

Occupational health and safety starter kit



Disclaimer

The information provided in this starter kit is solely for the user's information and convenience and, while thought to be accurate and functional, it is provided without warranty of any kind. Further, if there is any inconsistency or conflict between any of the information contained in this starter kit and the applicable legislative requirement, the legislative requirement shall prevail. If in doubt, please refer to the current edition of the *Occupational Health and Safety Act*, the regulations and the Occupational Health and Safety Code. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of the information contained in this starter kit.

This starter kit is current to January 2020. The law is constantly changing with new legislation, amendments to existing legislation, and decisions from the courts. It is important that you keep up with these changes and keep yourself informed of the current law.

This starter kit is for general information only and may be applicable to assist in establishing a compliant health and safety program at your work site. However, it is critical that you evaluate your own unique circumstances to ensure that an appropriate program is established for your work site. It is strongly recommended that you consult relevant professionals (e.g. lawyers, health and safety professionals and specialists) to assist in the development of your program.

Copyright and terms of use

This material, including copyright and marks under the *Trade Marks Act* (Canada), is owned by the Government of Alberta and protected by law. This material may be used, reproduced, stored or transmitted for non-commercial purposes, however, Crown copyright is to be acknowledged. If it is to be used, reproduced, stored or transmitted for commercial purposes, written consent of the Minister is necessary.

This publication is issued under the Open Government Licence – Alberta (<http://open.alberta.ca/licence>). Please note that the terms of this licence do not apply to any third-party materials included in this publication.

Some contents used in this publication are licensed third-party materials.

Contents

Introduction.....	2
Know the law	3
The internal responsibility system.....	3
Rights and responsibilities.....	4
The three fundamental rights of workers	8
The number of workers in your organization affects what's required of you	12
Role of an Occupational Health and Safety officer.....	13
Non-compliance	15
Health and safety committee/representative	17
Health and safety representative (HS representative).....	19
Health and safety committee (HSC)	20
HSC and HS representative responsibilities	22
Training.....	24
Occupational health and safety program.....	27
Health and safety policy	29
Statement of responsibilities	37
Hazard assessment and control	39
Emergency response plan	57
Work site inspections.....	67
Procedures when others are working on site	73
Orientation and training for workers and supervisors.....	77
Investigating incidents, injuries and refusals to work	85
Worker participation.....	97
Reviewing and revising the program.....	99
Other elements	101
First aid	103
Harassment and violence	109
WHMIS.....	123
Working alone	129
Additional resources	133

Introduction

This starter kit provides information and tools to help employers—including small business, non-profit and the voluntary sector—know and understand the requirements of Alberta’s occupational health and safety (OHS) laws.

From the beginning, this resource confirms that workplace health and safety is everybody’s responsibility. It discusses the roles, rights and obligations of key work site parties and how the various parties work together to promote health and safety in the workplace.

Additional legislated requirements are highlighted throughout, along with various opportunities to go above and beyond the legal expectations for better health and safety performance. **Not all requirements under the *Occupational Health and Safety Act*, the regulations and the *Occupational Health and Safety Code* are discussed in this starter kit.**

This starter kit is designed to help employers who need to develop an occupational health and safety program from the ground up. It may also benefit those looking to grow and improve upon their existing health and safety program, culture and performance.

How to use this starter kit

Developing a health and safety program is a process. The structure of this resource is designed to make navigation easy and program development approachable.

The document is divided into four main tabs: Know the law, Health and safety committee/representative, Occupational health and safety program and Other elements. Additional sub-tabs drill down into specific aspects under the main tabs. For example, there are 10 sub-tabs under the main Occupational health and safety program tab; one for each of the 10 required elements of a health and safety program. The Other elements tab contains four sub-components that many employers will need to ensure their health and safety program addresses. All workplaces must have workplace harassment and violence prevention plans as well as a first aid plan. The nature of your operations determines whether the others apply to you.

Examples, thinking points, templates and sample forms are provided throughout to clarify content and help get you going. Additional resources are referenced at the back of this starter kit for when you’re ready to go even deeper.

Worker health and safety is important at every workplace. Whether you have two workers or 32, or a coordinator with a couple dozen volunteers, as an employer it’s your responsibility to keep everyone healthy and safe on the job.

Use this starter kit to help you develop a health and safety program. Reference it to help stay on track with your health and safety goals.

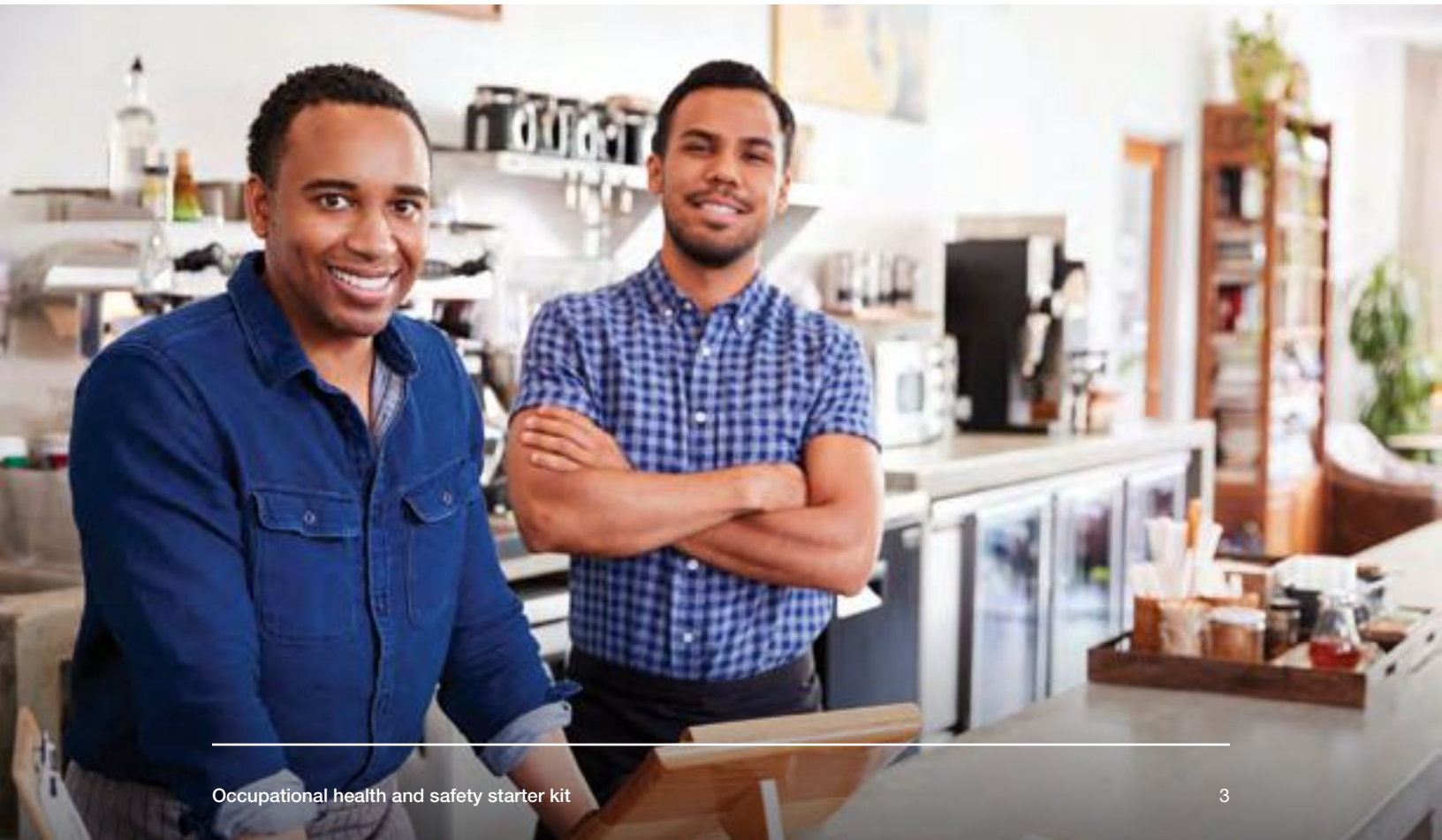
Know the law

The internal responsibility system

Occupational health and safety legislation relies on a foundation known as the internal responsibility system. It means everyone in the workplace (such as workers, supervisors and employers) is responsible for ensuring a healthy and safe work environment. With this understanding, individuals are inspired to do their part in promoting health and safety at work, even when no one is looking.

The intent behind the internal responsibility system is to address workplace hazards quickly, effectively and internally. When everyone adopts good health and safety practices as part of their regular workplace routine, health and safety standards can be met without external enforcement.

Workplace health and safety is a team effort. Every work site party is responsible according to their level of authority and control. Each must rely on the other to ensure they are doing their part. For the system to work, everyone must know—and do—what's expected of them in their role.



Rights and responsibilities

Alberta has laws in place to make sure all work site parties take occupational health and safety seriously. This is about preventing workplace-related illness, injuries and deaths. It's a serious subject.

Part 1 of the *Occupational Health and Safety Act* defines the roles and responsibilities of each work site party.

Work site parties are:



employers



supervisors



workers



suppliers



service providers



owners



contractors



prime contractors



self-employed
persons



temporary staffing
agencies

It is possible to fall under more than one category of work site parties.

Know what's expected of you in your role(s). And know what you have the right to expect from others.



Work site means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.



An employer is:

- a person who employs or engages one or more workers, including workers from a temporary staffing agency
- a person designated to represent an employer
- a person responsible for overseeing workers' health and safety within an organization

Employers' general responsibilities include:

- ensuring the health, safety and welfare of workers and the public at or in the vicinity of the work site
- making their workers aware of their rights and responsibilities under the occupational health and safety legislation, and of any workplace health and safety issues
- protecting their workers from harassment or violence at the work site and ensuring that workers do not participate in harassment or violence
- ensuring their workers are supervised by supervisors who are competent and familiar with relevant occupational health and safety legislation that applies to the work performed
- ensuring their workers are properly trained before:
 - performing a work activity
 - performing a new work activity or process, or using new equipment
 - moving to another area or work site
- working with the health and safety committee (HSC) or health and safety representative (HS representative), as applicable, to share health and safety information and resolve issues
- resolving health and safety concerns in a timely manner
- providing a prime contractor (if one is required at the work site) the names of all the supervisors
- co-operating with any person exercising a duty under the occupational health and safety legislation
- complying with the occupational health and safety legislation



Prime contractors are required when two or more employers or self-employed persons (or a combination of these) are involved in work at construction sites, oil and gas sites, or other work sites or classes of work sites designated by an Occupational Health and Safety director. The prime contractor's role is to coordinate, organize and oversee the health and safety activities of multiple employers/self-employed persons.



A **self-employed person** is a person who is engaged in an occupation but does not work for an employer.

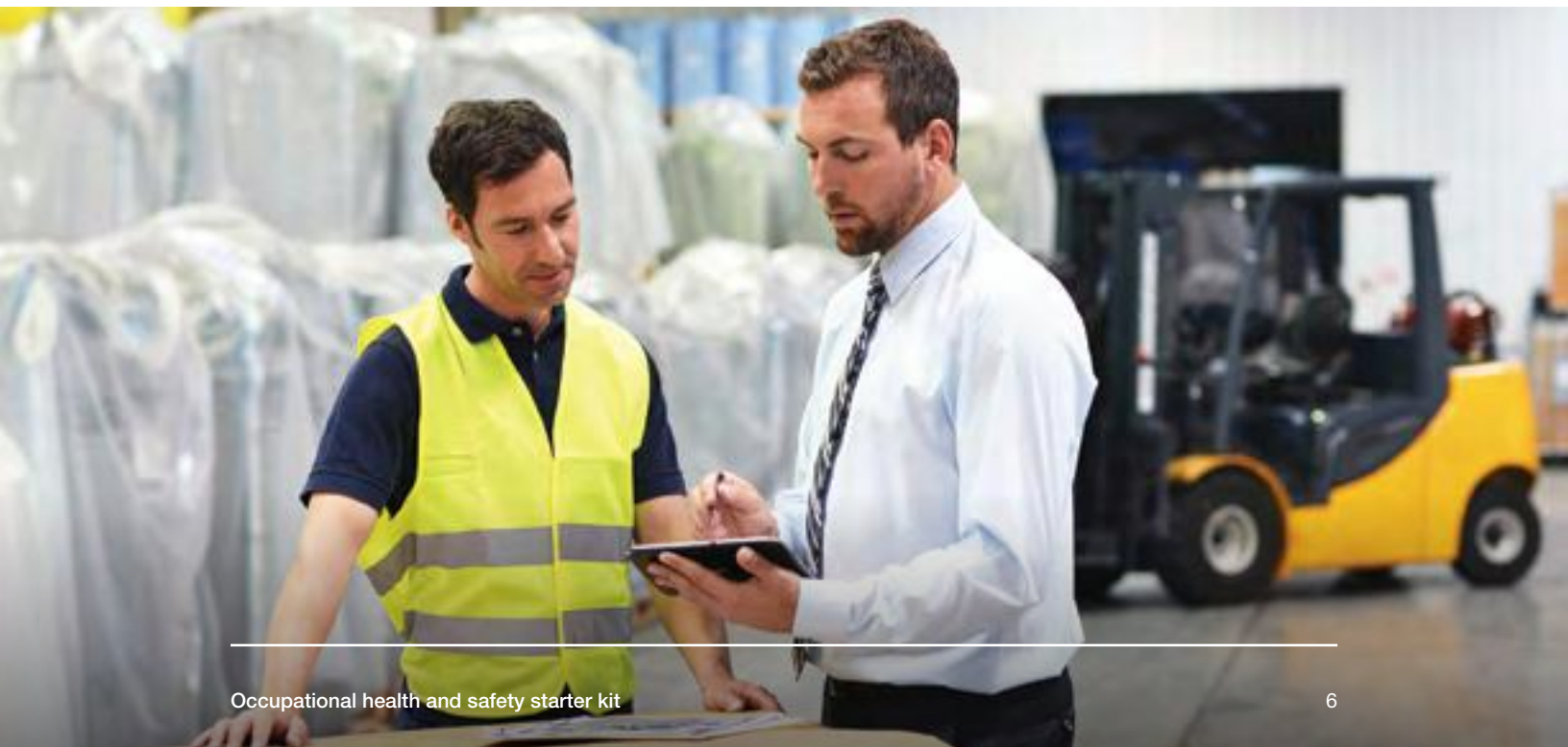


Supervisor

A supervisor is a person who is in charge of a work site or has authority over one or more workers.

