

**SAFETY GROUPS PROGRAM:  
2008 ELEMENT  
PROGRAM REQUIREMENTS**




FINAL DRAFT October 17, 2007

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## INTRODUCTION : Safety Groups Element *Program Requirements*

- You may use this chart to assess your firm at the beginning and end of the year to ensure you understand what is required, prior to selecting an element. You can also use it for the important task of judging whether your firm has met the minimum criteria at the end of the year.
- The Element Requirements Chart will be used in the Safety Group Validation Audit Process. Firms will be measured against the Requirements Chart.
- The following document contains a chart listing the Safety Group (SG) Elements. An Element is one area of health and safety achievement.
- Each Element includes Resources to assist you to develop your standards and your Health & Safety Program. They are for reference only.
- The Requirements chart outlines the requirements. We encourage you when and if possible to exceed the minimum requirements by incorporating best practices and improving your workplace safety culture.
- Each Element is broken down into the basic Requirements in order to complete each of the Five Steps To Managing Health & Safety. Learn how to follow the five steps by referring to the Safety Groups Program - Employer Guidelines booklet (2<sup>nd</sup> or 3<sup>rd</sup> Edition).
- The Minimum Requirements chart is designed to help you know in advance what each written standard must include.
- Some Elements indicate how they can be communicated, trained, evaluated, or improved. When the steps are blank, this allows each firm the flexibility to determine and describe what methods work best for your workplace. All 5-Steps of the Management System are required to be documented.
- Note: The firm is required to apply all applicable health and safety legislation, and sets the standard in writing in compliance with that legislation.
  - The chart called Element Requirements (on the right side of the page) contains the important Safety Group requirements.
  - The information called Managing Health and Safety Resources (on the left side of the page) is provided for reference only. This is a starting point, not an exclusive resource list. Additional resources may be sought, shared and utilized.
  - A requirement that applies to all Element documents is that they must be dated, current and in writing
-  Firms are expected to implement their selected Action Plan elements with employees in all of the firm's workplace(s). However, elements with this symbol may be "scoped" by the firm based on a workplace assessment, needs and resources. A firm shall assess their workplace needs and determine the specific workplace scope to be implemented in the current program year. This process shall continue as part the firm's maintenance of elements in future years.

