------|----------------------|
| Employee Name: | |
| Trade/Occupation: | Date of Hire: |

| Name of Course | Date Completed | Date of Expiry |
|----------------|----------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

EMERGENCY RESPONSE PLAN TEMPLATE

| | | | | | |
|--|-------------------|---------------------|-----------------|-------------|-----------------------|
| Company name | | Completed by | | Date | |
| Address or Location | | | | | |
| Potential Emergencies <i>List any potential emergencies – fire, extended power loss, chemical spill, and natural disasters – especially those that may require rescue.</i> | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Emergency Procedures <i>List and assign steps to be taken including who sounds the alarm, evacuation routes and muster points. (Post evacuation maps in each work area.)</i> | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Emergency Equipment and Locations <i>Post this information for each floor or area of your businesses.</i> | Fire Alarm | | | | |
| | Fire Extinguisher | | | | |
| | Panic Button | | | | |
| | Other | | | | |
| | Other | | | | |
| Emergency Response Equipment Training | Name | | Training | | Training dates |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Alarm and Emergency Communications <i>Describe how your alarm system works, how to report emergencies and to whom.</i> | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | | |
|---|-----------------------------|--|
| | | |
| First Aid <i>Include all first aid stations, first aiders, and their locations.</i> | First Aid Kit Type | |
| | AED (defibrillator) | |
| | Other | |
| | Other | |
| | First Aiders | |
| | Transportation Arrangements | |
| Rescue and Evacuation Procedures | | |
| | | |
| | | |
| | | |
| Rescue and Evacuation Workers (name and area of expertise) | | |
| | | |
| | | |
| | | |
| Emergency Services (Locations and numbers to call) Ensure all workers know there is NO 911 service. | Building Security | |
| | Fire Department | |
| | RCMP | |
| | Clinic | |
| | Hospital | |
| | Other | |

This template is an example of what you must address in your emergency plan. Customize this document to reflect your business and ensure you meet all legislated requirements. You must inform your workers of the plan, keep it current, and post it at your workplace.

INCIDENT INVESTIGATION FORM

Customize the sheet to reflect your workplace.

| | |
|--|-------------------------------------|
| DATE: | |
| Section A: Investigator | |
| Name | Title |
| Section B: Incident Description/Injury Information | |
| Name Injured Employee | Age |
| Employee's Job Title | |
| Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Other | |
| Length of time with the company: | Length of time in current position: |
| Description and severity of injury: | |
| Date and time of incident: | |
| Location of incident: | |
| Detailed description of incident. <i>Include relevant events leading up to, during, and after the incident, and add as many pages as you need to accurately describe the incident.</i> | |
| Description of incident from eye witnesses, including relevant events leading up to, during, and after the incident. <i>Include names of persons interviewed, job titles, date, and time of interviews.</i> | |
| Description of incident from additional employees with knowledge, including relevant events leading up to, during, and after the incident. <i>Include names of persons interviewed, job titles, date, and time of interviews.</i> | |
| Section C: Identify the Root Cause: What caused or allowed the incident to happen? <i>Add as many pages as you need to accurately describe what caused the incident.</i> | |
| <p>The Root Cause is the underlying reason the incident occurred and needs to be addressed to prevent future incidents.</p> <ul style="list-style-type: none"> • If safety procedures were not being followed, why were they not being followed? • If a machine was faulty or a safety device failed, why did it fail? <p>Contributing factors can come from many issues: equipment/machinery, tools, procedures, training or lack of training, and work environment. As you identify which, determine why these factors were not addressed before the incident.</p> | |
| Section D: Recommended Corrective Actions to Prevent Future Incidents <i>(add as many pages as you need to accurately describe)</i> | |
| Section E: Corrective Actions Taken/Root Cause Addressed <i>(add as many pages as you need to accurately describe)</i> | |

INSPECTION REPORT

Customize the sheet to reflect your workplace.

| Weekly (Monthly, Bimonthly, etc.) Inspection | | |
|--|-------|------------------|
| Completed by: | Site: | |
| Accompanied by: (worker) | Date: | Last Inspection: |

| Item | Comment | Area | Action Taken/ Recommended Action |
|-------------------------|---------|------|-------------------------------------|
| 1. Housekeeping | | | |
| 2. Storage | | | |
| 3. PPE | | | |
| 4. Ladders | | | |
| 5. Guardrails | | | |
| 6. Scaffolds | | | |
| 7. Other work platforms | | | |
| 8. Fire protection | | | |
| 9. Electrical | | | |
| 10. Gas cylinders | | | |
| 11. Stairs | | | |
| 12. Public protection | | | |
| 13. Lighting | | | |
| 14. Machine guards | | | |
| 15. Material handling | | | |
| 16. Ventilation | | | |
| 17. Traffic control | | | |
| 18. Elevators | | | |
| 19. Floor/roof openings | | | |
| 20. | | | |
| 21. | | | |