Supervisors' general responsibilities include:

- ensuring they are competent to supervise their workers
- protecting the health and safety of workers they supervise
- making sure supervised workers work in a healthy and safe manner and follow occupational health and safety legislation
- making sure workers are not subject to or do not participate in harassment and violence
- making sure supervised workers use all hazard controls and wear personal protective equipment designated or provided by the employer
- advising their workers of all known or reasonably foreseeable workplace hazards
- reporting health and safety concerns and conditions to their employer
- co-operating with any person exercising a duty under the occupational health and safety legislation
- complying with the occupational health and safety legislation





Worker

A worker is any person engaged in an occupation.

Workers' general responsibilities include:

- protecting their own and others' health and safety at or in the vicinity of the work site
- co-operating with their employer or supervisor by following health and safety rules for the job
- using all hazard controls and wearing personal protective equipment designated or provided by the employer
- refraining from causing or participating in harassment and violence
- reporting health and safety concerns and conditions to their employer or supervisor
- co-operating with any person exercising a duty under the occupational health and safety legislation
- complying with the occupational health and safety legislation

In addition to these general responsibilities, employers, supervisors and workers have other obligations as outlined in the *Occupational Health and Safety Act*, Regulation and Code.



Volunteers who perform or supply services for no monetary compensation for an organization or employer **are considered workers**. There are some exceptions for volunteers on a farm or ranch and for student volunteers.

See the bulletin *Are students and volunteers workers?* in the *Additional resources* section, or visit the farm and ranch web page at alberta.ca/farm-and-ranch-ohs.aspx.



If you employ waged, non-family workers in a farm and ranch operation, you have employer obligations under the occupational health and safety legislation. The basic health and safety standards set out in the *Occupational Health and Safety Act* must be followed. For more information visit alberta.ca/farm-and-ranch-ohs.aspx.

The three fundamental rights of workers

The *Occupational Health and Safety Act* gives workers specific rights:

- **the right to know**
- **the right to participate**
- **the right to refuse dangerous work**

Employers need to be aware of workers' rights and responsibilities under the internal responsibility system. They also need to make sure their workers know about them.



Every employer shall ensure, as far as it is reasonably practicable for the employer to do so, that the employer's workers are aware of their rights and duties under this Act, the regulations and the OHS code and of any health and safety issues arising from the work being conducted at the work site,

Occupational Health and Safety Act, Part 1, section 3(1)(b)



The right to know

Workers have the right to know about workplace hazards and to have access to health and safety information at the work site.

The employer must share information about hazards at the work site, controls used to eliminate or control the hazards, and any relevant work practices and procedures with the HSC or HS representative (as applicable). Where there is no HSC or HS representative, the employer must provide this information directly to affected workers.

Access to current occupational health and safety legislation at work is part of a worker's right to know. It's the employer's responsibility to ensure access.



- 14(2)** Every employer shall keep readily available all health and safety information and provide that information to
- (a) the joint work site health and safety committee or health and safety representative at the work site,
 - (b) the workers, if there is no joint work site health and safety committee or health and safety representative, and
 - (c) the prime contractor, if there is one.
- 14(3)** Every employer shall ensure that current paper or downloaded or stored electronic copies of this Act, the regulations and the OHS code are readily available for reference by workers, the joint work site health and safety committee and the health and safety representative, if one exists.

Occupational Health and Safety Act, Part 2, section 14(2-3)

Health and safety information does not include personal information about an identifiable individual, confidential proprietary information or trade secrets. The employer must protect personal information.

The right to participate

Workers have the right to meaningful participation in health and safety activities related to their work and the work site.

All employers must involve affected workers when assessing hazards at the workplace, implementing control measures, and developing an emergency response plan.

HSCs or HS representatives provide additional opportunities for worker participation in health and safety discussions and decision-making that affects their health and safety at work. Refer to the *Health and safety committee/representative* section to learn more about these.

Workers must be able to express health and safety concerns without fear of punishment.

The right to refuse dangerous work

Workers have the right to refuse to do work they believe presents a dangerous condition to their health and safety or the health and safety of others at the work site.

Since workers must do everything they reasonably can to protect the health, safety and welfare of themselves and others at the work site, workers may have an obligation to refuse dangerous work.

Health and safety hazards that are not normal for the job, or normal hazards that are not properly controlled are considered **dangerous conditions** that could trigger a work refusal.

Examples



A front-of-house worker is asked to help out on the forklift in the warehouse. Since the worker hasn't been trained in the safe operation of a forklift, they may refuse the work. Using the forklift without proper training puts the worker or others present in the warehouse at risk.



The foreman tells a worker to get up on the roof and help finish a roofing job before it rains. All fall-protection equipment is already in use by others on the job site. The worker may refuse the work. Getting up on the roof without fall-protection equipment puts the worker or others present at the work site at risk.

Know this about dangerous work refusals:

- When refusing dangerous work, **workers must report the refusal and the reason for it** to their employer (supervisor) promptly.
- The **worker** who refused to do dangerous work **may be assigned other work** until the refusal to do dangerous work is investigated and resolved.
- If the employer determines the work does not present a danger to health and safety, they **can assign other workers to do the work** but they must advise the workers (in writing) that a worker refused the work as dangerous, the reasons for the refusal, their own right to refuse the work and why it is not or is no longer a danger.
- **Workers cannot be punished** in any way for refusing to do work they reasonably believe to be dangerous.
- The employer has an obligation to **investigate and take action** to eliminate the danger unless they remedy the dangerous condition immediately.
- The employer must **conduct the inspection in the presence of the worker** who refused the work if it is safe to do so. In addition, the employer must involve one of the following:
 - an HSC co-chair or member representing workers
 - an HS representative
 - another worker selected by the worker refusing to do the work (if there is no HSC or HS representative, or if they are unavailable).
- Upon completion of the inspection, the employer must **prepare a written report** that includes the worker's refusal notification, the results of the investigation and the actions they took to remedy the situation.
- The employer must **share the written report with the worker** who refused the work and the HSC or the HS representative (as applicable).
 - This report must not contain any personal information related to the worker who refused to do the work. The employer must make sure it doesn't.
- The employer must **continue to pay the worker's wages and benefits** while they investigate the work refusal.



If you have questions about how to handle a worker's refusal to do work they think is unsafe, call the **Occupational Health and Safety Contact Centre**.
1-866-415-8690 (toll-free in Alberta) | 780-415-8690 (in Edmonton and surrounding area)

The number of workers in your organization affects what's required of you

Health and safety committees (HSCs) and health and safety representatives (HS representatives) support your workers' right to participate in workplace health and safety discussions and decision-making.

They promote awareness, interest, understanding and co-operation, and are an important part of an organization's internal responsibility system. **HSCs and HS representatives should be considered a best practice for all organizations. They are a legal requirement in many.**

When you need an **HSC** or **HS representative**

1–4 workers	5–19 workers	20 or more workers
There is no legal requirement for an HS representative or HSC.	Employers must ensure an HS representative is appointed.	Employers must establish an HSC .
		

Note: If the work is expected to last for fewer than 90 days, HSCs or HS representatives may not be required.

Work sites with two or more employers or self-employed persons have separate requirements when it comes to deciding what is needed.

For more information see the *Health and safety committee/representative* section in this starter kit.

With more workers you need a formal **health and safety program**.



If you are an employer with **20 or more workers**, you must have a formal **health and safety program** that includes 10 required elements. You must consult your HSC when establishing your program.

See the *Occupational health and safety program* section of this starter kit for information and tools to help you develop your own health and safety program.

Role of an Occupational Health and Safety officer

Occupational Health and Safety officers conduct work site inspections and investigations throughout Alberta. Their job is to make sure work site parties are meeting the legislated requirements of occupational health and safety legislation. **These officers have the legal authority to enforce the law.**



For the purposes of this Act, an officer may at any reasonable hour and without warrant, enter into or on any work site and inspect that work site except for a premises used as a private dwelling,

Occupational Health and Safety Act, Part 8, section 51(1)(a)

Officers have several authorities, including:

- entering your work site
- looking at and copying relevant documents/information
- using computer systems to examine documents/information
- requiring you or others to provide reasonable assistance or produce information
- inspecting, seizing or taking samples of any material, product or equipment or other thing being produced, used or found at the work site
- dismantling, processing or testing anything seized from the work site
- bringing along any equipment, materials or persons with expert knowledge to assist them
- conducting tests and taking pictures, measurements or recordings
- requiring you or your designate to demonstrate the use of machinery, equipment, appliance or other things at the work site
- interviewing and taking statements from any person at the work site or others who are not present at the work site

Know the law

During a work site inspection, Occupational Health and Safety officers require full co-operation from everyone on site.



No person shall interfere with or in any manner hinder an occupational health and safety officer or a police officer who is exercising powers or performing duties or functions under this Act.

Occupational Health and Safety Act, Part 8, section 54

Under section 45 of the *Occupational Health and Safety Act*, Occupational Health and Safety officers are bound by the law regarding confidentiality.



No person shall disclose any information with respect to any confidential proprietary information or trade secrets obtained by virtue of the exercise of any power conferred by this Act, except for the purpose of administering this Act, the regulations and the OHS code, or as required by law.

Occupational Health and Safety Act, Part 6, section 45

In the administration of their duties, **Occupational Health and Safety officers** are expected to:

- conduct themselves in a professional and impartial manner
- follow established operational policies and procedures to ensure a fair, consistent and transparent approach to regulatory enforcement
- carry out inspections, investigations, inquiries and tests necessary to determine compliance with occupational health and safety legislation
- take steps, including issuing orders where appropriate, to monitor compliance with the legislation

See the publications *Role and duties of government Occupational Health and Safety officers* and *Integrity in enforcement – Professionalism in the workplace* in the *Additional resources* section for more information.

Non-compliance

Occupational health and safety legislation is in place to help keep Alberta work sites healthy and safe for everyone. It can only be effective if everyone co-operates.

When the internal responsibility system fails and a worker, supervisor, employer or other work site party breaks the rules, they endanger themselves and others present at the work site. That's not acceptable.

Occupational Health and Safety officers inspect workplaces for compliance. In cases of non-compliance, they have the authority to issue compliance orders, stop use orders, stop work orders and tickets. They can also recommend administrative penalties.

Orders

Orders require work site parties to take measures that result in compliance with occupational health and safety laws.

There are different types of orders:

Compliance orders identify instances of observed non-compliance and the actions that must be taken to achieve compliance by a specified date.

Stop use orders require equipment to be shut down or taken out of service if it appears unhealthy or unsafe to operate.

Stop work orders require work that is being done in an unhealthy or unsafe manner to stop. Stop work orders can apply to specific activities or areas of a work site, to an entire work site or to multiple work sites of a single employer.

The person who receives any of the above orders must report back to Alberta Occupational Health and Safety on the corrective measures taken. They must post the report at the work site and provide a copy to their HSC or HS representative (as applicable). See *Completing a report on compliance after receiving an Occupational Health and Safety order* in the *Additional resources* section for more information.

Tickets and administrative penalties

Tickets deliver an on-the-spot consequence to workers, supervisors, self-employed persons and employers caught breaking specific rules under the legislation. Tickets are issued for easily observable violations such as not wearing required personal protective equipment or smoking near a flammable substance. Tickets hold everyone accountable for their behaviour, much like traffic tickets.

Ticket amounts ranges from \$100 to \$500 per violation. A 15 per cent victim surcharge is applied to each ticket.

Administrative penalties are issued for serious or repeat instances of non-compliance with occupational health and safety legislation. Administrative penalties can also be issued for failing to comply with an order, acceptance or approval, making a false statement or giving false or misleading information to an officer. Various factors are considered in deciding an administrative penalty.

Administrative penalty amounts are a maximum of \$10,000 per day per contravention and are determined on a case-by-case basis.

Ticketing and administrative penalties are enforcement options for Occupational Health and Safety officers. **Voluntary co-operation with the law is in everyone's best interest.**

For more information on what constitutes a ticketable offence and how administrative penalties are determined, refer to the respective web pages (OHS violation tickets and OHS administrative penalties) in the *Additional resources* section of this starter kit.

Prosecution

Violating the *Occupational Health and Safety Act*, the regulations or the Occupational Health and Safety Code, or failing to follow an order given by an officer may result in prosecution. A worker, supervisor, employer or other work site party being charged and convicted of an offence can be punished with a fine, jail time or both.