| <b>Managing Health &amp; Safety Resources</b>  | <b>Element Requirements Chart</b>  |
|--|--|
| <p><b>LEADERSHIP</b></p> <p><b>A.1 Health &amp; Safety Policy Statement</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplace Incentive Programs CD Rom/website (sample templates)<br/>1.1</li> <li>- Workwell Core Health &amp; Safety Audit<br/>1.1</li> <li>- <a href="#">Developing a Workplace Health and Safety Policy</a> and Program (Factsheet 5136A-11/02) <a href="http://www.wsib.on.ca">www.wsib.on.ca</a> (Go to: Prevention&gt;Safe Work&gt;Build Safe Work)</li> </ul> <p><u>Best practice may include:</u></p> <ul style="list-style-type: none"> <li>• Who is accountable</li> <li>• Internal Responsibility System (IRS) commitment</li> <li>• Health and Safety policy is jointly developed by employer and workers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 – Written standard / Health and Safety Policy Statement <ul style="list-style-type: none"> <li>• Confirms employer commitment to H&amp;S in the workplace</li> <li>• Is signed by the most senior management person on site</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Health and Safety policy is posted in workplace, in high traffic area</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• All documents reviewed annually, dated and current</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart   |
|---|--|
| <p><b>LEADERSHIP</b></p> <p><b>A. 2</b><br/><b>Health &amp; Safety Objectives</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 11.1 (a) –Continuous Improvement Plan , pg 143-144</li> </ul> <p>Example, specific objectives could be:</p> <ul style="list-style-type: none"> <li>• To reduce work-related injuries by 10% in a year, or</li> <li>• To achieve 100% compliance with your Personal Protective Equipment (PPE) program.</li> </ul> | <p><input type="checkbox"/> Step 1 – Written standard / Plan</p> <ul style="list-style-type: none"> <li>• Identifies specific health &amp; safety objectives and/or targets. The objectives and targets need to be focussed on reducing harmful and/or risky exposures, occupational injuries and/ or occupational diseases in your workplace.</li> </ul> <p>Your written objectives and/or targets need to :</p> <ul style="list-style-type: none"> <li>• Be practical and achievable</li> <li>• Contain time frames</li> <li>• Be clear and measurable</li> <li>• Identify responsibilities</li> <li>• Have documented approval by senior management</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, record of training and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart   |
|---|--|
| <p><b>LEADERSHIP</b></p> <p><b>A.3</b><br/><b>Networking</b></p>  | <p><input type="checkbox"/> Step1 – Written standard / Plan</p> <ul style="list-style-type: none"> <li>• Identifies who will participate in networking and who the information is shared with</li> <li>• Identifies the company networked with at least two other companies for Safety Group purposes on a relevant health and safety topic, using any two of the following mechanisms: <ul style="list-style-type: none"> <li>- E-mail / newsgroups (other than regular safety group meetings)</li> <li>- Adoption, adaptation or creation of best practices found on the WSIB's website</li> <li>- Personal contacts / visits / phone calls</li> <li>- Exchange policies / documents / guidelines with another company</li> <li>- Access external industry specific information</li> <li>- Consult with professional associations</li> <li>- Health &amp; Safety Associations (HSA)events/training</li> <li>- Other _____</li> </ul> </li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart  |
|--|---|
| <p><b>LEADERSHIP</b></p> <p><b>A. 4<br/>Health and Safety Orientation</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplace Incentive Programs CD Rom/website (sample templates) 6.1 (g - i)</li> <li>- Workwell Core Health &amp; Safety Audit 6.1 (g - i)</li> <li>- Launching a Safe Start, An Employer's Guide (5090A) and Launching a Safe Start, A Worker's Guide (5010A)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 – Written standard: <ul style="list-style-type: none"> <li>• Who requires health and safety orientation training</li> <li>• Responsibilities for training, testing and supervision assigned</li> <li>• Training information which includes: <ul style="list-style-type: none"> <li>○ Health &amp; Safety Policy</li> <li>○ Employee role and responsibilities</li> <li>○ Hazards specific to the job</li> <li>○ Reporting work-related injuries, illnesses, and /or diseases</li> <li>○ Reporting existing hazards and potentially unhealthy or unsafe conditions</li> <li>○ Emergency plan</li> <li>○ Return to Work (RTW)</li> <li>○ Joint Health &amp; Safety Committee (JHSC)/Health &amp; Safety Worker Representative</li> <li>○ Supervisor role and responsibilities</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart  |
|---|---|
| <p><b>LEADERSHIP</b></p> <p><b>A.5<br/>Safe Purchasing</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplace Incentive Programs CD Rom/website (sample templates)<br/>4.2 (i) – Process and Equipment Purchase and/or Modification</li> <li>- Workwell Core Health &amp; Safety Audit<br/>4.2 (i) - Process and Equipment Purchase and/or Modification</li> <li>- Occupational Health &amp; Safety Act (OHS) Section 7- Industrial Regulations</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 – Written standard <ul style="list-style-type: none"> <li>• Ensure any goods and equipment purchased are assessed for existing or potential hazards and ensuring that appropriate controls are put in place</li> <li>• Assessment applies to any modifications of existing processes or equipment</li> <li>• Any health and safety risks the proposed purchase may pose</li> <li>• Identify if and what training is required, and for whom</li> <li>• To be done in consultation with the end user and/or Joint Health and Safety Committee (JHSC)</li> <li>• Addresses if a safe operating procedure (SOP) is needed</li> <li>• Industrial establishments to include pre-start reviews</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart   |
|---|--|
| <p><b>B. ORGANIZATION</b></p> <p><b>B.1 Roles and Responsibilities for All Workplace Parties</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) <ul style="list-style-type: none"> <li>2.1 (a) Employer, pg 29-31 Managers, pg 39</li> <li>2.1 (c) Supervisor, pg 37</li> <li>2.1 (e) Worker, pg 41</li> </ul> </li> <li>- Workwell Core Health &amp; Safety Audit 2.1</li> </ul> <p>Other References:</p> <ul style="list-style-type: none"> <li>- Occupational Health &amp; Safety Act (OHSA) Sections 25, 26 , 27 &amp; 28</li> <li>- Definition of Supervisor OSHA Sec. 1.1</li> </ul> | <p><input type="checkbox"/> Step 1 – Written standard</p> <ul style="list-style-type: none"> <li>• <b>Employer Responsibilities</b> <ul style="list-style-type: none"> <li>- appointing “competent” persons as supervisors</li> <li>- establishing and maintaining JHSC or H&amp;S Representatives as required</li> <li>- giving appropriate people the support, resources and authority to carry out their duties and responsibilities</li> <li>- ensuring machinery and equipment are used safely</li> <li>- ensuring hazardous materials are stored, labelled, transported and used safely and providing equipment and devices needed to protect the worker</li> <li>- providing a safe and healthy workplace</li> <li>- providing healthy and safe work processes, ensuring safety policies, procedures and practices are developed, communicated and followed, posting and sharing appropriate information and reports and designing processes to control or eliminate hazards</li> </ul> </li> <li>• <b>Supervisor Responsibilities</b> <ul style="list-style-type: none"> <li>- performing workplace inspections</li> <li>- conducting information sessions</li> <li>- conducting incident investigations</li> <li>- conducting or arranging for employee health and safety and hazard-specific training</li> <li>- correcting substandard acts or conditions</li> <li>- commending employee and health and safety performance</li> <li>- performing employee health and safety observations</li> </ul> </li> <li>• <b>Worker Responsibilities</b> <ul style="list-style-type: none"> <li>- Section 28 of the OHSA</li> <li>- the employer may include health and safety rules specific to their workplace</li> </ul> </li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| <b>Managing Health &amp; Safety Resources</b>  | <b>Element Requirements Chart</b>  |
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| <p><b>ORGANIZATION</b></p> <p><b>B.2<br/>Joint Health &amp; Safety Committee<br/>or Health &amp; Safety Representative</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates)<br/>5.1, 5.2, 6.1(l)</li> <li>- Workwell Core Health &amp; Safety Audit<br/>5.1, 5.2, 6.1(l)</li> <li>- Joint Health &amp; Safety Committees and Health and Safety Representatives (Factsheet 3172A-06/03)<br/><a href="http://www.wsib.on.ca">www.wsib.on.ca</a> (Go to: News&gt;Publications&gt; Prevention Fact Sheets)</li> </ul> | <p><input type="checkbox"/> Step 1 - Written Standard</p> <p><b>Health &amp; Safety Representatives (HSR)</b></p> <ul style="list-style-type: none"> <li>• Selection process</li> <li>• Monthly inspections</li> <li>• Process for identification of hazards and for recommendations to employer</li> </ul> <p><b>OR</b></p> <p><b>Joint Health &amp; Safety Committees (JHSC):</b></p> <ul style="list-style-type: none"> <li>• Composition</li> <li>• Selection</li> <li>• Meeting schedule and frequency</li> <li>• Monthly inspections</li> <li>• Process for worker member participation in accident investigations</li> <li>• Process for identification of hazards and for recommendations to employer</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Posting of minutes and inspections / Member names and work location</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Certification training completed (Basic and Hazard-Specific) for minimum of one management representative and one worker representative (when required by applicable legislation)</li> <li>• If Certification training not required by legislation Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |


