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## Don't Forget To Do This!

It is that time of year again! As we enter 2020, many businesses will take the time to audit their Health and Safety policies and procedures to ensure compliance with OHSA. To help you out, we have created a checklist of things that you are required to have in place or should be doing.

If you are receiving this list, it is because you have invested in a health and safety program in the past. Our commitment to you is to help ensure that your company continues to meet compliance and as such, we have included some points of interest that you may wish to consider.

The following list may not be all-inclusive but more of a snapshot of what the Ministry of Labour, Training and Skills Development (MLTSD) would expect to see should they drop by for a safety audit of your business. We will talk about a more comprehensive assessment toward the end of this document.

1. Ensure that your [Health & Safety Policy Statement](#) has been reviewed by the highest signing authority at your company, signed, dated and posted in a conspicuous location.
2. Ensure that your [Violence & Harassment Policy Statement](#) has been reviewed by the highest signing authority, signed, dated and posted in a conspicuous location. If your policy statement has not been amended since 2016, it may not meet the requirements of the [MLTSD Code of Practice for Harassment](#). Let us know if you need an updated policy statement.
3. Violence Risk Assessment - Must be done and reviewed as often as is deemed necessary to ensure it still captures the possibility of violence towards your staff. Every business must conduct this risk assessment as it is required by law in section 32.0.3 of the OHSA. This risk assessment must also be shared with your H&S Rep and/or JHSC. If you have not done this, let us know, and we can assist you in conducting a violence risk assessment.
4. Ensure that your monthly safety inspections are posted. It is a good idea to have a schedule posted that states when you are going to do your [monthly safety inspections](#) for 12 months.
5. If your company is required to have a JHSC, ensure that the minutes of the last safety meeting are posted. Make sure that the last meeting is no more than three months old.
6. Ensure that the names of your [Health & Safety Rep and first aid persons](#) are posted where everyone can see them. Ensure that all the [required postings](#) are also posted. There have been changes to some of the postings in the past few years.
7. Years ago, we developed and provided your company with a health and safety program. As you may already know, we did this because it is an OHSA requirement that all businesses of your size must have a safety program in place. It is also required that employers review their safety program on an annual basis to ensure that it continues to meet the needs of the business (section 11 of your H&S manual). Our experience is that not all of our clients are doing this. This is the best time of the

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year to review your safety program to make sure that it is still working for you and to see if the changes in OHSA would impact your policies and procedures. You can get your safety rep to do this for you and report back to you with any recommendations, but please do this.

- a. If you have not updated your program within the past five years, it is probably in serious need of an update. Our new health and safety programs are structured to many of the topics that are outlined in the [WSIB's new excellence program](#).
  - b. See the below "Did You Know" for some exciting news about safety programs and how employers can save thousands of dollars.
8. This is the time of year that you should take a look at what training you will have to do and plan for it. You can request from us a list of who has been trained at your workplace and when they may need to be updated. It is a good practice to identify what is needed and who requires it at the start of every year. Doing this will allow you a sufficient amount of time to receive budgetary approval. When doing this, don't just plan for the training that you have in your budget, but also the training that you will do in-house. This would include your onboarding of new staff, safety talks, and things that would promote safety during the next year. Some companies may need to budget for the cost of staffing if doing in-house training as well as if special scheduling needs to be considered.
- a. This is also an excellent time to ask yourselves what can you do to build a more positive safety culture with our staff?. Come up with a plan for the year as to how you could improve the safety culture of your workplace.
  - b. Will you attend any training yourself to keep up to speed with OHSA? Attending the Partners in Prevention annual Health and Safety Trade show in late April is a great way to keep updated. We will send you free passes to the show once they become available. You will need to schedule the event and decide what training sessions you would like to attend. There are additional charges if you want to attend training while at the show. The show runs from April 28<sup>th</sup> and 29<sup>th</sup> in Mississauga.
9. New Employee Safety Orientation is one of the elements that the MLTSD will be asking about during a spot inspection. They are checking to ensure that your workers have taken the MLTSD mandated training elements, but more importantly, what you are doing when new staff are starting with your company? What are you teaching them with regard to the safety hazards that can be found within your business or things a worker may be exposed to?
- a. Are you still using the employee handbook we developed for you? If so, when was it last updated? At this time, we would suggest that you ask yourselves how effective your new employee orientation is; is it good or just a waste of time for you and the person that is reading the book? If you are thinking that there may not be much value in how you are