Conviction on a first offence can lead to a fine of up to \$500,000, plus \$30,000 each day an offence continues and/or a jail term of up to six months per violation.

A second conviction can result in a fine of up to \$1,000,000 plus \$60,000 each day an offence continues and/or a jail term of up to one year per violation.

Health and safety committee/representative

A health and safety committee (HSC) is a group of worker and employer representatives working together to identify and solve workplace health and safety concerns. A health and safety representative (HS representative) takes on all the duties of an HSC (with necessary modifications), working with the employer to identify and resolve workplace health and safety concerns.

HSCs and HS representatives form an important part of the internal responsibility system. They encourage worker participation and ensure work site parties are aware of their roles and responsibilities in the workplace.

Employers of any size are required to protect the health and safety of all parties at their work sites. Where an employer has more workers, there are different requirements—and opportunities—for worker participation.

Depending on the total number of workers an employer has and the number of days the work is expected to last, **your organization may have to have an HS representative or an HSC.**

For more information on how to determine the number of workers, refer to the *Occupational Health and Safety Act*, section 18.



Does your organization require an HS representative or an HSC?

If the work is expected to last **less than 90 days:**

<90 DAYS

There is **no legal requirement** for an HS representative or HSC.

Where the work is expected to last **90 days or more:**



An **employer** with **1-4 workers** has **no legal requirement** for an HS representative or HSC.



An **employer** with **5-19 workers** must have an **HS representative**.



An **employer** with **20+ workers** must have an **HSC**.

Do you have more than one employer or self-employed person on site?

This is who's responsible for health and safety at work sites with multiple employers and/or self-employed persons



Two or more employers and/or self-employed persons and **no prime contractor**

All employers and self-employed persons **work together** to make sure an HS representative is appointed or an HSC is established based on the number of workers **on site** (see above).



Two or more employers and/or self-employed persons and a **prime contractor** present

The **prime contractor** coordinates the appointment of an HS representative, or the establishment of an HSC based on the number of workers **on site** (see above).

The HSC structure, roles and responsibilities are outlined in the *Occupational Health and Safety Act*, Part 3. If you are establishing an HSC, or introducing an HS representative for the first time, please refer to the Act. Also see Part 13 of the Occupational Health and Safety Code.

The information that follows is a summary only.



HS representative

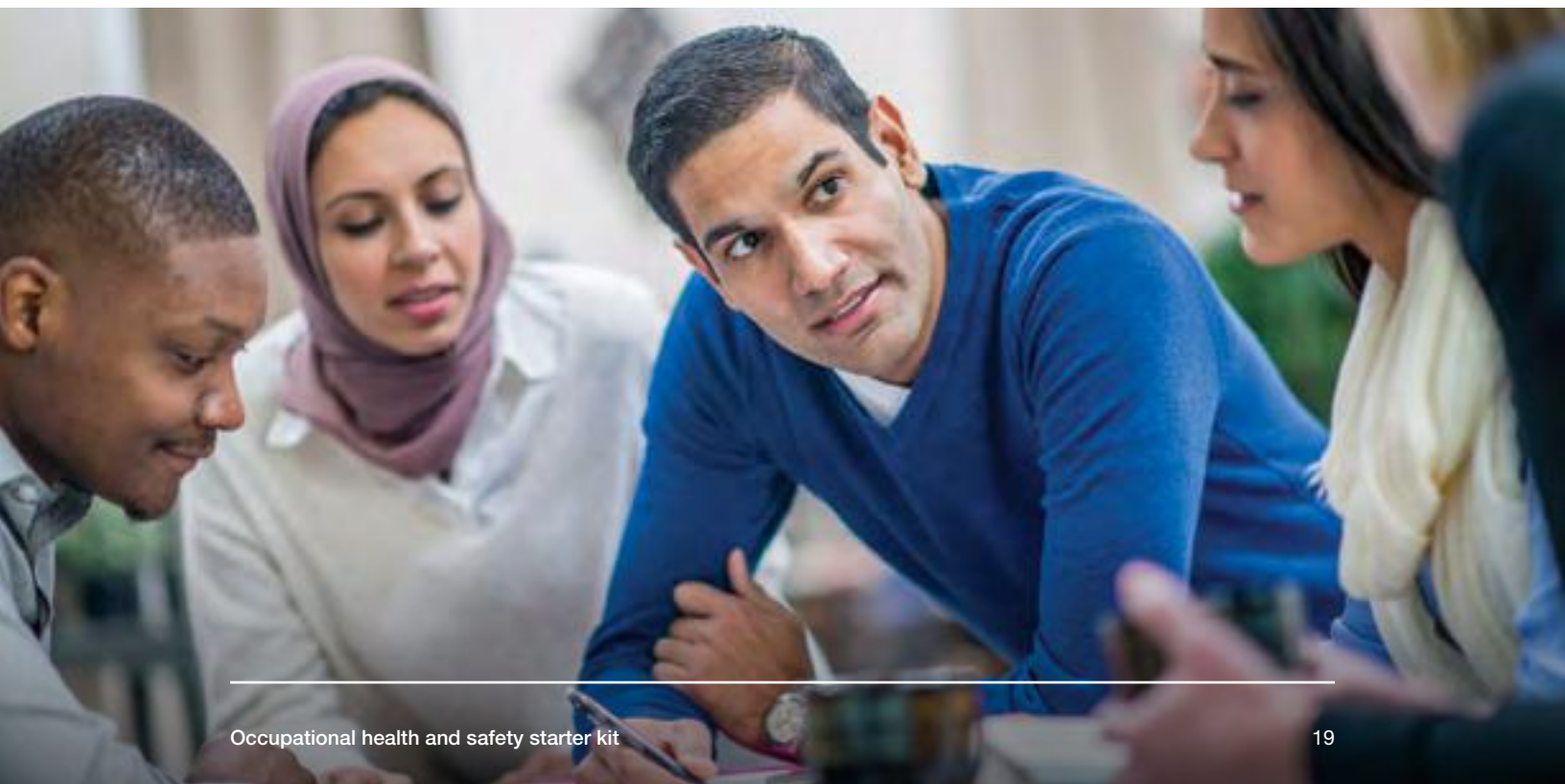
HS representatives promote awareness and interest in health and safety to help prevent illness and injuries at the work site. The role is to advise and assist. **An HS representative does not assume or replace managerial responsibilities for health and safety in the workplace.**

It's up to the workers to select an HS representative (unless otherwise prescribed by a union constitution/multiple-union agreement). **The HS representative has to be a peer, not someone in a supervisory or management position.**

There are different ways to select HS representatives:

- **Invite workers** to consider taking on the role.
- **Set up a nomination process** and hold a secret ballot among workers.
- If no one volunteers, the employer can **nominate someone**.
 - Make sure anyone who is nominated is **willing to assume the responsibilities**.
 - Make sure the **workers** somehow demonstrate that they **accept this person to represent them**.

Workers and other parties at the work site need to be able to contact their HS representative with any concerns or questions. **The employer must post the contact information of the HS representative where it can be seen by all the workers they represent.**





HSC

An HSC consists of both worker and employer representatives working together.

Like the HS representative, the HSC identifies health and safety issues, makes recommendations for improvement, supports workers' three basic rights, and promotes awareness and interest in health and safety at work.

Committee structure

The HSC must have at least four members with at least half of them representing the workers. The worker representatives are selected by the workers, or in accordance with the constitution of the union, if there is one. If you have multiple unions, then all unions have to agree on how worker representatives will be appointed. The employer appoints the employer representatives. For ideas about how to select HSC worker representatives, see the information presented for selecting HS representatives on p. 19.

The committee must have two co-chairs: one chosen by the worker members on the committee and the other chosen by the employer members. The co-chairs must take turns chairing committee meetings (i.e. worker co-chair chairs one meeting, employer co-chair chairs the next one). They are both required to participate in all decisions of the committee.

Term of office

Unless otherwise stated in a union constitution, or an agreement among unions in a multiple-union environment, **members of an HSC hold office for at least one year.** They may continue to hold office until their successors are selected or appointed.

Terms of reference

An HSC must establish terms of reference to support the effective operation of the committee. The terms of reference have to:

- ensure, to the extent possible, the committee's membership represents all relevant health and safety concerns
- set out a process for replacing members of the committee if they leave during their term in office
- establish a dispute resolution process to use if the committee fails to agree on recommendations to put forward
- create a process for coordinating with other HSCs established by the same employer or prime contractor, if there is one

Meeting schedule

Within 10 days of when the HSC is established, it must have its first meeting. After that initial meeting, the committee must meet at least once every quarter. Co-chairs may call a special meeting of the committee if they feel it is necessary to deal with urgent concerns.

All meetings and committee activities are to take place during regular business hours.

Meeting requirements

Meetings are not considered valid unless there is a quorum. At least half of the committee members must be present for there to be a quorum. This ensures a fair representation of the committee. Both worker and employer members must be present with at least half of those present being workers.

Committee-approved meeting minutes must be recorded and then shared with the employer and posted at the work site or provided by electronic means within seven days of the meeting.

The employer (or prime contractor) must keep a copy of meeting minutes for two years, and make them readily available for inspection by HSC members or an Occupational Health and Safety officer.

For various templates and samples forms (e.g. terms of reference, meeting agendas, minutes, etc.), see the *Joint work site health and safety committee/health and safety representative manual* in the *Additional resources* section.

This is paid work

Members of an HSC or an HS representative are entitled to their applicable rate of pay while engaged in activities associated with their role.

In addition to time allocated for approved training, HSC members and HS representatives are entitled to take time away from their regular job tasks to:

- prepare for each committee meeting or meeting with the employer (as applicable)
- attend each meeting of the committee or with the employer
- carry out their duties as a committee member or representative

For more information on HSCs and HS representatives see the *Additional resources* section.



To find out about Alberta employment standards, download the *Employment standards tool kit for employers* (alberta.ca/assets/documents/es-employer-toolkit-highrez.pdf).

HSC and HS representative responsibilities

The law assigns responsibilities to both HSCs and HS representatives.



- 19** The duties of a joint work site health and safety committee include the following:
- (a)** the receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers;
 - (b)** participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site;
 - (c)** the development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures;
 - (d)** cooperation with an officer exercising duties under this Act, the regulations and the OHS code;
 - (e)** the development and promotion of programs for education and information concerning health and safety;
 - (f)** the making of recommendations to the employer, prime contractor or owner respecting the health and safety of workers;
 - (g)** the inspection of the work site at regular intervals;
 - (h)** the participation in investigations of serious injuries and incidents at the work site in accordance with section 40;
 - (i)** the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee;
 - (j)** such other duties as may be specified in this Act, the regulations and the OHS code.
- 20** The health and safety representative shall, in cooperation with a representative of the employer, perform the same duties, with any necessary modifications, as set out for the joint work site health and safety committees in section 19.

Occupational Health and Safety Act, Part 3, sections 19–20

HSC members and HS representatives must respect worker confidentiality.



A joint work site health and safety committee, its individual members, or a health and safety representative, must not disclose a worker's personal health information or the personal information of an identifiable individual unless the disclosure is required by law.

Occupational Health and Safety Code, Part 13, section 199

Employers are active partners

The employer (or prime contractor) is required to support and collaborate with HSCs or HS representatives. They are expected to provide adequate resources, time and training to help the committee function effectively.

The employer (or prime contractor) will need to:

- be sure the HS representative or HSC co-chairs receive training in their duties and functions
- be sure the HS representative or HSC co-chairs receive time away from their regular duties to fulfill the requirements of their role
- meet with the HS representative regularly to discuss health and safety matters
- consult with the HSC or HS representative when developing and implementing violence and harassment prevention plans and various policies, procedures and codes of practice for the work site
- involve the HSC or HS representative in incident investigations and the inspection of work refusals

Note: The employer (prime contractor) is not required to have HSC members or HS representatives participate in investigations relating to harassment or violence unless the harassment or violent incident results in the fatality of a worker or a worker being admitted to hospital.

- provide the HSC or HS representative a copy of completed reports including incident investigation and work refusal reports
- provide access to records, policies, procedures, codes of practice, reports or manufacturer specifications required under occupational health and safety legislation, and pass on information or documents addressed to the HSC or HS representative as soon as possible after it is received
- ensure the names and contact information of HSC members or the HS representative are clearly posted for all to see at every work site where workers are represented

Address concerns together

The employer must work with the HSC or HS representative to address any health and safety concerns they raise, and to consider and/or implement any recommendations to remedy health and safety issues.

If the employer does not agree with health and safety concerns raised or the recommendations provided for a remedy, the employer must provide the HSC or HS representative the reason(s) in writing. If the parties cannot resolve the problem(s), any one of them (e.g. employer, HSC or HS representative) may contact the Occupational Health and Safety Contact Centre. The matter will then be referred to an Occupational Health and Safety officer.



Nothing in this section limits the right of a worker to refer a health and safety concern directly to an officer.

Occupational Health and Safety Act, Part 3, section 21(3)

Training

The co-chairs of an HSC must receive training in regard to the duties and functions of the committee. An HS representative must also receive training in their role.