| Managing Health & Safety Resources  | Element Requirements Chart  |
|---|---|
| <p><b>ORGANIZATION</b></p> <p><b>B.3 Supervisory Competency</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplace Incentive Programs CD Rom/website (sample templates) 2.1 (c) Supervisor, pg 37</li> <li>- MSD Prevention – Supervisors, including Checklist (Factsheet) 5194A (03/07) <a href="http://www.wsib.on.ca">www.wsib.on.ca</a>. Go to: Prevention&gt;Hot Topics&gt;Preventing Musculoskeletal Disorders&gt;Information Sheets&gt;</li> </ul> <p>Other References:</p> <ul style="list-style-type: none"> <li>- OHSA - Definition of “Competent Person” Sec 1.(1) “Duties of Supervisor” Sec 27</li> </ul> | <p><input type="checkbox"/> Step 1- Written standard</p> <ul style="list-style-type: none"> <li>• Will include as a minimum the following competencies in supervisors: <ul style="list-style-type: none"> <li>• Has awareness of all actual and potential health and safety hazards in their area of responsibility</li> <li>• Provides information to workers of all actual and potential hazards in the workplace</li> <li>• Has knowledge of written instructions as to the measures and procedures to be taken for the protection of a worker and ensures workers are knowledgeable about their H&amp;S-related roles and responsibilities</li> </ul> </li> </ul> <p><input type="checkbox"/> Step 2 – Communication _____</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training _____</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation _____</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

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| <p><b>ORGANIZATION</b></p> <p><b>B.4<br/>Worker Wellbeing</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Colds vs the Flu. (Brochure on prevent-it.ca)</li> </ul> | <p><input type="checkbox"/> Step 1 - Written standard</p> <ul style="list-style-type: none"> <li>• Promotes health and safety as an overall cultural benefit not just a work-related benefit</li> <li>• Promotes worker health and general wellbeing in the workplace by considering the impact on workers when establishing workplace standards and procedures</li> </ul> <p>Must address at least <b>one</b> of the following:<br/>(Note: The examples in italics are provided only to suggest ideas – they are not requirements):</p> <ul style="list-style-type: none"> <li>• Wellness initiatives: such as <i>shiftwork support, fatigue and stress management, cessation of smoking and substance abuse, nutrition, weight control, and/or fitness</i></li> <li>• Employee Assistance Program: such as <i>promoting the use of available mental health services</i></li> <li>• Personal health and safety: <i>such as parenting and elder care advice, work-life balance, etc.</i></li> <li>• Recreational health and safety: <i>such as using protective equipment, avoiding heat stress and sunburn.</i></li> <li>• Off the job health and safety: <i>such as driving, cycling, or water safely, first-aid courses</i></li> <li>• Immunizations: <i>such as seasonal influenza vaccination</i></li> <li>• Other: _____</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |


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| <p><b>C. HAZARD RECOGNITION &amp; ASSESSMENT</b></p> <p><b>C.1 Incident Investigations</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 6.1(k), 10.1</li> <li>- Workwell Core Health &amp; Safety Audit 6.1(k), 10.1</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Immediate investigation of, as required by the OHSA, when applicable: <ul style="list-style-type: none"> <li>- fatalities</li> <li>- critical injuries, hazardous occurrences and “close calls”</li> <li>- lost time injuries</li> <li>- occupational illnesses</li> <li>- property damage</li> <li>- fires</li> <li>- environmental releases</li> </ul> </li> <li>• Identifies the role of the investigators</li> <li>• Defines timelines for investigation</li> <li>• Includes assessment of the scene</li> <li>• Describes interviewing methods</li> <li>• Identifies contributing factors</li> <li>• Describes what reporting is required and on what forms</li> <li>• Includes steps for immediate action required</li> <li>• Includes follow up to recommendations for corrective action</li> <li>• Includes notification procedures (JHSC, Ministry of Labour (MOL), WSIB, Ministry of Environment (MOE) or Human Resources and Development Canada (HRDC))</li> <li>• Describes written report to MOL for critical or fatal injuries</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |


| <b>Managing Health &amp; Safety Resources</b>   | <b>Element Requirements Chart</b>   |
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| <p><b>HAZARD RECOGNITION &amp; ASSESSMENT</b></p> <p><b>C.2 Workplace Inspections</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 8.1, 8.2, 8.3</li> <li>- Workwell Core Health &amp; Safety Audit 8.1, 8.2, 8.3</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Responsibilities assigned</li> <li>• Schedule established and areas identified for inspection</li> <li>• Identifies who will do inspections</li> <li>• Requires employee contacts and/or activity observations during inspections</li> <li>• Use of a standard inspection reports, including area for recommendation to management and sign off</li> <li>• Identifies rating system, (eg minor, moderate or major hazard)</li> <li>• Includes follow-up and posts / shares information from inspection</li> <li>• JHSC inspection reports are reviewed by senior management</li> <li>• Resolution process for unresolved issues</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Post completed inspection reports in the workplace</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart  |
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| <p><b>HAZARD RECOGNITION &amp; ASSESSMENT</b></p> <p><b>C.3 Hazard Reporting</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 4.2(b)</li> <li>- Workwell Core Health &amp; Safety Audit 4.2(b)</li> <li>- Hazard Recognition, Assessment and Control (Safety Tips Factsheet 3181A) <a href="http://www.wsib.on.ca">www.wsib.on.ca</a>. (Go to: Prevention&gt;Safe Work&gt;Build Safe Work)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Defines a hazardous condition or act</li> <li>• Specifies when to report (time frames)</li> <li>• Explains how to report (form)</li> <li>• Identifies who should be notified (Supervisor, JHSC, worker H&amp;S Rep.)</li> <li>• Rates hazardous condition or act, (eg, major, moderate or minor hazard)</li> <li>• Says what actions will be initiated, by whom and when</li> <li>• Requires follow-up on any actions taken / responses needed</li> <li>• Provides for further investigation if hazard is not satisfactorily controlled</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |