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currently training new workers, we should discuss what can be done to make it more effective.

10. Check to see that something has been scheduled for things like fire extinguishers, first aid kit, emergency lighting and lifting equipment annual inspections.
11. Lastly, January is always a good time to review any outstanding recommendations that may be awaiting approval. Review the safety meetings, monthly safety inspections, and previous recommendations to see if new goals need to be set for the next year.

### Other things that you should consider:

In section 4 of your main Health & Safety Manual, it indicates that your company will do Risk Assessments. Have you done any risk assessments of the high risk jobs that your workers do? One of the most important things a business should be doing is risk assessments for jobs that could see a worker getting injured. One of the best ways of demonstrating a positive due diligence is the assessments of jobs at a workplace. More and more businesses are doing these risk assessments, it is becoming the new “standard of practice”. From those risk assessments, safe work instructions should be developed to train workers. Get a [free risk assessment form](#) to conduct your own risk assessments or [contact us](#) to have one of our experienced consultants assist you.

**Mandatory Worker and Supervisor Training-** the regulation [297 Occupational Health and Safety Awareness and Training](#) came out in 2013. As you know, this is the online training that all workers and supervisors must take. A lot of companies did the training when the law first came out, but we are finding that a lot of businesses have stopped doing this. We are also hearing from our clients that the MLTSD is still asking if business owners are doing this training or verifying that new hires have received it in the past. Check to see if everyone at your workplace has taken this course.

Something we have discovered during interviews with supervisors is that a surprising amount of them have no idea if the company has a health and safety program in place. The company may have policies and procedures in place, but no one is following them because they are not aware of their existence. I had one supervisor tell me that he knows that there are safe work instructions developed for his workers to follow, and he ensures that they have been trained in those, but he admitted that he has never actually read them himself.

It really looks bad on a company and the employer if there is an accident in the workplace, and the company had policies in place to prevent accidents/ incidents, but nobody was following them. Please ensure that your management team is well aware of the companies H&S policies and procedures.

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## Did You Know!

In 2016 the CPO was given the ability by the MLTSD to recognize employers with a health and safety program containing specific elements and issue an accreditation, found under section 7.6.2 of the OHSA. Employers have always had to develop Health & Safety Programs as you have done, but there was never any financial benefit to doing so. With this new law, the CPO states that if you have a functioning safety program in place, you could get accredited and be eligible for rebates on your WSIB premiums and a possible reduction in your annual premiums.

You could save a good amount of money if your program meets the standards required, and you can show that you are applying the policies, procedures and rules. There will also be other benefits by getting accredited by the Chief Prevention Officer (CPO) including being part of their list of companies that have demonstrated proper use of their managed safety program. There is a possibility that in the near future, companies may only do business with other companies that are part of the CPO list of accredited businesses.

If you want more information about this new accreditation program go to

<https://thesafetybus.com/blog/new-accreditation-program-launched-rewarding-safe-companies/>

If this accreditation by the CPO or the possible WSIB rebates interests you, [contact us](#) and let us review your program so we can get you up to speed on the latest standards and requirements.

We realize this is a long list of things to do; however, our goal is to ensure that you understand what is required of your business. Remember, we are only a phone call or email away if you have any questions.

Please let me know if you need anything,

Best regards,

***Sandy Motyka***

Industrial Safety Trainers, Inc.