Training of committee members and representatives

- (1)** Where a joint work site health and safety committee is established, an employer or prime contractor, as applicable, shall ensure that the co-chairs of the committee receive training respecting the duties and functions of a committee.
- (2)** Where a health and safety representative is designated, an employer shall ensure that the representative receives training respecting the duties and functions of a representative.
- (3)** Where a member of a joint work site health and safety committee or a health and safety representative gives reasonable notice, an employer shall permit the member or representative to take time away from the member's or the representative's regular duties to attend health and safety training programs, seminars or courses of instruction.
- (4)** The amount of time allowed annually for training under subsections (1), (2) and (3) is the greater of
 - (a)** 16 hours, or
 - (b)** the number of hours the worker normally works during 2 shifts.

Occupational Health and Safety Act, Part 3, section 29(1-4)

Health and safety committee/representative

Given reasonable notice, **the employer must allow the HSC co-chairs and other members of the committee or HS representatives to take time away from their regular duties to attend health and safety training.** The allotted amount of training time that the employer is obligated to provide to committee members and representative is an annual total of either 16 hours or the number of hours the worker normally works during two shifts, whichever is greater. The employer can choose to provide additional training.

Use approved training providers

Only approved training providers can deliver the mandatory training. The employer must pay for this training for HSC co-chairs and HS representatives. A list of approved training agencies is provided on the Occupational Health and Safety website (alberta.ca/health-safety-committee-representative-training.aspx). Contact an approved agency directly to register.



Occupational health and safety program

A safe and healthy work site doesn't just happen. It's something people plan for and work at.

A health and safety program makes people aware of their roles and responsibilities, and requires them to work together to identify and solve health and safety concerns.

It's a coordinated system of policies, procedures, processes and other measures to direct ongoing improvement in occupational health and safety. All work site parties are required to follow their health and safety program.

A health and safety program is a good tool for every organization to have and to follow.

It's a must-have for employers with 20 or more workers.



An employer who employs 20 or more workers shall establish, in consultation with the joint work site health and safety committee, a health and safety program...

Occupational Health and Safety Act, Part 5, section 37(1)

For more information on how to determine if your organization requires a health and safety program, see the *Occupational Health and Safety Act*, section 37(3).

Where an occupational health and safety program is not legally required, the employer must still involve affected workers in matters related to workplace health and safety, including the hazard assessment and control process and the development of an emergency response plan.

Overview

The scope and complexity of a health and safety program varies depending on the type of workplace and the nature of the work performed.

These are the fundamental elements every occupational health and safety program must address:

1. Health and safety policy
2. Statement of responsibilities
3. Hazard assessment and control
4. Emergency response plan
5. Work site inspections
6. Procedures when others are working on site
7. Orientation and training for workers and supervisors
8. Investigating incidents, injuries and refusals to work
9. Worker participation
10. Reviewing and revising the program

This section discusses each of the above 10 elements in some detail and provides sample templates that may be helpful when developing your health and safety program.

A good health and safety program will address Alberta's minimum legal requirements for occupational health and safety. A strong program will do more than demonstrate compliance with the law. It will show leadership and promote a strong health and safety culture.

You can expand your program as your awareness about health and safety grows.

Health and safety policy

Develop a health and safety policy

A health and safety policy represents an employer's intent to protect and maintain the health and safety of an organization's workers as well as others at the work site.

A health and safety policy is a required element of your health and safety program. It's a critical step in demonstrating management commitment.

Your health and safety policy must state the policy for protection and maintenance of the health and safety of workers at the work site. As a best practice, it may also include:

- the employer's **commitment** to health and safety
- the organization's health and safety **goals**
- the **responsibilities** of all work site parties

Make it official

Once someone with authority at the top of your organization has signed the policy, it should be shared with workers and others at the work site. Promote it. Make it public and keep it top of mind for everyone.

A sample health and safety policy is provided on the next few pages for your reference.

Health and safety policy (sample)

Company name:

Company health and safety policy

This company is committed to a health and safety program that protects and maintains the health and safety of workers at our work site(s). This company is also committed to the protection and maintenance of the health and safety of others (i.e. sub-contractors) who enter onto our property, and the general public.

The employer, supervisors and workers at every level are responsible and accountable for the company's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological and social well-being of all employees. Our goal is a healthy, injury-free workplace for all. By working together we can achieve this goal.

The **employer** will ensure:

- the health, safety and welfare of workers at the work site
- the health, safety and welfare of other persons at or near the work site who may be affected by hazards originating from the work site
- workers are aware of their occupational health and safety rights and duties
- workers are not subjected to or participate in harassment or violence at the work site
- workers are supervised by a person who is competent and familiar with the *Occupational Health and Safety Act*, regulations, and Code
- they consult and co-operate with the health and safety committee/health and safety representative
- health and safety concerns are resolved in a timely manner
- where a prime contractor is required, the prime contractor is advised of all the names of the supervisors who work at the work site
- supervisors and workers are adequately trained for the protection of health and safety at the work site before:
 - performing a work activity
 - performing a new work activity or process, or using new equipment
 - moving to another area of the work site

Health and safety policy (sample)

Supervisors will:

- ensure
 - they are competent to supervise the workers under their supervision
 - the workers under their supervision work in accordance with procedures and measures required by the *Occupational Health and Safety Act*, regulations and Code
 - the workers under their supervision use all hazard controls and properly use or wear the personal protective equipment required by the employer or under the *Occupational Health and Safety Act*, regulations or Code
 - workers are not subjected to and do not participate in harassment or violence at the work site
- take all precautions necessary to protect the health and safety of every worker under their supervision
- advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work
- report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer

Workers will:

- protect the health and safety of themselves and other people at or near the work site
 - co-operate with their supervisors and employer to protect the health and safety of themselves and others
 - use all devices and wear all personal protective equipment for the worker's protection as required by the employer or the *Occupational Health and Safety Act*, regulations or Code
 - refrain from causing or participating in harassment or violence
 - report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor
-

Health and safety policy (sample)

In addition, the **employer, supervisors and workers** will:

- co-operate with any person exercising a duty imposed by the *Occupational Health and Safety Act*, regulations or Code
- comply with the *Occupational Health and Safety Act*, regulations and Code and any work site policies, procedures and codes of practice

Other **workers** (e.g. **contractors, suppliers, or service providers**) will comply with the *Occupational Health and Safety Act*, regulations and Code, and work site policies.

Workers at every level must be familiar with the requirements of the Alberta occupational health and safety legislation as it relates to their work.

Employer signature:	Date:
----------------------------	--------------

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Management commitment: lead by example

Commitment to health and safety has to start at the top. As an employer, you should take every possible opportunity to show your commitment by becoming actively involved.

Workers need to see their leaders making health and safety a priority. This means talking about health and safety regularly, encouraging workers to do the same, and then doing something good with what comes out of these talks. **Action always speaks louder than words.**

Employers have to lead. You also have to follow through by listening to workers' concerns and investing the resources necessary to improve health and safety for everyone on the job.



How do you think you're doing?	YES	NO
Do you have a health and safety policy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you set health and safety goals, assign responsibilities and hold people accountable for them?	<input type="checkbox"/>	<input type="checkbox"/>
Is your health and safety committee or health and safety representative active and engaged (as applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold yourself accountable for all your health and safety responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is health and safety frequently discussed at meetings?	<input type="checkbox"/>	<input type="checkbox"/>
Are your workers given the opportunity to express their concerns?	<input type="checkbox"/>	<input type="checkbox"/>
Do workers feel comfortable expressing their concerns?	<input type="checkbox"/>	<input type="checkbox"/>
Do you follow up on the concerns raised by your workers?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enforce proper work procedures regardless of how busy people are?	<input type="checkbox"/>	<input type="checkbox"/>
Does your operating budget include a line item for health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
Do you take an active role in all aspects of your health and safety program?	<input type="checkbox"/>	<input type="checkbox"/>
Would your workers agree with all of your answers above?	<input type="checkbox"/>	<input type="checkbox"/>

Note: Your answers above may be an indicator of your commitment to good health and safety practices as an employer. There are, of course, other questions you could ask.



Commit to a strong health and safety culture

Generally, the stronger an organization's health and safety culture is, the better its related performance. A healthy and safe organization is a productive organization.

The benefits of a strong health and safety culture may include:

- improvements in day-to-day operations
- ownership of health and safety initiatives
- willing participation in those initiatives
- a more consistent, efficient and effective workplace
- good worker morale
- lower operating costs





Commit to spreading the word

Information that promotes health and safety at your workplace is information that everyone at your workplace needs to know.

Employers should figure out the best, most effective way to get health and safety messaging out and into everyone's hands—and brain—and to solicit worker feedback and suggestions.

Staying alert to everyday workplace hazards can be a challenge, particularly in jobs where the hazards may be less obvious, and where busy work is often the routine.

Talking about workplace health and safety is a good idea. Put it on the agenda for staff meetings. Open discussion can stir up new ideas or remind everyone of details they may have forgotten. It prompts awareness and helps remind everyone to stay alert.

Since people absorb information or learn in different ways, it's best to communicate health and safety information in a variety of formats.

Examples



An agenda item at staff meetings



toolbox talks/
tailgate meetings



take-away formats
(e.g. newsletters, paycheque inserts, pamphlets)



posters in staff rooms



digital bulletin boards,
emails, intranet website

Promote consistency in health and safety goals and messaging by working with your **health and safety committee (HSC) or health and safety representative (HS representative)**. The law expects this kind of collaboration of employers.



Every employer shall ensure, as far as it is reasonably practicable for the employer to do so, ...that the employer consults and cooperates with the joint work site health and safety committee or the health and safety representative, as applicable, to exchange information on health and safety matters and to resolve health and safety concerns,

Occupational Health and Safety Act, Part 1, section 3(1)(e)

Statement of responsibilities

Employers, supervisors and workers are all legally responsible for health and safety in the workplace. **Creating a statement of responsibilities ensures that each party knows what they are responsible for.**

The statement of responsibilities is often included in the health and safety policy. In the sample health and safety policy provided on pp. 30–32, the statement of responsibilities reads as follows:



The **employer** will ensure:

- the health, safety and welfare of workers at the work site
- the health, safety and welfare of other persons at or near the work site who may be affected by hazards originating from the work site
- workers are aware of their occupational health and safety rights and duties
- workers are not subjected to or participate in harassment or violence at the work site
- workers are supervised by a person who is competent and familiar with the *Occupational Health and Safety Act*, regulations, and Code
- they consult and co-operate with the HSC/HS representative
- health and safety concerns are resolved in a timely manner
- where a prime contractor is required, the prime contractor is advised of all the names of the supervisors who work at the work site
- supervisors and workers are adequately trained for the protection of health and safety at the work site before:
 - performing a work activity
 - performing a new work activity or process, or using new equipment
 - moving to another area of the work site

Statement of responsibilities



Supervisors will:

- ensure
 - they are competent to supervise the workers under their supervision
 - the workers under their supervision work in accordance with procedures and measures required by the *Occupational Health and Safety Act*, regulations and Code
 - the workers under their supervision use all hazard controls and properly use or wear the personal protective equipment required by the employer or under the *Occupational Health and Safety Act*, regulations or Code
 - workers are not subjected to and do not participate in harassment or violence at the work site
- take all precautions necessary to protect the health and safety of every worker under their supervision
- advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work
- report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer



Workers will:

- protect the health and safety of themselves and other people at or near the work site
- co-operate with their supervisors and employer to protect the health and safety of themselves and others
- use all devices and wear all personal protective equipment for the worker's protection as required by the employer or the *Occupational Health and Safety Act*, regulations or Code
- refrain from causing or participating in harassment or violence
- report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor

In addition, the employer, supervisors and workers will:

- co-operate with any person exercising a duty imposed by the *Occupational Health and Safety Act*, regulations or Code
- comply with the *Occupational Health and Safety Act*, regulations and Code and any work site policies, procedures and codes of practice

Other **workers** (e.g. **contractors, suppliers, service providers**) will comply with the *Occupational Health and Safety Act*, regulations and Code, and work site policies.

Workers at every level must be familiar with the requirements of the Alberta occupational health and safety legislation as it relates to their work.

Hazard assessment and control

Every workplace has situations, conditions or things that may be dangerous to health and safety. Employers, supervisors and workers must know what those hazards are in order to address them.

A **hazard** is a situation, condition or thing that may be dangerous to health and safety.

Common hazards in just about any workplace include things like:



manual material handling



slips, trips and falls



working alone



workplace harassment



hazardous chemicals

Left unchecked, any one of these hazards has the **potential** to **impact** a person's quality of life in some way for some time.



back injury



broken arm



medical emergency



absenteeism



chemical burn

It's your responsibility as an employer to ensure workplace hazards are identified, and **eliminated or controlled** so workers stay healthy and safe on the job.



use mechanical lift



keep floors clean and dry



provide communication device



provide respectful workplace training



wear protective gloves

Hazard assessments are required by law

The hazard assessment and control process is a documented approach to prevent work-related illness or injury to workers and others present at a work site. This is **a foundational health and safety responsibility in every workplace**, and a central element in any health and safety program.

Hazard assessments identify potential problems and point to where to focus resources for ensuring health and safety.

The law is clear that hazard assessments must be done.



An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site.

Occupational Health and Safety Code, Part 2, section 7(1)

A team approach is necessary

If you have a health and safety committee (HSC) or health and safety representative (HS representative) they must get involved. You have to involve affected workers. Different people have different ways of seeing things. Workers are the individuals doing the work. That puts them in a position to provide insight.



An employer must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified.

Occupational Health and Safety Code, Part 2, section 8(1)

An orderly approach is required

You want to identify any real and potential hazards and then address them.