| Managing Health & Safety Resources  | Element Requirements Chart   |
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| <p><b>HAZARD RECOGNITION &amp; ASSESSMENT</b></p> <p><b>C.4</b><br/><b>Task Analysis</b></p>  | <p><input type="checkbox"/> Step 1 - Written standard</p> <ul style="list-style-type: none"> <li>• Includes risk assessment: to identify and focus on higher risk task hazards in the jobs, practices, and/or work methods that have actual or potential evidence of physical or mental harm to workers</li> <li>• Requires breaking down the job task into smaller steps</li> <li>• Includes identifying and recording existing or potential health and safety hazards within jobs, tasks, practices and/or work methods</li> <li>• Requires determining the best way to eliminate or control the task hazards</li> </ul> <p>Documented through:</p> <ul style="list-style-type: none"> <li>• Listing the jobs, practices, or work methods</li> <li>• Listing the main activities of each job, practice or work method</li> <li>• Listing the health or safety hazards for the main activities</li> <li>• Rating each hazard for loss potential, for example: potential to cause Musculo-skeletal Disorder (MSD)</li> <li>• Developing and implementing controls to prevent the health &amp; safety hazards identified</li> <li>• Plans to update if the job changes, and after a specified period of time</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |


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| <p><b>HAZARD RECOGNITION &amp; ASSESSMENT</b></p> <p><b>C.5</b><br/><b>Records Review and Analysis</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates)</li> <li>11.1 (b) – Review of Health &amp; Safety Trends, pg 149-152</li> </ul> | <p><input type="checkbox"/> Step 1 - Written standard to regularly review the following that apply (minimum of five) and take action:</p> <ul style="list-style-type: none"> <li>• Hazard reports</li> <li>• Accident investigations</li> <li>• Close call reports and incident reports</li> <li>• First aid reports</li> <li>• No lost time injury reports</li> <li>• Lost time injury reports</li> <li>• Maintenance reports</li> <li>• Ministry of Labour (MOL) orders</li> <li>• JHSC minutes and any outstanding items</li> <li>• Other _____</li> </ul> <p>The standard states who is responsible to complete the review and what steps will be taken to correct any issues</p> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

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| <p><b>HAZARD RECOGNITION &amp; ASSESSMENT</b></p> <p><b>C.6</b></p> <p><b>Indoor Air Quality Testing</b></p>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Risk assessment to identify priority areas to test</li> <li>• Defines what is going to be measured</li> <li>• System of who is responsible, what they will be testing for, where in the workplace the testing is required, how the testing will be conducted , and when the testing will occur</li> <li>• JHSC Representatives or HS Representative available during testing</li> <li>• Process to follow-up on necessary action identified</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Results made available to JHSC or HSR and workplace</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart   |
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| <p><b>HAZARD RECOGNITION &amp; ASSESSMENT</b></p> <p><b>C.7</b><br/><b>Sound Exposure Testing</b></p>  <p>Reference:</p> <ul style="list-style-type: none"> <li>- Ontario Regulation 851/90, Regulation for Industrial Establishments, s.139</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Risk assessment to identify problem areas, to include study of previous records, equipment upgrades, accidents / injuries where difficulty hearing instructions or moving equipment could have been a factor, hearing loss claims, and worker complaints</li> <li>• Establish expectations for recognizing, assessing and controlling noise</li> <li>• Noise surveys / measurements and monitoring protocols</li> <li>• Recommendations and follow-up actions</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Reporting of results to appropriate workplace parties</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart   |
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| <p><b>HAZARD RECOGNITION &amp; ASSESSMENT</b></p> <p><b>C.8 Ergonomic Assessments</b></p> <p>WSIB References:</p> <p>- Ergonomics: An Essential Part of Workplace Health and Safety. (Brochure) 2946A</p> | <p><input type="checkbox"/> Step 1 - Written standard</p> <ul style="list-style-type: none"> <li>• Risk assessment of factors at work including high forces (applying strength), awkward postures, and prolonged repetitive activities that may lead to MSD (Musculoskeletal Disorders) – see next page C.9</li> <li>• Include worksite, individual workstations and working methods or regular practices in assessment</li> <li>• Include how work is organized, how rest periods are scheduled, how muscular effort is expended, what postures are required, how work is paced (by machine or by worker).</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart  |
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| <p><b>HAZARD RECOGNITION &amp; ASSESSMENT</b></p> <p><b>C. 9<br/>MSD (Musculoskeletal Disorder) Prevention / Ergonomics</b></p>  <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- MSD Prevention – Employers, Supervisors, Workers (Fact Sheets with Checklists) 5192A, 5194A &lt;<a href="http://www.wsib.on.ca">www.wsib.on.ca</a>&gt; Go to: Prevention&gt;Hot Topics&gt; Preventing Musculoskeletal Disorders&gt;Information Sheets</li> <li>- MSD Prevention Guideline and MSD Resource Manual (CD or online available at <a href="http://www.wsib.on.ca">www.wsib.on.ca</a>)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>- states how MSD hazards will be recognized and assessed</li> <li>- includes a plan to control MSD hazards</li> <li>- outlines MSD hazard awareness and prevention training needs</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart   |
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| <p><b>D. CONTROL ACTIVITIES</b></p> <p><b>D.1 Lockout / Tagout</b></p>  <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 4.2 (f)</li> <li>- Workwell Core Health &amp; Safety Audit 4.2 (f)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Establish expectations for identifying which machines must be locked out, and when they must be locked out</li> <li>• Develop safe operating procedures (or SOPs) for locking out machines</li> <li>• Ensure that safe operating procedures are known, understood and used</li> <li>• Provide and confirm ongoing availability of lockout equipment</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Post procedures at each machine or appropriate locations</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Authorized persons record of training _____</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <br/> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| <b>Managing Health &amp; Safety Resources</b>  | <b>Element Requirements Chart</b>  |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.2</b><br/><b>Confined Space Entry</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 4.2 (g)</li> <li>- Workwell Core Health &amp; Safety Audit 4.2 (g)</li> </ul> <p>Other References:</p> <ul style="list-style-type: none"> <li>- Ontario Regulation 85/190 s.67-71; Ontario Regulation 834 s. 60-63</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Identify all confined spaces in the workplace</li> <li>• Develop safe operating procedures for confined space entry</li> <li>• Ensure safe operating procedures are known, understood and used</li> <li>• Establish expectation for circumstances when confined space entry procedure must be used</li> <li>• Ensure appropriate emergency procedures are learned, practiced and reviewed</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Authorized persons record of training _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |


