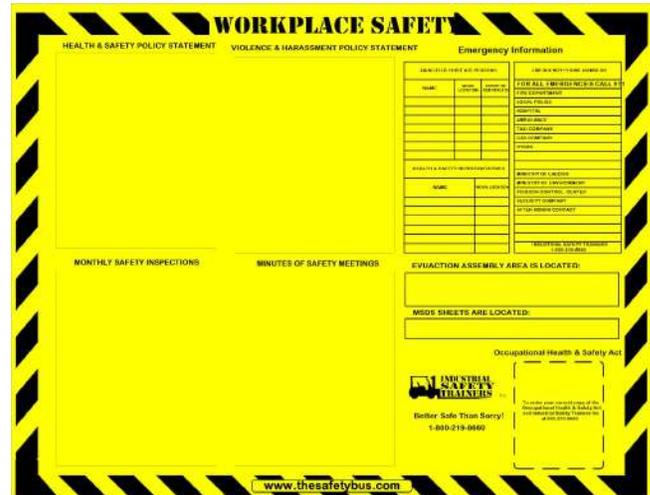


Top 14 Health & Safety Elements that should be reviewed in January

1. Ensure you have a current Health & Safety Policy Statement posted on your Health & Safety notice board. This policy has to be reposted and signed each year.
2. Ensure you have a current Violence and Harassment Policy Statement posted on your Health & Safety notice board; again, this has to be reposted each year. If you have not conducted your Violence Risk Assessment, you must have this done; it's the law. You are required to review your Violence and Harassment Policy and Procedure each year, so make sure this is done.
 - You should ensure that your Violence & Harassment Policy and Procedure meet the Ministry of Labour, Training and Skills Development (MLTSD) guidelines. The MLTSD is very descriptive of what they would like to see in your program. [Our website has numerous free resources](#), one of which is the MLTSD's Code of Practice for workplace harassment. Visit our website, or click on the following link to download the "[Ministry of Labour Workplace Harassment Code of Practice](#)" to review this standard.
3. Ensure you have done a COVID risk assessment and developed a plan for how you will keep workers safe during a pandemic. [Click here](#) to download templates for a COVID Risk Assessment and a Pandemic Continuity Plan that you can use.
4. Ensure that you have the correct number of persons as Health & Safety Representatives and they are adequately trained as required. Many companies have had changes in their JHSC or Safety Reps, and new persons have not been appointed or voted in. There is some leeway as a result of COVID, but it is still a requirement of the OHS/A to have the correct number of Safety Reps for your company, and they still need to do inspections and have meetings (if your facility has a JHSC). Remember that all Safety Reps need to be trained, not just the JHSC members.
5. If your business has more than 5 workers, you must have a Health and Safety Program in place. The OHS/A Section **25** 2(J) requires this program to be reviewed annually. January is a good time to do this. Ideally, the review would be documented, and any changes should be discussed at your next JHSC Meeting.
6. If your company has developed any Safe Work Instructions or conducted any risk assessments, you should review them to make sure they continue to be sufficient. If there has been a change to a job

capacity, the Safe Work Instructions may need to be amended, meaning a new risk assessment may be needed. If you have not created job-specific Safe Work Instruction, you should. In the event of an accident, one of the first questions an MLTSD inspector may ask you is, "did you instruct the worker on how to do that job?" The development of risk assessments and safe work instructions is imperative. It is required under the Act. Let us know if we can help you with this.

7. Ensure that you have the current months' safety inspection and JHSC meeting minutes posted. If they are not current, it may look like nobody is doing anything for Health & Safety. It is also required that your Health & Safety Rep names are posted on your Health & Safety notice board. If you want a copy of the Health and Safety notice board poster shown here, contact our office, and we'll send you one (at no cost).

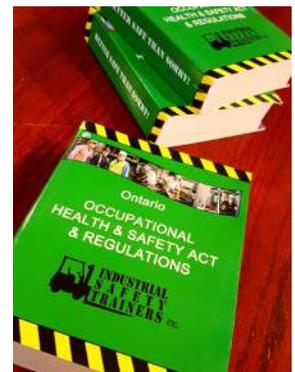


8. Review all required postings on the Health & Safety notice board and ensure nothing is missing. There is a new "In Case of Injury 1234 poster (called Form 82) and a new Health & Safety at Work poster. You should ensure you have the most recent postings up. Replace any postings that are looking old and faded. [Click here](#) to download a list of the required postings

9. Ensure that you have a current copy of the Occupational Health & Safety Act posted. Contact our office if you need a current copy.

10. Review your 2021 training requirements. Figure out what is coming due and who will need what. Plan for the time and determine the cost association for budgeting purposes. If you need copies of who has been trained and when from IST, just let us know and we will send you copies of the records of training for courses.

- In July 2014, the MLTSD ordered mandatory training for all workers in Ontario. This is an MLTSD mandatory course that every worker in Ontario must have! The MLTSD is checking to see that all your workers have taken this course. [Click here](#) to do the online course; it's free!





11. If your company has an Employee Health & Safety Orientation Program that meets the training requirements of Regulation 297/13, you don't have to do the MLTSD course for workers. If you are not sure if your program meets the standard, let us know, and we can give you a quick assessment at no cost.

12. Supervisor Competency; if your company has a Health and Safety Program in place, how familiar do you think your supervisors are with those policies and procedures? We find that a high number of company managers and supervisors have very little knowledge of the company's Health & Safety Policies and Procedures. January is an excellent time to have them review your program; consider giving them a test or quiz to verify that they understand its contents.

13. Under Regulation 297/13, all supervisors must have a basic competency training; Supervisor Health & Safety Awareness in 5 Steps course. This is a free course; [click here](#) to access it.
 - Additional training for supervisors is also required; [click here](#) for more information.

14. We recommend that you connect with your workers to ask the following questions:
 - On a scale of 1 to 5 (1 being not very safe and 5 being very safe), how safe do you feel while doing your job?
 - Do you have any Health & Safety concerns that you would like to see the company address in 2021?

15. Finally, use this survey to plan for 2021.

We hope this information has been helpful. If you have any questions, please email david@istcanada.ca, and he'll get back to you as soon as possible.

Best regards, and be safe!!

Industrial Safety Trainers