Here are the **basic steps** for conducting a hazard assessment:

- 1** Take a close look at the individual tasks that each job involves.
- 2** Look for any health or safety hazards related to those tasks.
- 3** Figure out what you can do to eliminate each hazard or, if that's not possible, to control it.
- 4** Implement controls.
- 5** Write down both the hazards found and what's being done about them, and discuss with all affected workers.
- 6** Monitor effectiveness of control. Repeat as needed.

All hazards must be recognized and either eliminated or controlled—always.

A template and sample forms are provided on pp. 51–55 to help you get started.

Employers must produce a written record of the process

You must document both the results of the hazard assessment and what you have done since to either eliminate or control any hazards identified.



An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified.

Occupational Health and Safety Code, Part 2, section 7(2)

Employers must communicate the results

Workers need to be aware of any known or potential hazards they could encounter. They also need to know the necessary health and safety measures or procedures in place to keep themselves and others healthy and safe on the job.

You must share information about hazards at the work site, hazard controls and safe work practices and procedures with the HSC or HS representative (as applicable) and affected workers.



If the law requires a person to make a report or a plan, or develop and implement procedures, the person must do so in writing. A paper, downloaded or stored electronic copy must be readily available for reference by workers, the joint work site health and safety committee or health and safety representative (as applicable) at the affected work site.

Supervisors also have a responsibility to advise their workers of all known or reasonably foreseeable hazards.



Every supervisor shall...advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work,

Occupational Health and Safety Act, Part 1, section 4(b)

Hazard assessments need to be repeated

You must repeat the hazard assessment and control process as appropriate.

Whenever changes are introduced to a workplace (i.e. new tasks introduced or work conditions change), another hazard assessment must be completed. **Changes at the work site can signal the need for a new hazard assessment.**



poor lighting



slippery surfaces



extreme temperatures



introduction of new equipment



An employer must ensure that the hazard assessment is repeated

- (a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,
- (b) when a new work process is introduced,
- (c) when a work process or operation changes, or
- (d) before the construction of significant additions or alterations to a work site.

Occupational Health and Safety Code, Part 2, section 7(4)

Repeating the hazard assessment and control process can prevent unsafe or unhealthy conditions from developing, and will help determine if existing controls are actually working as intended.

The date is an important part of the record

There should never be any question as to when a hazard assessment was completed. Alberta law requires you to put the date on them.



An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it.

Occupational Health and Safety Code, Part 2, section 7(3)

Keep a written record of what you do, put the date on it and keep it up to date.

Think about both health and safety hazards

A **health hazard** is anything that could harm someone's health, either immediately or over time.



loud noises



repetitive movements



sun exposure



chemical exposure

A **safety hazard** is anything that could cause injury or damage. An injury caused by a safety hazard is usually immediate.



falling objects



slippery surfaces



sharp equipment



icy roads

Left unchecked, any one of these hazards has the potential to impact a person's quality of life in some way for some time.

Look beyond the obvious

Workplace hazards can be grouped into four main categories. They may include, but are not limited to:

Physical hazards



slippery/
uneven surfaces



repetitive
motions



lifting
heavy loads



extreme
temperatures



working around
moving equipment



vibration



noise



working at
heights



poor lighting



working around
vehicles

Chemical hazards



cleaning products/
solvents



battery acid



vapour
(spray paint)



hazardous
merchandise



maintenance
products



fumes



gases
(carbon monoxide)



byproducts/waste
products from a process

Biological hazards



viruses



mould



bacteria



body fluids



sewage



allergens



animal/pet waste

Psychosocial hazards



harassment



stress



fatigue



shiftwork



working alone



violence

In some situations, the hazard can be a combination of two or more of the above. More than one category of hazard may be present with each task.

Think outside the box

Your health and safety program is intended to ensure everyone at the work site stays healthy and safe. However, sometimes workplace hazards extend beyond the workplace.



flying construction debris



chemical leak in building sends poisonous fumes through the neighbourhood



release of dust from abrasive blasting



lack of traffic control at a work site



high noise levels from work activities

In addition to protecting their own workers and others at the work site, employers have an obligation to protect anyone in the surrounding area from hazards originating at the site.



Every employer shall ensure, as far as it is reasonably practicable for the employer to do so,

- (a) the health and safety and welfare of...other persons at or in the vicinity of the work site who may be affected by hazards originating from the work site,

Occupational Health and Safety Act, Part 1, section 3(1)(a)(iii)

Follow the hierarchy of controls

Elimination

You must eliminate a hazard wherever you can. When elimination is not possible or reasonable, it must be controlled.



If an existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance with this section to

- (a) eliminate the hazards, or
- (b) if elimination is not reasonably practicable, control the hazard.

Occupational Health and Safety Code, Part 2, section 9(1)

Alberta's Occupational Health and Safety Code outlines the hierarchy of controls to follow when elimination of the hazard is not an option.

Hazard controls



Combination of controls

If the hazard cannot be eliminated or controlled by using a single control method, the employer may use a combination of **engineering**, **administrative** and **personal protective equipment** to provide a greater level of worker health and safety.

Hazard assessment and control

Next to eliminating a hazard, controlling it at the source is the most effective means of preventing illness or injury to workers. What follows are examples of the various types of controls.

Engineering controls



install physical barriers to protect those working alone



use equipment guards



use a forklift to lift heavy loads



ensure ventilation

When elimination isn't an option and engineered controls are not feasible, employers are expected to do what they can to introduce controls that change the way people work.

Administrative controls



develop safe work practices and procedures



provide training and supervision for workers



limit exposure time by rotating jobs



display warning signs

Personal protective equipment (PPE) is an employer's third line of defense for controlling hazards that cannot be eliminated. It's introduced only after engineering and administrative controls are found to be unworkable for specific hazards.

Personal protective equipment



wear approved footwear



wear safety glasses



wear respirators



wear protective gloves



wear reflective vests

Since personal protective equipment controls the hazard at the worker's end, it can only be effective if workers use the equipment properly. Employers must provide thorough and proper training in the use, care, maintenance and limitations of any required personal protective equipment.

Hazard assessment and control



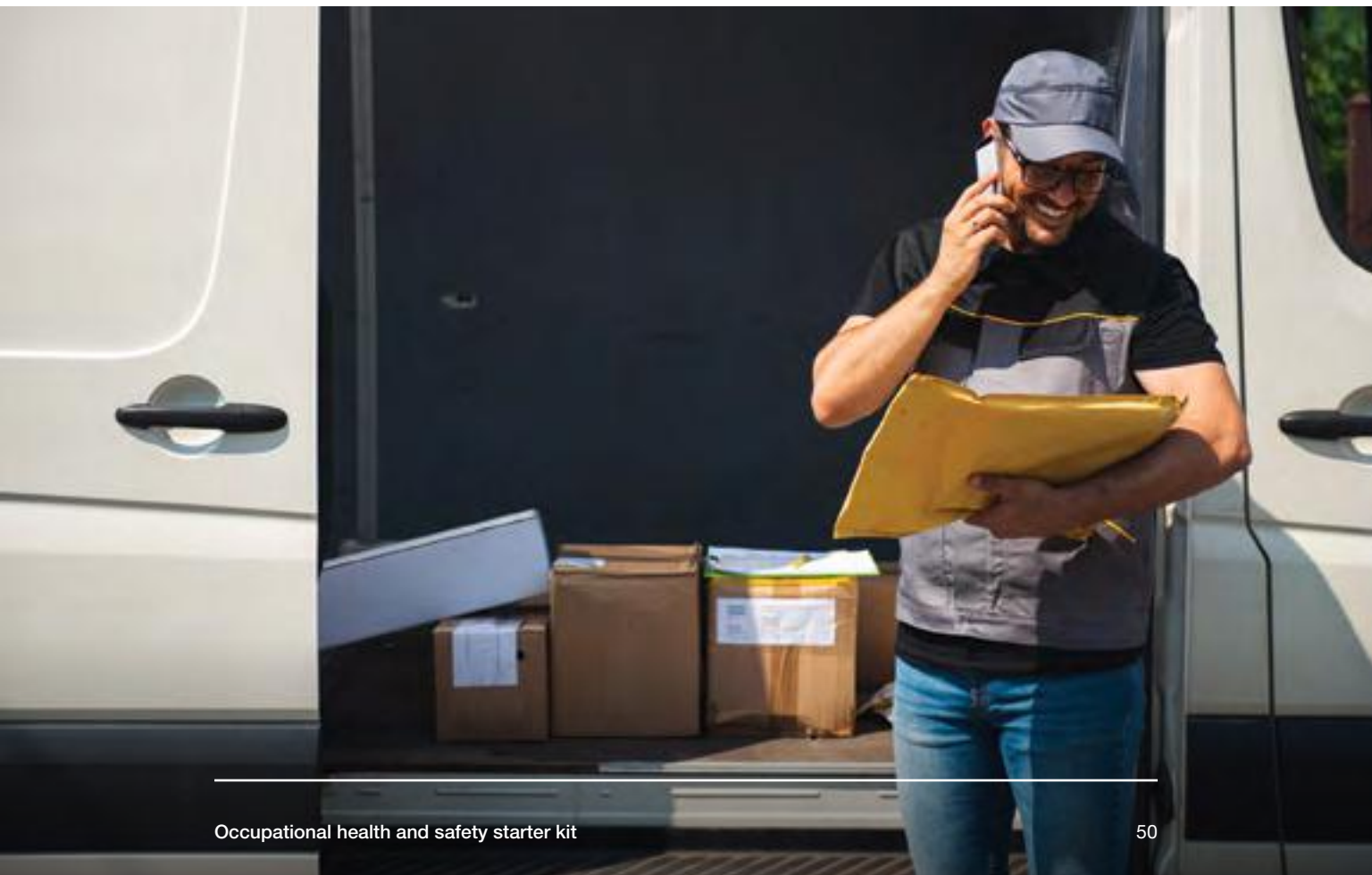
An employer must ensure that workers who may be required to use safety equipment or personal protective equipment are competent in the application, care, use, maintenance and limitations of that equipment.

Occupational Health and Safety Regulation, Part 1, section 13(3)

If personal protective equipment is required for any tasks in your workplace, your hazard assessment and control record and/or safe work procedures must say so. These health and safety documents must also spell out the organization's process for training and monitoring its use.

For more information about the hazard assessment and control process, see *Hazard Assessment and Control: a handbook for Alberta employers and workers* in the *Additional resources* section.

A template and sample forms are provided on the next few pages to help get you started.



Hazard assessment and control

Hazard assessment and control (template)

Job/position/work type:		Date of assessment:	
Assessment performed by (names):			
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented
		Elimination: Eng: Admin: PPE:	
		Elimination: Eng: Admin: PPE:	
		Elimination: Eng: Admin: PPE:	
		Elimination: Eng: Admin: PPE:	

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Hazard assessment and control (sample form #1)

Job/position/work type: Volunteer canvasser		Date of assessment: March 22, 2019
Assessment performed by (names): Amy Stolz, Mgr Operations; Delv Lefevre, Volunteer Coordinator; Kate Burdett, Admin. Assistant; Manny Bridges, Health and Safety Committee member		Reviewed/ revised:
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)
Driving to/from route	Adverse weather conditions	Elimination: Postpone to avoid snow storms and other extreme weather Eng: Confirm vehicle maintenance, wiper fluid and winter tires Admin: Schedule campaign for late spring; consult road report; follow organization's safe work practices on Journey Management
Canvassing door-to-door	Slippery surfaces	Admin: Volunteer orientation training (video) and policy to reinforce the use of sidewalks and handrails where available PPE: Wear non-slip footwear
	Robbery	Admin: Credit card payment enabled to reduce cash donations; direction to surrender cash in the event of robbery; money envelope to discretely store cash donations
	Angry residents	Admin: Clear identification of volunteer role and organization; policy to avoid knocking on doors with "No Soliciting" signs; policy to refrain from entering homes; canvassers should always be visible from roadway
	Working alone	Elimination: Require canvassers to go out in pairs Admin: Confirm working fully charged cell phone before start of shift and emergency contact cell phone numbers PPE: Personal security alarm
		April 4, 2019
		April 29, 2019
		April 4, 2019
		April 4, 2019
		April 4, 2019

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Hazard assessment and control (sample form #2)

Job/position/work type: Administration/office work		Date of assessment: February 15, 2019	
Assessment performed by (names): Courtney Miller, Branch Manager, Jay Parsons, Sr. Accountant, Mark Phillips, Engineer/Health and Safety Representative		Reviewed/ revised:	
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented
Operating PC (general computer tasks)	Extended periods of sitting	Eng: Ergonomic set-up of workstation Admin: Take micro-breaks to get up and stretch	April 19, 2019
Photocopying, faxing, stapling, hole punching	Glare from monitor	Eng: Anti-glare screens on monitors	April 19, 2019
Refilling toners	Repetitive motion	Admin: Take breaks as necessary	February 20, 2019
Filing	Contact with chemicals/toner	Admin: Place toner lid from new cartridge on the old cartridge to prevent exposure; WHMIS training PPE: Use nitrile gloves	March 4, 2019
	Awkward positions	Admin: Use stool; take breaks to stretch if required	February 20, 2019
	Struck by/crushed	Eng: Cabinet engineered to not allow more than one drawer to be open at a time (prevent tipping) Admin: Ensure cabinets are loaded from the bottom up	May 21, 2019
Operating paper shredder	Loose clothing or jewellery could be caught in shredder opening	Eng: Auto shut-off switch/emergency shut off Admin: Ensure loose clothing, jewellery, long hair is tucked in before operating shredder; shred on a different day	February 20, 2019