| Managing Health & Safety Resources  | Element Requirements Chart   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.3<br/>Forklift / Lift Trucks Procedures</b></p> <p>WSIB Reference:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 6.1 (d), (f) – Guideline for Element Training, pg 110</li> </ul> <p>Other References;</p> <ul style="list-style-type: none"> <li>- MOL Guideline for the Safe Operation and Maintenance of Powered Lift Trucks <a href="http://www.gov.on.ca/LAB/main.htm">http://www.gov.on.ca/LAB/main.htm</a></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Develop safe operating procedures</li> <li>• Ensure safe operating procedures are known, understood and used</li> <li>• Ensure all safety equipment is available and appropriately used, e.g. seatbelts</li> <li>• Barriers, warning signs, or other safeguards put in place</li> <li>• Outlines pre-shift inspection procedure</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Authorized persons record of training _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart  |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.4</b><br/><b>Lifting Devices</b></p> <p>WSIB Reference:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates)<br/>Sample Template 2, pg 21</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Ensure lifting devices appropriate to the task are available and used properly – e.g. hand trucks, carts, dollies, scissor tables, elevators</li> <li>• Include proper material handling methods when using lifting devices</li> <li>• Ensure proper methods are known, understood and used</li> <li>• Identify roles and responsibilities for regular inspection and maintenance schedule</li> <li>• Establish a follow-up process to ensure substandard items are satisfactorily addressed</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Authorized persons record of training _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.5<br/>Propane Handling</b></p> <p>WSIB Reference:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates)<br/>Sample Template 2, pg 22</li> </ul> <p>Other Reference:</p> <ul style="list-style-type: none"> <li>- Ontario Regulation 851/90, Regulation for Industrial Establishment, s 49 &amp; 66</li> </ul> | <p><input type="checkbox"/> Step 1 - Written standard</p> <ul style="list-style-type: none"> <li>• Process and safe procedures for safe handling, storing and transportation of propane</li> <li>• Ensure safe procedures are known, understood and used</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Authorized persons record of training _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements<br/>Documented method, type and date _____</p> |

| Managing Health & Safety Resources  | Element Requirements Chart   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.6</b><br/><b>Housekeeping and Organizing</b></p> | <p><input type="checkbox"/> Step 1 - Written standard includes responsibilities and procedures to</p> <ul style="list-style-type: none"> <li>• Ensure spills are cleaned up safely, with appropriate PPE, and without delay</li> <li>• Keep workplace free of debris that may impede movement, or present trip and fall hazard</li> <li>• Keep all access areas, emergency exits, stairs and loading docks clear of unnecessary material and equipment</li> <li>• Schedule time during each workday to <ul style="list-style-type: none"> <li>- restore materials and equipment to proper locations,</li> <li>- organize work areas for next shift or workday, and</li> <li>- prepare waste for disposal or recycling</li> </ul> </li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.7<br/>WHMIS (Workplace Hazardous Materials Information System)</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates)<br/>3.1 (c)<br/>6.1 (c) – Training Needs Review- for WHMIS, pg 109</li> <li>- Workwell Core Health &amp; Safety Audit<br/>3.1 (c), 6.1 (c)</li> </ul> <p>Other Reference:</p> <ul style="list-style-type: none"> <li>- Ontario WHMIS Regulation 860/Federal WHMIS</li> </ul> | <p><input type="checkbox"/> Step 1 - Written standard includes responsibilities and procedures for</p> <ul style="list-style-type: none"> <li>• WHMIS training</li> <li>• Material Safety Data Sheet (MSDS) maintenance (are dated within the last 3 years)</li> <li>• Labelling or identifying controlled workplace products</li> <li>• Ensure responsibilities and procedures are known, understood and used</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Ensure that controlled products are labelled or identified</li> <li>• Ensure unexpired copies of MSDSs are readily available to workers</li> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Ensure the WHMIS education program is reviewed at least annually in consultation with the JHSC or H&amp;S rep.</li> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.8 Ventilation</b></p>  <p>WSIB Reference:</p> <ul style="list-style-type: none"> <li>- CCOHS “Indoor Air Quality H&amp;S Guide”.<br/>www.ccohs.on.ca</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Ensure local exhaust ventilation (hood enclosure, ducts, exhaust fan) and general ventilation meets appropriate standards</li> <li>• Identify work areas where Personal Protective Equipment (PPE) is required and implement PPE program</li> <li>• Include inspection and maintenance schedule for ventilation equipment</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart  |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.9 Designated Substance Policy</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 6.1 (d)</li> <li>- Workwell Core Health &amp; Safety Audit 6.1 (d)</li> </ul> | <p>Compliance with Ontario Designated Substances Regulations legislation is an essential part of fulfilling this Element. There are Designated Substances Regulations for:</p> <ul style="list-style-type: none"> <li>- Acrylonitrile,</li> <li>- Arsenic,</li> <li>- Asbestos,</li> <li>- Asbestos in construction projects and in building and repair operations,</li> <li>- Benzene,</li> <li>- Coke Oven Emissions,</li> <li>- Ethylene Oxide,</li> <li>- Isocyanates,</li> <li>- Lead,</li> <li>- Mercury,</li> <li>- Silica and</li> <li>- Vinyl Chloride.</li> </ul> <p><input type="checkbox"/> Step 1 - Written standard:</p> <ul style="list-style-type: none"> <li>• Assessment of need for use of Designated Substance, and possible substitution of safer materials, control program, identification of need for PPE, air monitoring and exposure records and medical surveillance programs</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Monitor implementation of control program and PPE to ensure it is being followed</li> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |


