



Top 16 Health & Safety Elements That Should Be Reviewed In January

2024

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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 must be reposted each year. If you have not conducted your Violence Risk Assessment, you must have this done; it's the law. In addition, you are required to review your Violence and Harassment Policy and Procedure each year, so make sure this is done.
3. You should ensure that your Violence & Harassment Policy and Procedure meet the Ministry of Labour, Immigration Training and Skills Development (MLITSD) guidelines. The MLITSD is very descriptive of what they want 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.
4. Opioids and Naloxone - Have you conducted a risk assessment for possible Opioid usage in your workplace? In late December 2022 an amendment to the Occupational Health & Safety Act (OHSA), changes were made to the duties of the employer that says that employers must provide Naloxone in the workplace if certain circumstances exist.
 - [Click here](#) for more information. To determine if your business needs to provide Naloxone at your workplace, you can conduct a risk assessment using the form found at "Opioid Risk Assessment" for free download. If your workplace has a possible risk of an opioid overdose, your supervisors and H&S reps should have training in how to recognize impairment in the workplace. [Click here](#) to learn more about our Reasonable Suspicion course.

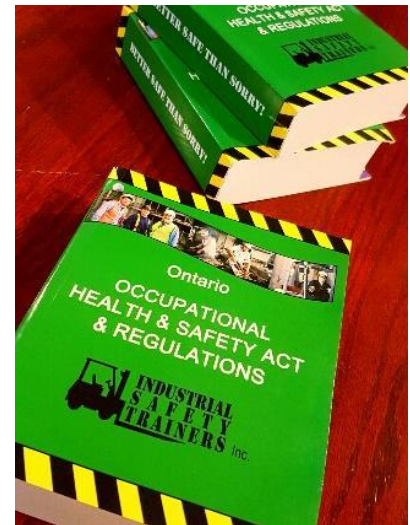
5. Your business should have an “Impairment Policy & Procedure” posted. It is not mandatory, but due to the increased pressure from the MLITSD regarding impairment in the workplace, we strongly suggest that you have a policy in place. [Click here](#) to download a sample policy and procedure.
6. Ensure that you have the correct number of persons as Health & Safety Representatives and they are adequately trained as required. Many companies have changed 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 OHSA 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.
7. If your business has more than five workers, you must have a Health and Safety Program in place. The OHSA Section **25** 2(J) requires this program to be reviewed annually. Therefore, January/February is a good time to do this. Ideally, the review would be documented, and any changes should be discussed at your next Health & Safety Meeting.
8. 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 required. If you have not created job-specific Safe Work Instruction, you should. In the event of an accident, one of the first questions an MLITSD 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.

9. Ensure that you have the current month's safety inspection and JHSC meeting minutes posted. If they are not present, it may look like nobody's doing anything for Health & Safety. It is also required that your Health & Safety Rep names be 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). [Click here](#) to download a posting to show your schedule for safety inspections and H&S meetings.

10. Review all required postings on the Health & Safety notice board and ensure nothing is missing. Replace any postings that look old and faded. [Click here](#) to download a list of the required postings.

11. Ensure that you have a current copy of the Occupational Health & Safety Act posted. Contact our office if you need a current copy or visit our website to order yours today – www.thesafetybus.com.

12. Ensure your safety training is current. January is a good time to review the safety training that your business needs to maintain. Do you have any training that needs to be redone/ refreshed in 2024? Planning now for those events allows you to set the budget for the next year. If you have done training with us in the past and you want to know when it expires, just drop us a line, and we'll send you copies of records of training so you can determine who is coming up for recertification.



13. Mandatory training for all workers- In July 2014, the MLITSD ordered mandatory training for all workers in Ontario. This is an MLITSD mandatory course that every worker in Ontario must have! The MLITSD is checking to see that all your workers have taken this course. [Click here](#) to do the online course; it's free!
14. 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. However, 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.
15. Supervisor Competency; if your company has a Health and Safety Program (policies and procedures manual) 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/February is an excellent time to have them review your program; consider giving them a test or quiz to verify that they understand its contents.
16. Under Regulation 297/13, all supervisors must have basic competency training; Supervisor Health & Safety Awareness in 5 Steps. This is a free course; [click here](#) to access it. Additional training for supervisors is also required; [click here](#) for more information.
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We hope this information has been helpful. If you have any questions, please email hello@istcanada.ca, and we will have a safety consultant get back to you as soon as possible.

Best regards, be safe & have a successful year!!