RETURN TO WORK PLAN

| | | | |
|---|--|-----------------------|--|
| Worker Name: | | | |
| Pre-injury Job Position: | | | |
| Effective Date: | | Anticipated End Date: | |
| Functional Limitations and Restrictions: <i>(List all restrictions that require accommodating)</i> | | | |
| RTW Plan Specifications: <i>(Describe job duties, tasks, and modifications including necessary tools, equipment, and training)</i> | | | |

Work Hours (if different from pre-injury work schedule):

| Work Week (Dates) | Days and Hours Scheduled Each Week | | | | | | | Comments |
|----------------------|------------------------------------|------|-----|------|-----|-----|-----|----------|
| | Mon | Tues | Wed | Thur | Fri | Sat | Sun | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Monitoring/review: *Plan and schedule to identify who the worker will meet, how often, and when and where.*

| | | | | |
|--|------------------------|----------|------|------|
| Daily informal check-ins with supervisor at <i>(set a regular time)</i> | | | | |
| Progress meeting and report plan | | Location | Date | Time |
| If there are issues, difficulties, or concerns with the modified work, the worker, employer and the WSCC will contact: | Worker will contact: | | | |
| | Employer will contact: | | | |
| | WSCC will contact: | | | |

Signatures:

| | | | |
|---|------|---------|-------|
| By signing this Return to Work plan we confirm our participation in the development of the plan, that we understand our roles in the implementation and monitoring of the plan, and agree to actively participate as outlined above. It is expected that the worker will perform within their limitations and restrictions and perform only the duties outlined within the plan. Any challenges or difficulties will be reported immediately. | | | |
| Supervisor/Manager: | Date | Worker: | Date: |

GLOSSARY

Accident causing serious bodily injury – An incident that causes or could cause death, or requires the injured person to be admitted to a hospital as an in-patient for 24 hours or more. **You must report an accident causing a serious bodily injury to the Chief Safety Officer.**

Dangerous Occurrence – An incident in which there is no injury or damage but that could have resulted in an injury, death, or damage to equipment or property. Dangerous Occurrences or acts need to be corrected in a timely manner. **You must report Dangerous Occurrences to the Chief Safety Officer, as well as investigate them.**

Due Diligence – Taking all reasonable precautions under the particular circumstances to prevent injuries or accidents in the workplace. Due diligence can be used as a legal defense if charged under OHS legislations, in that you can demonstrate that everything required by legislation was in place before an incident occurred.

Employee – Term used to describe the relationship between business owners and the workers they hire. Legislation uses the term *workers*. Business owners regularly refer to workers as employees in policy and procedure statements.

Hazard – Any source of potential damage, harm, or adverse health effects.

Hazard control – Method used to eliminate or manage the risk a hazard poses.

Incident – An unwanted or unplanned event that results in or could have resulted in loss such as a fatality, a medical aid injury, a first aid injury, and/or damage to equipment or property.

Job Hazard Analysis (JHA) – A job review looking at tasks step-by-step to determine:

- what can go wrong;
- how it could go wrong;
- what factors could contribute to it going wrong;
- what the consequences are;
- how likely it is that it will occur; and
- what actions you must take to minimize the risk.

Near miss – An incident that could have resulted in an accident causing serious bodily injury.

Occupational health and safety (OHS) Procedures – Includes safe work procedures, as well as procedures that fulfill legislated requirements for reporting, documenting, and reviewing OHS activities.

Occupational health and safety representative (OHS Rep) – Designated by you, the business owner, the occupational health and safety representative works cooperatively with you and other workers to identify and resolve workplace health and safety issues.

Personal Protective Equipment (PPE) – Any clothing, device, or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue.

Risk – The possibility that a hazard can cause harm. The level of risk depends on factors such as how often the work is done, how many people are exposed to the hazard, how likely it is that the hazard can cause harm, and how severe the potential injuries or damage resulting from the hazard could be.

Risk assessment – A process used to evaluate the hazardous aspects of a task in terms of likelihood that the hazard could cause injury to workers and the severity of the impact. Risk assessment helps prioritize what actions to take to control hazard.

Root cause – The initial cause of a chain of factors that leads to an incident, it is the absence of a best practice or the failure to apply knowledge that would have prevented the problem.

Safe work practice – A guideline or procedure, either written or verbal, that describes how to perform tasks safely and efficiently. Safe work practices help identify hazards and explain what you must do to eliminate or minimize risk.

Safety data sheet (SDS) – A technical bulletin that suppliers provide with hazardous materials (controlled products). SDS's provide details regarding hazard information, safe handling procedures, first aid requirements, and emergency procedures.

Small Business – An operation that employs less than 20 workers; it includes sole proprietors and owner/operators.

Toolbox Talks – Informal but mandatory safety talks to discuss specific work site hazards, the dangers they pose, control measures the employer has implemented, and procedures workers will follow to further control risk.

Unusual Danger – refers to danger that does not normally exist in that work, or work that the person would not normally carry out.

Worker – According to the *Safety Act*, means a person engaged in work for an employer, whether working with or without remuneration. This may include volunteers, helpers, or even friends doing you a favour.

WSCC 24-HOUR INCIDENT
REPORTING LINE | **1 800 661-0792**



WSCC

wsc.nt.ca 1.800.661.0792
wsc.nu.ca 1.877.404.4407