| Managing Health & Safety Resources  | Element Requirements Chart   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.10 Contractor/ Subcontractor(s)</b></p> <p>WSIB Reference:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 2.1 (i, j)</li> <li>- Workwell Core Health &amp; Safety Audit 2.1 (i, j)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Ensure all contactors have a good health and safety program</li> <li>• Ensure all contractors comply with your health and safety program when working on your premises and specify this in contracts</li> <li>• Include asking for a WSIB Clearance Certificate to ensure contractor's employees are covered by WSIB</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| <b>Managing Health &amp; Safety Resources</b>  | <b>Element Requirements Chart</b>   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.11<br/>Machine Guarding</b></p> <p>References:</p> <ul style="list-style-type: none"> <li>- Manufacturers' Operating Manuals</li> <li>- Occupational Health and Safety Act (OHSA) s.25, s.27, s.28</li> <li>- Canadian Standards Association (CSA) <ul style="list-style-type: none"> <li>- CAN/CSA-2432-94 Safeguarding of Machinery</li> <li>- CAN/CSA- 2142-M90 Code for Punch Press &amp; Brake Press Operation</li> </ul> </li> <li>-Ontario Regulations 851/90 s.22-44</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/>Step 1 - Written standard <ul style="list-style-type: none"> <li>• Ensure all machine guards meet CSA (Canadian Standards Association) standard, are in place, in good repair and are used properly</li> <li>• Monitor and inspect machine guards regularly to ensure they are maintained to required standards, and to ensure they continue to adequately protect workers</li> </ul> </li> <li><input type="checkbox"/>Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/>Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Authorized persons record of training _____</li> </ul> </li> <li><input type="checkbox"/>Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/>Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| <b>Managing Health &amp; Safety Resources</b>   | <b>Element Requirements Chart</b>   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.12<br/>(Preventive) Maintenance Programs</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates)<br/>9.1 (a-f) - Vehicles</li> <li>- Workwell Core Health &amp; Safety Audit<br/>9.1 (a-f) - Vehicles</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Maintenance program for tools, equipment and/or vehicles</li> <li>• Ensure maintenance schedules are being followed</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |