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Hazard assessment and control (sample form #3)

Job/position/work type: Gas station attendant		Date of assessment: February 15, 2019	
Assessment performed by (names): Drake Wilde, Owner; Jay Derrington, Attendant; Matt Jordan, Attendant/Health and Safety Representative			
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented
Cashier	Robbery	<p>Eng: Physical barrier (kiosk) with limited public access; time lock safe on site inside kiosk; panic button installed; maintain good visibility into and out of the work site; video surveillance equipment installed and maintained</p> <p>Admin: Post signage with max. cash on site message; worker training in safe cash handling procedures; limit the quantity of valuable items (e.g. lotto tickets, cash) present</p>	April 29, 2019
	Working alone	<p>Admin: Worker training in working alone procedures; clear sightlines; after hours check-in schedule</p> <p>PPE: Personal emergency transmitter</p>	April 29, 2019
Washroom maintenance	Exposure to chemicals/bio hazards	<p>Eng: Sharps containers</p> <p>Admin: WHMIS training; safe work procedures (e.g. sharps safe handling procedures)</p> <p>PPE: Disposable gloves</p>	May 9, 2019
Stacking items on shelves	Manual handling of materials	Admin: Standard operating procedures for materials handling; safe lifting training	April 29, 2019

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Hazard assessment and control (sample form #4)

Job/position/work type: Shipper/Receiver		Date of assessment: January 18, 2019	
Assessment performed by (names): Johannes Wolf/um, Warehouse Manager; Boris Phelps, Shipper/Receiver; Randy Smith, Inventory Control Clerk/Health and Safety Representative		Reviewed/revised:	
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented
Operating compactor/baler	Contact with moving parts	Eng: Equipment safeguards in place as per manufacturer's specifications Admin: Standard operating procedures for safe use of equipment	February 19, 2019
	Crushing/cutting	Eng: Emergency shutdown switch; alarm Admin: Worker training PPE: Steel-toed footwear; protective gloves	March 8, 2019
	Loud noises	PPE: Hearing protection	March 22, 2019
	Mechanical failure	Admin: Pre-use inspection; Preventative Maintenance Policy	February 19, 2019
	Repetitive motion	Eng: Ergonomic design of processing area Admin: Training in safe lifting; scheduled breaks; job rotation	March 6, 2019
	Operating forklift	Contact with moving equipment	Eng: Backup alarm Admin: Operator safety training
Static posture		Eng: Adjustable cab ergonomics Admin: Scheduled breaks; job rotation	May 13, 2019

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Emergency response plan

All organizations must have a written emergency response plan that's ready to activate in an emergency.



An employer must establish an emergency response plan for responding to an emergency that may require rescue or evacuation.

Occupational Health and Safety Code, Part 7, section 115(1)

This plan must anticipate and address any and all emergency situations that could realistically develop at your workplace.

Examples of emergency situations might include:



fire



structural collapse



extreme weather



medical emergency



robbery



bomb threat



vehicle collision

Emergency response plan

Each work site requires its own emergency response plan specific to that location.



An emergency response plan must include the following:

- (a) the identification of potential emergencies;
- (b) procedures for dealing with the identified emergencies;
- (c) the identification of, location of and operational procedures for emergency equipment;
- (d) the emergency response training requirements;
- (e) the location and use of emergency facilities;
- (f) the fire protection requirements;
- (g) the alarm and emergency communication requirements;
- (h) the first aid services required;
- (i) procedures for rescue and evacuation;
- (j) the designated rescue and evacuation workers.

Occupational Health and Safety Code, Part 7, section 116

An emergency response plan is about emergency preparedness.



Involve affected workers

You must involve affected workers when establishing this plan. This could include scheduling a formal meeting, inviting comments during a walk-through, or asking workers to review a draft of the plan for feedback.



Engage your health and safety committee/ representative (as applicable)

If you've got a health and safety committee (HSC) or a health and safety representative (HS representative), you must include them in your emergency response plan development. Their knowledge of the organization's health and safety program, existing resources, current control measures and historical performance records makes them a valuable resource.



Equip and train workers

Rescue and evacuation workers need to be equipped and trained in their related responsibilities.



Educate the workforce

Those expected to follow the plan in an emergency need to know what's expected of them.



Ensure access to the plan

Emergency procedures must be in writing and readily available to everyone in the workplace.



Practise the plan

Practising the procedures will help familiarize everyone with their roles in an emergency. Debrief after a practice or drill to update or improve the plan.



Keep it current

You must ensure your emergency response plan is current. Remember to update your emergency response plan if you move or renovate your location.

An emergency response plan template, a sample form and an emergency contact list template are provided on the next several pages to help get you started. Adjust these to meet your needs or develop a custom format as you choose. Just make sure your plan addresses all of the elements outlined in the Occupational Health and Safety Code.

For more information about how to develop an emergency response plan, see *Emergency response planning: an occupational health and safety tool kit for the hospitality industry* in the *Additional resources* section.

Emergency response plan

Emergency response plan (template)

Company:	Date:
Address:	
Completed by:	
Potential emergencies (e.g. power outage, flood, fire, robbery) Refer to your hazard assessment to determine which hazards could require rescue or evacuation.	

List and location of emergency equipment and facilities

Emergency equipment including fire protection requirements (e.g. alarms, sprinklers, fire suppression systems, fire extinguishers, hoses, fire doors)	Equipment	Location	Operating procedures
First aid (e.g. first aid kit – type and location; blanket, first aiders/ shift, transportation)	First aid kit:		Location:
	First aid supplies and first aid room (as applicable):		Location:
	First Aiders		
	Morning shift:	Afternoon shift:	Night shift:
	Transportation plan:		

Emergency response plan

Emergency response plan (template)

List and location of emergency facilities (e.g. fire station, hospital, police, walk-in clinic)	Facility name		Address/distance		
Alarm and emergency communication requirements (e.g. type of alarm system, paging or PA system)					
Rescue and evacuation procedures					
Emergency response procedures (Detailed procedures to be followed for each identified emergency, including who is responsible for what)	Emergency situation		Procedures		
Emergency response training and requirements (List the positions or names of workers trained to use each type of emergency equipment and those trained in rescue and evacuation procedures)	Position or name			Training received	Frequency
	AM shift	Day shift	Night shift		

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Emergency response plan (sample form)

Company: ABC Hotel and Restaurant	Date: June 6, 2019
Address: 123 Lakeshore Rd, Red Deer, AB	
Completed by: Ron Sampson, General Manager; Chris Grant, Marketing Specialist; Joanne Snow, Event Coordinator/Co-chair, Health and Safety Committee.	
Potential emergencies (e.g. power outage, flood, fire, robbery) Refer to your hazard assessment to determine which hazards could require rescue or evacuation.	1. Robbery 2. Power outage 3. Kitchen fire 4. Gas leak 5. Water main break causing flooding 6. Vehicle crashes into building 7. Tornado

List and location of emergency equipment and facilities

Emergency equipment including fire protection requirements (e.g. alarms, sprinklers, fire suppression systems, fire extinguishers, hoses, fire doors)	Equipment	Location	Operating procedures
	• Automated external defibrillator	• Behind the front desk	• Follow written instructions on the case and voice prompts from the device
	• First aid kit	• At the front desk	• Access as needed. Complete all required paperwork
	• Fire alarm pull station	• Next to stairwell doors on each floor	• Pull lever down to activate
	• Fire extinguisher	• Mid-point - all hallways	• Detach from wall bracket, pull pin on extinguisher, aim at base of fire, squeeze trigger, sweep the nozzle from side to side at the base of the flames
	• Panic button	• Front desk - underside left	• Press button to activate
	• Security cameras	• Monitored in manager's office	• 3-week data storage

Emergency response plan (sample form)

First aid (e.g. first aid kit – type and location; blanket, first aiders/ shift, transportation)	First aid kit: Number 1 first aid kit		Location: At the front desk
	First aid supplies and first aid room (as applicable): <ul style="list-style-type: none"> • Blankets • Automated external defibrillator • Eye wash station 		Location: <ul style="list-style-type: none"> • Back linen supply room • Behind the front desk • Laundry room and kitchen
	First Aiders		
	Morning shift: Annie R and Julie B	Afternoon shift: Harper W and Daniel S	Night shift: Sean M and Scot H
Transportation plan: Call 9-1-1 for ambulance			
List and location of emergency facilities (e.g. fire station, hospital, police, walk-in clinic)	Facility name		Address/distance
	City Hospital		101 Hospital Ave - 2 km
	Fire Station #3		422 Grand Blvd - 4.5 km
	Police		10 Centre Ave - 5 km
	Walk-in clinic		521 Richmond St - 3.5 km
Alarm and emergency communication requirements (e.g. type of alarm system, paging or PA system)	In the event your alarm goes off, call 9-1-1 even if your alarm system has a direct connection with the fire department. <ul style="list-style-type: none"> • Audible signal is intermittent beeps • Visible signal is flashing emergency lighting throughout the building • Automatic vocal instructions to evacuate Notification of lockdown/shelter in place <ul style="list-style-type: none"> • When a lockdown is initiated (by security or local police), a pre-recorded message will be sent to all company phones, cell phones and computers. All corporate devices will receive an email and/or text message. • The message will also be communicated and repeated over the public address (PA) system. • When the situation is under control, security will send out an "all clear" message followed by a PA announcement. 		

Emergency response plan (sample form)

Rescue and evacuation procedures	<ul style="list-style-type: none"> • Call 9-1-1 for police or fire department if workers or others require rescue. • Emergency wardens must put on their emergency vest and hard hat and gather their clipboard with pen and paper, first aid kit, portable radio and whistle. • Emergency wardens will remain calm, take control and direct workers and others to the predetermined exit routes. • All workers and others will evacuate and meet at muster point in the northeast corner of the parking lot across the street. Freezing weather - muster point is inside the entrance to the main level of the underground parkade next door. 				
Emergency response procedures (Detailed procedures to be followed for each identified emergency, including who is responsible for what)	Emergency situation		Procedures		
	° Kitchen fire		° Shut off gas		
	Emergency situation		Procedures		
	• Power outage		• Start backup generator		
Emergency response training and requirements (List the positions or names of workers trained to use each type of emergency equipment and those trained in rescue and evacuation procedures)	Emergency situation		Procedures		
	• Robbery		<ul style="list-style-type: none"> • Trigger panic button (silent alarm) • Co-operate with the robber's demands • If possible, seek shelter in a secure (locked) location (i.e. manager's office) • Call 9-1-1 when safe to do so 		
Emergency response training and requirements (List the positions or names of workers trained to use each type of emergency equipment and those trained in rescue and evacuation procedures)	Position or name			Training received	Frequency
	AM shift	Day shift	Night shift		
	Front desk	Front desk	Night auditor	Fire extinguisher	Annual refresh
	General manager	Floor manager	Night auditor	Standard First Aid	Every 3 years with annual CPR
	Maintenance	Room attendant	Night auditor	Emergency warden	Annual refresh

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Emergency response plan

Emergency contact list (template)

Company address:	Business phone:
Prepared by:	

Emergency response contacts

Police	9-1-1
Police (non-emergency)	
Emergency medical services (Ambulance)	9-1-1
Fire	9-1-1
Poison control	1-800-332-1414

Company contacts

Owner/General manager	
Manager	
Health and safety coordinator	
Maintenance	
Security	
Public relations (designated)	
Other	

Emergency response plan

Emergency contact list (template)

Alberta Government contacts

Occupational Health and Safety	1-866-415-8690 (toll free) 780-415-8690 (in Edmonton)
Workers' Compensation Board (WCB)	1-866-922-9221 (toll free)
Alberta Environment and Parks	1-800-222-6514 24-hour emergency hotline
Other	

Other contacts

Power company	
Gas company	
Telephone company	
Insurance company	

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Work site inspections

Inspections are a valuable tool

Inspections are an important way for you to find out if day-to-day activities support the organization's overall health and safety goals.

Inspections are intended to check for and report on specific things in the workplace and could include anything from the way workers are doing their job to the equipment they're using to do it.

Work site inspection procedures and an inspection schedule are required elements of your health and safety program.

The health and safety committee (HSC) or health and safety representative (HS representative) must conduct inspections of the work site at regular intervals.



The duties of a joint work site health and safety committee include...the inspection of the work site at regular intervals;

Occupational Health and Safety Act, Part 3, section 19(g)

Various factors influence how often these inspections should be performed, including:

- **the type of work site**
- **the size of the work site**
- **the number of workers on site**
- **the nature of the work being performed**
- **the hazards encountered**

The HSC must follow a specific inspection schedule for formal inspections.



A joint work site health and safety committee must inspect each work site at least once before each quarterly meeting required by section 27(1) of the Act, to identify health and safety hazards that have not been controlled.

Occupational Health and Safety Code, Part 13, section 198

All employers should conduct regular inspections.

This is what you're looking for:

- Are workers following safe work procedures?
- Are tools and equipment in good working order?
- Are any unsafe or unhealthy conditions present?

Work site inspections can identify hazards that may have been missed during hazard assessments. They can spot where controls introduced earlier might not be working. Or maybe the controls are working as intended, but new hazards have appeared as a result.