| <b>Managing Health &amp; Safety Resources</b>   | <b>Element Requirements Chart</b>   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.13<br/>Personal Protective Equipment (PPE)</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 4.2 (j)</li> <li>- Workwell Core Health &amp; Safety Audit 4.2 (j)</li> </ul> <p>Other References:</p> <ul style="list-style-type: none"> <li>- CSA (Canadian Standards Association) PPE standards</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• PPE policy in place</li> <li>• Appropriate, comfortable and fitting PPE is available</li> <li>• Ensure PPE is cleaned and maintained properly</li> <li>• Ensure PPE is stored properly</li> <li>• Ensure workers are trained in use and care of PPE</li> <li>• Ensure supervisors are regularly monitoring and enforcing PPE Requirements</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.14</b><br/><b>Hazardous Waste Program</b></p> | <p><input type="checkbox"/> Step 1 - Written standard</p> <ul style="list-style-type: none"> <li>• Follow manufacturers' suggested guidelines</li> <li>• Proper handling, PPE, identification for disposal of hazardous waste</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.15</b><br/><b>Noise Abatement Program</b></p>  <p>References:</p> <ul style="list-style-type: none"> <li>- Ontario Reg. 851, Industrial Establishments, s. 139</li> <li>- CCOHS “Noise Control in Industry: A Basic Guide”</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Process to recognize, assess and control noise exposure</li> <li>• Provide adequate training for workers on control measures</li> <li>• Monitor implementation of controls to ensure they remain effective</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.16</b><br/><b>Maintenance of Walkways</b></p> | <p><input type="checkbox"/> Step 1 - Written standard</p> <ul style="list-style-type: none"> <li>• Responsibilities and procedures for maintenance, housekeeping and clearance of walkways to prevent slips, trips and falls</li> <li>• Ensuring emergency exits are not obstructed</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart  |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.17</b><br/><b>Proper Lighting for Tasks</b></p> <p>Reference:</p> <ul style="list-style-type: none"> <li>- Ontario Reg. 851, Industrial Establishments, s. 21</li> </ul> | <p><input type="checkbox"/> Step 1 - Written standard:</p> <ul style="list-style-type: none"> <li>• Ensure proper lighting in all areas of property is provided</li> <li>• Regularly inspect and maintain lighting</li> <li>• Consider lighting issues when making changes to workplace</li> <li>• Assessment of individual worker need, workstation or task requirement for better lighting</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart  |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.18</b><br/> <b>Transfers, Lifts and Carries</b><br/> <b>(for assisting people)</b></p>  | <p><input type="checkbox"/> Step 1 - Written standard</p> <ul style="list-style-type: none"> <li>• Ensure proper equipment is available and used properly</li> <li>• Ensure training is completed and workers adequately trained</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.19<br/>Violence</b></p> <p>Reference:</p> <ul style="list-style-type: none"> <li>- CCOHS Publication, "Violence in the Workplace Prevention Guide"</li> </ul> | <p><input type="checkbox"/> Step 1 - Written standard:</p> <ul style="list-style-type: none"> <li>• Policy statement regarding behaviour (e.g. violence, intimidation, bullying, harassment, etc.) management considers inappropriate and unacceptable in the workplace</li> <li>• Process for reporting unacceptable behaviour</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart  |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.20<br/>Radiation Controls</b></p> <p>References:</p> <p>Ministry of Labour (MOL)<br/>Publications</p> <ul style="list-style-type: none"> <li>- Ultraviolet Radiation in the Workplace</li> <li>- Radio Frequency and Microwave Radiation in the Workplace</li> </ul> <p><a href="http://www.gov.on.ca/LAB/main.htm">www.gov.on.ca/LAB/main.htm</a></p> | <p><input type="checkbox"/> Step 1 - Written standard</p> <ul style="list-style-type: none"> <li>• Recognize, assess and control radiation hazards</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.21</b><br/><b>Behaviour Based Safety</b></p> | <p><input type="checkbox"/> Step 1 - Written standard</p> <ul style="list-style-type: none"> <li>• A behaviour based safety program</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| <b>Managing Health &amp; Safety Resources</b>  | <b>Element Requirements Chart</b>   |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.22<br/>Emergency Response Plan</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 4.2 (c-d)</li> <li>- Workwell Core Health &amp; Safety Audit 4.2 (c-d)</li> </ul> <p>Other References:</p> <ul style="list-style-type: none"> <li>- CCOHS Publication “Emergency Response Planning Guide”</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Defines all possible emergencies (e.g. fire, power, outage, theft, bomb threat) and includes</li> <li>• Written procedures</li> <li>• Detailed lists of personnel, including their home telephone numbers, their duties and responsibilities</li> <li>• Floor Plans</li> <li>• Large scale maps showing evacuation routes and service conduits ( such as gas and water lines)</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.23 FALL PROTECTION</b></p> <p>OHS Act section:25, 27, 28</p> <p>Construction Regulation (Ontario Regulation 213/91) section 26</p> <p>CSAO Reference:</p> <ul style="list-style-type: none"> <li>o Basics of Fall Protection Training Program</li> </ul> <p>Industrial. Regs 851 sections 85 86<br/> Health Care Reg 67/93 section 13, 91<br/> Diving Ops Reg 629/94 section 21<br/> Window Cleaning reg 859 section 31</p> | <p><input type="checkbox"/> Step 1 – Written standard<br/> Defines:</p> <ul style="list-style-type: none"> <li>• When fall protection is to be used</li> <li>• What type of fall protection is to be used</li> <li>• What type of set-up is required</li> <li>• When and how fall protection equipment is maintained, inspected and exchanged.</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Provision that every worker who may use a fall protection system is adequately trained in it's use and given adequate oral and written instructions by a competent person</li> <li>• Training records are maintained and include dates and participants names, available for inspection by the Ministry of Labour</li> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.24<br/>MOTOR VEHICLE INCIDENT<br/>PREVENTION</b></p>  <p>Construction Regs 213/91</p> <p>Industrial Regs. 851</p> <p>Highway Traffic Act</p> <p>Transportation Safety Association of Ontario</p> <p>ANSI Standard Z15.1</p> | <p><input type="checkbox"/> Step 1 – Written standard</p> <p>Defines:</p> <ul style="list-style-type: none"> <li>• a vehicle safety policy including responsibilities and accountabilities</li> <li>• safe vehicle and driving rules</li> <li>• awareness indicators and road distractions processes (vehicle and loads, destination, weather, traffic flow)</li> <li>• <del>breakdown procedures</del></li> <li>• driver performance program</li> <li>• driver licensing and training qualifications for cars, trucks and specialized motor equipment</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Includes a road safety program</li> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date</li> <li>• Includes driver performance</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.25<br/>First Aid</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 7.1</li> <li>- Workwell Core Health &amp; Safety Audit 7.1</li> </ul> <p>Other References:</p> <ul style="list-style-type: none"> <li>- First Aid Requirements Ontario Regulation 1101.</li> <li>- Federal Canada Labour Code (CLC) OHS Part 16.</li> </ul> | <p><input type="checkbox"/> Step 1 - Written standard:</p> <ul style="list-style-type: none"> <li>• First aid procedures</li> <li>• First aid station(s) including first aid boxes/equipment (personal protective equipment) and facilities are available</li> <li>• Trained First aid personnel</li> <li>• First aid records are maintained</li> <li>• Inspect and record first aid boxes and their contents at least quarterly to ensure they meet the first aid requirements in Regulation 1101</li> </ul> <p><input type="checkbox"/> Step 2 – Communication</p> <ul style="list-style-type: none"> <li>• Post the WSIB “In Case of Injury at Work” poster (Form 82) in the First Aid Station and in other conspicuous places in the workplace.</li> <li>• Post valid first aid certificates</li> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 3 – Training</p> <ul style="list-style-type: none"> <li>• Valid first aid certificate(s) from a WSIB-recognized training provider of a worker that works in the immediate vicinity of the First Aid Kit / Station.</li> <li>• Documented Certificates _____</li> </ul> <p><input type="checkbox"/> Step 4 – Evaluation</p> <ul style="list-style-type: none"> <li>• At least quarterly inspections of the first aid boxes and their contents</li> <li>• Documented method, type and date _____</li> </ul> <p><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart  |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.26<br/>RTW Self-Assessment</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Return to Work Self Assessment. <a href="http://www.wsib.on.ca">www.wsib.on.ca</a> (Go to: Employers&gt;Return to Work&gt;Return to Work Self-Assessment Guide for Ontario Workplaces)</li> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 12.1</li> <li>- Workwell Core Health &amp; Safety Audit 12.1</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 – Written standard <ul style="list-style-type: none"> <li>• Complete WSIB’s RTW Self-Assessment Guide <ul style="list-style-type: none"> <li>- <a href="http://www.wsib.on.ca/wsib/wsibsite.nsf/LookupFiles/DownloadableFileRTWSelf_AssessmentGuide">http://www.wsib.on.ca/wsib/wsibsite.nsf/LookupFiles/DownloadableFileRTWSelf_AssessmentGuide</a></li> </ul> </li> <li>• Based on the results of the RTW self-assessment, complete a gaps analysis of your RTW program as follows: <ul style="list-style-type: none"> <li>• Current policy and procedure</li> <li>• Forms or documents that currently exist</li> <li>• Current statistics, e.g. injury types, causes, duration, costs, etc.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Develop a RTW action plan to address the gaps and identify solutions for improvement in RTW program</li> </ul> </li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart  |
|---|---|
| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.27</b><br/><b>RTW Program Development</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 12.1</li> <li>- Workwell Core Health &amp; Safety Audit 12.1</li> <li>- Developing a Return to Work Plan. <a href="http://www.wsib.on.ca">www.wsib.on.ca</a> (Go to: Employers&gt;Return to Work&gt;Return to Work Plans)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Policy</li> <li>• General procedure</li> <li>• Roles and responsibilities <ul style="list-style-type: none"> <li>• Employer (program coordinator)</li> <li>• Injured worker</li> <li>• Health care provider(s)</li> <li>• Medical department (if applicable)</li> <li>• WSIB</li> <li>• Other roles</li> </ul> </li> <li>• Package of documents needed to manage your RTW program may include: <ul style="list-style-type: none"> <li>• Letter to health practitioner</li> <li>• Functional Abilities Form</li> <li>• Letter to worker</li> <li>• Return to Work Plan</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart  |
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| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.28</b><br/><b>Physical Demands Information</b></p> <p>WSIB Reference:</p> <ul style="list-style-type: none"> <li>- Developing a Return to Work Plan.<br/><a href="http://www.wsib.on.ca">www.wsib.on.ca</a> (Go to: Employers&gt;Return to Work&gt; Physical Demands Information Form)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• States that information is collected on a form regarding the overall physical demands of a job and breaks down the job into duties.</li> <li>• Identifies roles and responsibilities for completion, submission and management of information</li> <li>• Describes who provides input for completion (eg, worker / or person familiar with job)</li> <li>• Outlines how observation of the job is conducted for completion of form.</li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources   | Element Requirements Chart  |
|--|---|
| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.28<br/>RTW Case Management</b></p> <p>WSIB References:</p> <ul style="list-style-type: none"> <li>- Safe Workplaces Incentive Programs CD Rom/website (sample templates) 12.1</li> <li>- Workwell Core Health &amp; Safety Audit 12.1</li> <li>- WSIA (Workplace Safety &amp; Insurance Act). Return to Work. Section 40(1)(a)</li> <li>- WSIB Policy – Reporting an Injury/Disease, #15-01-02</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 - Written standard <ul style="list-style-type: none"> <li>• Contact with injured worker <ul style="list-style-type: none"> <li>• frequency of contact</li> <li>• contact log</li> <li>• regular meetings scheduled</li> </ul> </li> <li>• Reporting requirements to WSIB that specifies reporting of : <ul style="list-style-type: none"> <li>• wage changes</li> <li>• changes in duties/duration of program</li> <li>• failure to cooperate</li> <li>• end of program</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Person(s) responsible for managing your return to work program attend a formal or informal training course/seminar providing basic information and ‘how to’ manage the RTW cases</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

| Managing Health & Safety Resources  | Element Requirements Chart  |
|---|---|
| <p><b>CONTROL ACTIVITIES</b></p> <p><b>D.30<br/>RTW Performance Tracking</b></p> <p>WSIB Reference:</p> <ul style="list-style-type: none"> <li>- RTW Self-Assessment Guide</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Step 1 – Written standard <ul style="list-style-type: none"> <li>• Firm defines performance indicators (targets) used to determine if meeting their outcomes</li> <li>• Examples of performance indicators are as follows: <ul style="list-style-type: none"> <li>○ Qualitative – e.g. surveys to employees who participated in RTW program to gather valuable feedback on their perceptions of how the process worked, how they were treated, etc.</li> <li>○ Quantitative – e.g. statistical analysis</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Step 2 – Communication <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 3 – Training <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> <li><input type="checkbox"/> Step 4 – Evaluation <ul style="list-style-type: none"> <li>• Firm tool to keep track of outcomes</li> </ul> </li> <li><input type="checkbox"/> Step 5 – Acknowledge Success/Make Improvements <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> </li> </ul> |