This is what you do with what you find:

- 1** Record any hazards identified during a work site inspection.
- 2** Address any serious hazards or unsafe conditions right away.
- 3** Control other identified hazards as soon as possible.

Develop ways to eliminate or control all hazards found. Remedy serious hazards such as unsafe or unhealthy work practices right away. Control all other hazards as soon as possible.

Develop an inspection schedule and procedures

When developing an inspection schedule and procedures consider the following:

The type of work site



home office



construction site



warehouse



vehicle

The size of the work site



small building



skyscraper



company vehicle

The number of workers on site



working alone



few people



multiple work site parties

The nature of the work being performed



heavy industry



retail



shiftwork



repetitive

The hazards encountered



slips



trips and falls



heavy lifting



bullying



chemical spills

A work site inspection template and sample form are provided on the next two pages to help get you started.

Work site inspection (template)

Company:		Date:	
Location:			
Inspectors' names:			
Description of hazard (specific location and/or equipment, nature of hazard):	Recommended action(s) (detailed action, taking account of hierarchy of controls or a combination of controls where elimination is not possible):		
	Action	Assigned to	Due date
			Completed

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Work site inspection (sample form)

Company: Great White Grocery chain		Date: May 1, 2019	
Location: 1122 33 Street			
Inspectors' names: Arokie Clark, Grocery Manager; Ruby Stephens, Catering/Deli, Shelley Butler, Cashier/Co-chair, Health and Safety Committee			
Description of hazard (specific location and/or equipment, nature of hazard):	Recommended action(s) (detailed action, taking account of hierarchy of controls or a combination of controls where elimination is not possible):		
	Action	Assigned to	Due date
North exit (door) of warehouse blocked by a stack of empty pallets	Relocate stack of empty pallets immediately	Arokie Clark, Grocery manager	Immediately
	Discusses the need to keep the exists clear at the next staff meeting	Arokie Clark, Grocery manager	May 7, 2019
	Place caution tape on floor to remind workers to keep these areas clear	Arokie Clark, Grocery manager	May 7, 2019
The corner of a floor tile at the far end of aisle 7 is lifting, creating a tripping hazard	Inspect floor tiles throughout the store and arrange for replacement as required	Gord Macdonald, Building maintenance	June 30, 2019
	Purchase and install a wall-mounted knife storage holder	Mel Yiu, Supervisor	May 10, 2019
Unsafe knife storage in the Meat Department	Discusses knife storage safety with workers	Mel Yiu, Supervisor	May 20, 2019
			May 20, 2019

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Procedures when others are working on site

Employers must have procedures to follow when another employer or self-employed person is involved in work at the work site.

It is the responsibility of the prime contractor, if there is one, to coordinate the health and safety programs of multiple employers and/or self-employed persons.



- (1) Every construction and oil and gas work site or a work site or class of work sites designated by a Director must have a prime contractor if there are 2 or more employers or self-employed persons, or one or more employers and one or more self-employed persons involved in work at the work site.
- (2) The person in control of the work site shall designate in writing a person as the prime contractor of the work site.
- (3) The name of the prime contractor must be posted in a conspicuous place at the work site.

Occupational Health and Safety Act, Part 1, section 10(1-3)

Work together for the sake of everybody on site

In the absence of a prime contractor, work sites with multiple employers and/or self-employed persons must work together to coordinate their health and safety responsibilities. Your health and safety program must include procedures on how this will happen.

Site-specific health and safety procedures will help control hazards and ensure consistency across the work site. Be sure to share the procedures with everyone on site.

Examples of occupational health and safety program components that may require a coordinated, site-specific approach include:



hazard assessments



emergency response plans



inspection procedures and schedule



orientation and training



investigation procedures

There may be other components in your health and safety program that will benefit from a coordinated approach.

Expect more from your contractors up front

Before contracting work out to other employers and self-employed persons, you must consider their health and safety as part of your selection criteria.

The employer must consult the health and safety committee (HSC) when developing evaluation procedures with pass/fail criteria to help screen prospects early on in the selection process. There are also third-party health and safety evaluation services and health and safety associations available to assist.



As an employer you may request documentation such as:

- Health and safety program handbook or manual
- Health and safety policy
- Safe work policies and procedures
- WCB information (premium rate statement, clearance letter, employer report card)
- Certificate of Recognition (COR)
- Health and safety program audit results
- Hazard assessments
- HSC meeting minutes
- Safety meeting minutes, toolbox talks, or pre-job tailgate meeting records
- Worker and supervisor training and certification records

Note: This documentation may form part of the employer's contractor pre-qualification to help ensure other employers and self-employed persons are equipped to address the health and safety requirements of the job. There may be other considerations depending on the nature of the work and the work site parties involved.

Monitor operations regularly

Procedures must include plans for regular monitoring of employers and self-employed persons at the work site.

Regular monitoring may include inspections or any other activity that verifies work site-specific health and safety policies, and the *Occupational Health and Safety Act*, regulations and Code are being followed.



How are you monitoring other employers and self-employed persons at the work site?

YES NO

Do you have a formal inspection schedule that considers the type and nature of work being performed?	<input type="checkbox"/>	<input type="checkbox"/>
Do you sometimes conduct unscheduled informal inspections?	<input type="checkbox"/>	<input type="checkbox"/>
Do you assess the employer's performance against:		
• their own written procedures?	<input type="checkbox"/>	<input type="checkbox"/>
• work site health and safety policies?	<input type="checkbox"/>	<input type="checkbox"/>
• occupational health and safety legislation?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have processes to deal with non-compliance?	<input type="checkbox"/>	<input type="checkbox"/>

Note: These are suggested processes and should be modified to suit individual employer's needs depending on the type and duration of the work being performed.

Orientation and training for workers and supervisors

Working in a healthy and safe manner is no accident. Workers need proper training and skills to stay healthy and safe on the job.

To **train** means to give information and explanation to a worker with respect to a particular subject matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject matter.

Workers have to be competent. It's the employer's responsibility to make sure workers have the knowledge, skills and experience needed to perform work without supervision or with only minimal supervision.

To be **competent** means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

New workers are more likely to be injured than experienced workers. **A timely and thorough worker orientation is important to help prepare workers to perform their jobs safely.** All employers must make sure workers and supervisors are trained so that they have the skills and know-how to safely perform the work being asked of them.

Orientation and training for workers and supervisors



Every employer shall ensure that workers are adequately trained in all matters necessary to protect their health and safety, including before the worker

- (a) begins performing a work activity,
- (b) performs a new work activity, uses new equipment or performs new processes, or
- (c) is moved to another area or work site.

Occupational Health and Safety Act, Part 1, section 3(2)

Workers need to be trained

You must make sure workers are appropriately trained in safe work practices and procedures including how to safely use work-related equipment or substances, and how to select and use personal protective equipment that they require.



work-related equipment



work-related substances



personal protective equipment



An employer must ensure that a worker is trained in the safe operation of the equipment the worker is required to operate.

Occupational Health and Safety Regulation, Part 1, section 15(1)



If a worker may be exposed to a harmful substance at a work site, an employer must

- (a) establish procedures that minimize the worker's exposure to the harmful substance, and
- (b) ensure that a worker who may be exposed to the harmful substance
 - (i) is trained in the procedures,
 - (ii) applies the training, and
 - (iii) is informed of the health hazards associated with exposure to the harmful substance.

Occupational Health and Safety Regulation, Part 1, section 15(3)

The type of training provided may need to be customized for each work site and job.

Supervisors need additional training

Supervisors need to know how to perform hazard assessments, inspections and investigations. They also need to know the hazards their workers could face.



hazard assessments



inspection procedures and schedule



investigation procedures

Supervisors need to know what every worker under their supervision needs to know. They must be competent in their role as supervisor.



Every supervisor shall...advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work,

Occupational Health and Safety Act, Part 1, section 4(b)

Workers must take part in job training provided by their employer **and apply what they learn on the job.**

Check that the training is effective

It's always a good idea to test the worker's knowledge and skill level at the end of any training. A practical demonstration on the job will verify if the worker fully grasps the training and knows how to apply it. It will also reveal if training resources are providing value.

On-the-job observation to ensure safe work procedures are followed is another way to verify workers are properly trained in the work they perform.

Keep track

Keep good records of training provided to workers. This means including the names of the trainer and participants, the nature of the training and the dates the training happened.

Good record keeping helps an employer track which workers received what training, and when. It can help signal when workers are due for re-certification or refresher training.

Templates and sample forms for worker training and orientation records are provided on the next few pages to help get you started.

Summary record of training (template)

Company:										
Location:										
Worker's name	Training completion date						WHMIS	Safe work procedures	Harassment and violence prevention	Comments/other
	Site orientation	First aid		Emergency response plan	Harassment and violence prevention	Safe work procedures				
		Initial	Retraining							

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Summary record of training (sample form)

Company: Mountainview Building Supplies

Location: 721 Foothills Crescent Red Deer, Alberta

Worker's name	Training completion date							Comments/other
	Site orientation	First aid		Emergency response plan	WHMIS	Safe work procedures	Harassment and violence prevention	
		Initial	Retraining					
Allan Jackson	11/23/2018	12/07/2018		05/24/2019	05/24/2019	05/24/2019	03/15/2019	OHS Rights & Responsibilities 02/13/2019
Boris Snowdon	02/10/2014	02/14/2014	05/17/2019	05/24/2019	05/24/2019	05/24/2019	03/15/2019	OHS Rights & Responsibilities 02/13/2019
Julie Seryl	06/17/2016	06/23/2016	05/17/2019	05/24/2019	05/24/2019	05/24/2019	03/15/2019	Julie has St. John Ambulance Standard First Aid training
Joanne Fellows	09/27/2019	10/04/2019		10/11/2019	06/27/2019	06/27/2019	03/15/2019	Health and safety committee training 02/25/2019
Karen Adams	07/23/2018	08/10/2018		05/24/2019	05/24/2019	05/24/2019	03/15/2019	Ergonomics training 04/04/2019
Rudy Stephens	05/16/2019	05/17/2019		05/24/2019	05/24/2019	05/24/2019	03/15/2019	OHS Rights & Responsibilities 04/12/2019

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Orientation and training for workers and supervisors

Worker orientation record (template)

Consider using a checklist like this when training new workers on health and safety in your workplace.

Worker's name:		Date of orientation:	
Date of hire:		Supervisor's name:	
Orientation topics covered?		Yes	No
Rights of workers:			
• Right to know		<input type="checkbox"/>	<input type="checkbox"/>
• Right to participate		<input type="checkbox"/>	<input type="checkbox"/>
• Right to refuse		<input type="checkbox"/>	<input type="checkbox"/>
Company's health and safety policy		<input type="checkbox"/>	<input type="checkbox"/>
Work site party responsibilities		<input type="checkbox"/>	<input type="checkbox"/>
Health and safety rules		<input type="checkbox"/>	<input type="checkbox"/>
Site orientation		<input type="checkbox"/>	<input type="checkbox"/>
Review of hazards		<input type="checkbox"/>	<input type="checkbox"/>
How to report unsafe/unhealthy conditions and other health and safety concerns		<input type="checkbox"/>	<input type="checkbox"/>
How to report incidents		<input type="checkbox"/>	<input type="checkbox"/>
Workplace violence prevention plan		<input type="checkbox"/>	<input type="checkbox"/>
Workplace harassment prevention plan		<input type="checkbox"/>	<input type="checkbox"/>
Review the emergency response plan		<input type="checkbox"/>	<input type="checkbox"/>
Location of fire exit(s) and fire extinguisher(s)		<input type="checkbox"/>	<input type="checkbox"/>
How to get first aid treatment		<input type="checkbox"/>	<input type="checkbox"/>
Location of first aid kit(s)		<input type="checkbox"/>	<input type="checkbox"/>
WHMIS training (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Location of safety data sheets (SDSs)		<input type="checkbox"/>	<input type="checkbox"/>
Use of personal protective equipment		<input type="checkbox"/>	<input type="checkbox"/>
Worker signature:		Supervisor signature:	

Written work procedures
(list them here):

Other topics covered
(list them here):

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Orientation and training for workers and supervisors

Worker orientation record (sample form)

Consider using a checklist like this when training new workers on health and safety in your workplace.

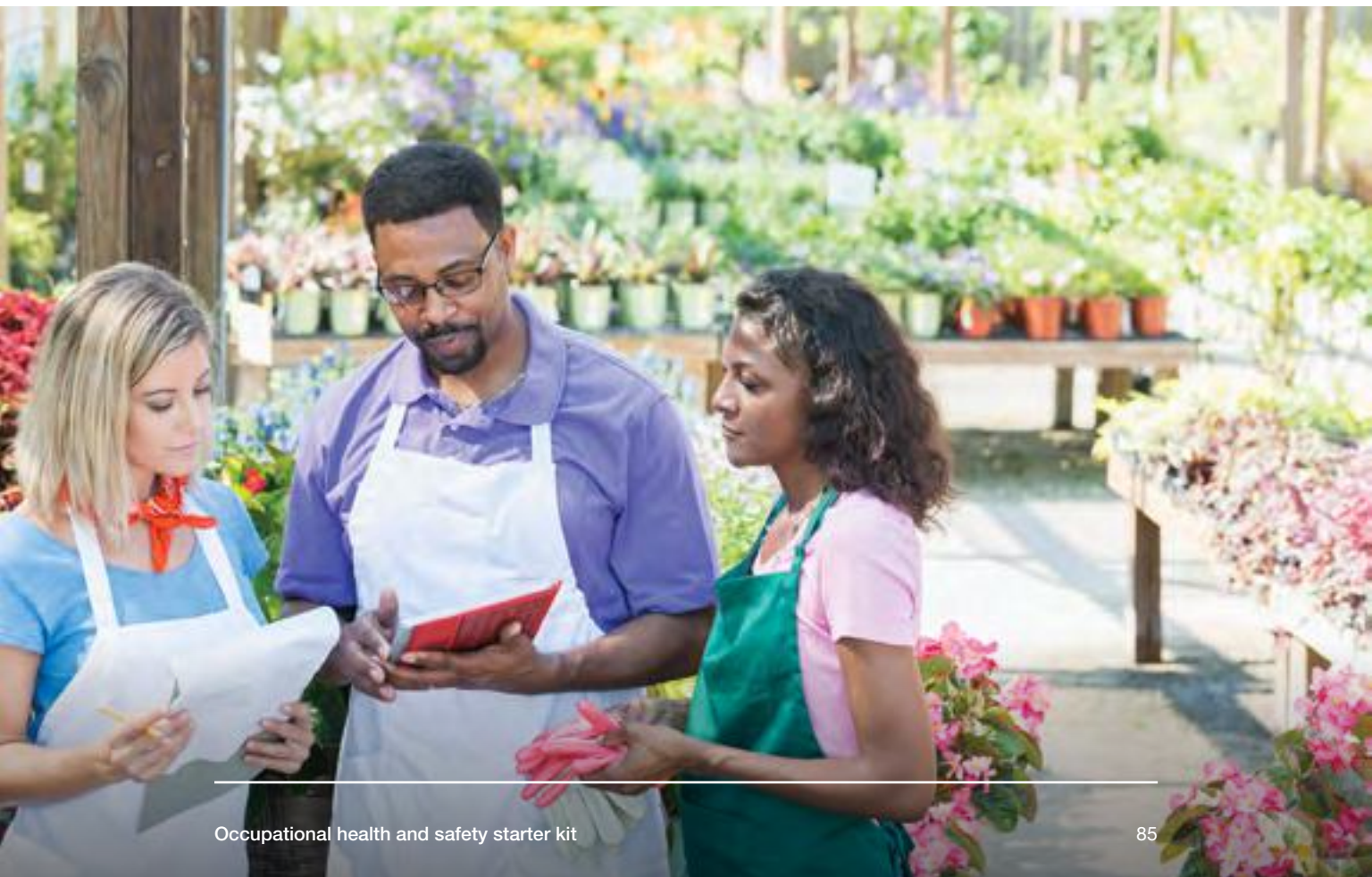
Worker's name: Charlotte Brown		Date of orientation: June 21, 2019	
Date of hire: June 10, 2019		Supervisor's name: Daniel Blais	
Orientation topics covered?	Yes	No	Written work procedures
Rights of workers:			(list them here):
• Right to know	<input checked="" type="checkbox"/>	<input type="checkbox"/>	• manual lifting
• Right to participate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	• working on ladders
• Right to refuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	• working alone
Company's health and safety policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	• repetitive manual tasks
Work site party responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	• chemical handling/WHMIS
Health and safety rules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Site orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review of hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
How to report unsafe/unhealthy conditions and other health and safety concerns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
How to report incidents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other topics covered
Workplace violence prevention plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(list them here):
Workplace harassment prevention plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper use of:
Review the emergency response plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	• gloves
Location of fire exit(s) and fire extinguisher(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	• goggles
How to get first aid treatment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	• respiratory equipment
Location of first aid kit(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WHMIS training (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Location of safety data sheets (SDSs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Use of personal protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Worker signature: Charlotte Brown		Supervisor signature: Daniel Blais	

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Investigating incidents, injuries and refusals to work

First things first. When something goes wrong and somebody gets hurt on the job, get them appropriate medical attention right away. Taking care of the injured worker(s) is the first priority.

The incident needs to be reported as soon as possible—and investigated. Your organization must have its own internal reporting procedures. Workers must know and follow those.



Reporting to Occupational Health and Safety

Employers are legally required to report specific incidents to Occupational Health and Safety as soon as possible.

Serious injury or incident reporting

Types of serious injuries or incidents that must be reported to Occupational Health and Safety include:

- an injury or incident that results in the death of a worker
- an injury or incident that results in a worker being admitted to a hospital (but excludes a worker being assessed in an emergency room or urgent care centre without being admitted)
- an unplanned or uncontrolled explosion, fire or flood that causes or has the potential of causing a serious injury
- the collapse or upset of a crane, derrick or hoist
- the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure
- any injury or incident or a class of injuries or incidents specified in the regulations



Call the Occupational Health and Safety Contact Centre

1-866-415-8690 (toll-free in Alberta)

780-415-8690 (in Edmonton and surrounding area)

As an employer, **if you're not sure** whether or not you have to report an incident to Occupational Health and Safety, **report it.**

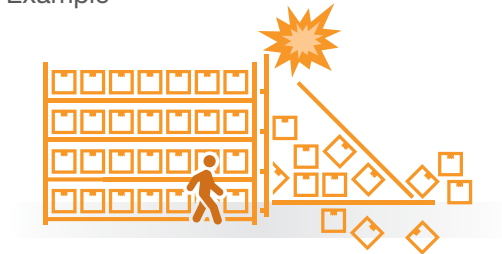


If you're an employer at a mine or mine site you must report certain incidents. For more information visit [alberta.ca/report-mine-or-mine-site-incidents.aspx](https://www.alberta.ca/report-mine-or-mine-site-incidents.aspx).

Investigating incidents, injuries and refusals to work

Potentially serious incidents must also be reported. Every potentially serious incident represents a chance to make things right, but only if it's reported. Workers should follow their employer's procedures to report.

Example



A worker is walking through the food bank doing regular inventory work. Suddenly, a shelving unit two rows away collapses. Heavy product crashes to the floor. If the worker had been working where the shelving structure collapsed, it's likely they would have been seriously injured. In other words, luck was all that prevented the worker from a serious injury.

A **potentially serious incident** is not limited to workers and it **does not require the occurrence of an injury**.

Potentially serious incident reporting

A potentially serious incident is any event where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for a serious injury to a person.

When determining whether an incident is a potentially serious incident, the following factors should be taken into consideration:

- actual circumstances of the incident (e.g. person, place, time, work practices being followed)
- hazards present at the time of the incident
- appropriate controls in place at the time of the incident
- slightly different circumstances (timing, distance, body position, etc.) that may have resulted in a serious injury
- similar incidents that have occurred within the employer or prime contractor's operations in the past two years that resulted in a serious injury



To report a potentially serious incident, visit psi.labour.alberta.ca and complete and submit the online form.

For more information on incident reporting, see the *Additional resources* section.

Notification to Occupational Health and Safety is separate from any notice you are required to give to the Workers' Compensation Board or other local authorities like the police.

Incident investigation

When all reporting requirements have been met, the focus shifts to figuring out exactly what happened and why.

Unless you have a prime contractor at your work site, all employers, even those without a health and safety program, must investigate serious incidents and injuries, and potentially serious incidents. It is a legal requirement.



...the employer shall...carry out an investigation into the circumstances surrounding the injury or incident,

Occupational Health and Safety Act, Part 5, section 40(5)(b)



In the event of a reportable serious injury or incident, take action to prevent further injuries, incidents or property damage. Beyond that, no one is allowed to disturb the scene.

Workers who witnessed the incident may be asked to help figure out what happened. This isn't about assigning blame. It's about preventing a similar incident from happening again.

Your health and safety program must have procedures for investigating incidents and injuries.

Investigation procedures need to be in place so that everyone understands their responsibilities before an incident occurs.



Your investigation procedures should consider components such as:

- The goal of the investigation
- The name of the person responsible
- The name of those who will participate
- The type of training investigators need
- Who receives written investigation reports
- What kind of personal information is included in the report
- How worker privacy is being protected
- Who follows up on corrective actions
- Who maintains documents, records, etc.

Note: This checklist is for example purposes only. Your procedures must meet all legislated requirements. Make sure they do.

Where you have a health and safety committee (HSC) or a health and safety representative (HS representative), your investigation must involve them.



The investigation...must be conducted with the participation of the joint work site health and safety committee or health and safety representative, if there is one at the work site.

Occupational Health and Safety Act, Part 5, section 40(6)

To ensure confidentiality and protection of personal information, **The employer is not required to have HSC members or HS representatives participate in investigations relating to harassment or violence** (unless the harassment or violence incident results in the fatality of a worker or a worker being admitted to hospital). See the *Harassment and violence* section for more information.

The goal of an investigation

An incident investigation will look at what caused the incident, both directly and indirectly. The end goal of the investigation is to identify and correct the root cause(s) of the incident.

Direct causes are the unsafe/unhealthy conditions or behaviours that led up to the incident (e.g. slippery floors due to spilled coffee; standing on a box instead of using a proper step stool or ladder; or lifting too heavy a load).

Indirect causes are the contributing factors leading up to the undesirable outcome (e.g. no one was available to mop up the spill; a step stool was nowhere to be found; a delivery came in through the store front instead of at the loading dock out back).

The **root cause** is the underlying or basic cause of the incident (e.g. a lack of housekeeping or cleanup procedures; proper equipment is not available on the work site; workers are not trained on proper shipping/receiving procedures by redirecting the shipment to the loading dock). The root cause is not always obvious. Finding the root cause and taking corrective actions is the best way to prevent future incidents.

When we know the direct cause of an incident, we know what happened. When we know the indirect cause, we know the contributing factors. When we know the root cause, we know the ultimate reason and what changes we need to make so that it doesn't happen again.



Incident occurs

Example: worker slipped and fell

1 Report the incident to your supervisor or employer.



Report the incident to Occupational Health and Safety as required. See p. 86 for more information.

Remember: In the event of a reportable serious injury or incident, it is important that no one disturbs the scene.

2 Investigate the incident.



DIRECT CAUSE

Example: spilled coffee



INDIRECT CAUSE

Example: broken mop



ROOT CAUSE

Example: lack of cleaning supplies



Share completed investigation report with management, the HSC or HS representative and workers as applicable.

Note: All required investigation reports must be retained for at least two years after the injury or incident and made available to an Occupational Health and Safety officer upon request. Potentially serious incident investigation reports must also be submitted to Occupational Health and Safety using the online reporting service.



Implement the changes required as a result of the investigation.

Example: schedule inventory check and replacement

Incident investigations are an important part of an organization's commitment to improve its health and safety performance. Changes have to be introduced to be effective. Any changes to process or operating procedures must be shared with workers.


A template and sample form for incident reporting and investigation are provided on the next few pages to help get you started.

Incident reporting and investigation (template)

Name of worker:	Job title:
Date of injury or illness (Month/Day/Year):	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Date injury or illness reported (Month/Day/Year):	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Incident reported to:	Job title:
Location of incident:	
Type of incident <input type="checkbox"/> First aid <input type="checkbox"/> Medical aid <input type="checkbox"/> Serious injury/incident <input type="checkbox"/> Potentially serious incident <input type="checkbox"/> Other _____	
Nature of injury or incident:	
Damage to property or equipment (if applicable):	

Witnesses		
Name	Job title	Statement attached

Description of incident (Outline the circumstances of the injury/incident)



Incident reporting and investigation (template)

	Corrective action(s)		
Direct causes	Action	Assigned to	Completed (date)
Indirect causes (contributing factors)	Action	Assigned to	Completed (date)
Root cause	Action	Assigned to	Completed (date)

Investigation team:

Date (Month/Day/Year):

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Incident reporting and investigation (sample form)

Name of worker: Harold Parker	Job title: Salesperson	
Date of injury or illness (Month/Day/Year): May 1, 2019	Time: 11:30 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	
Date injury or illness reported (Month/Day/Year): May 1, 2019	Time: 11:50 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	
Incident reported to: Janelle Wilson	Job title: Store Manager	
Location of incident: Seasonal department/garden centre where patio stones are stored		
Type of incident <input checked="" type="checkbox"/> First aid <input type="checkbox"/> Medical aid <input type="checkbox"/> Serious injury/incident <input type="checkbox"/> Potentially serious incident <input type="checkbox"/> Other _____		
Nature of injury or incident: Top of Harold's right foot had a 2 inch scrape and signs of bruising.		
Damage to property or equipment (if applicable): No		
Witnesses		
Name	Job title	Statement attached
Tony Sloan	Salesperson	1 written page
Description of incident (Outline the circumstances of the injury/incident)		
Harold was lifting a bag of landscaping rock (about 50 lbs) into a customer's cart. It slipped out of his hands and fell on his foot.		

Incident reporting and investigation (sample form)

Corrective action(s)			
Direct causes	Action	Assigned to	Completed (date)
<ul style="list-style-type: none"> Improper lifting Poor grip 	Go over safe lifting policy and procedures with workers	Al Wright, Safety Manager	May 9, 2019
	Do monthly refresher talks	Al Wright, Safety Manager	First Monday of each month
	Post policy and procedures in lunchroom	Al Wright, Safety Manager	May 3, 2019
	Provide appropriate gloves	Janelle Wilson, Store Manager	May 10, 2019
Indirect causes (contributing factors)	Action	Assigned to	Completed (date)
<ul style="list-style-type: none"> Improper footwear 	Require steel-toe shoes for staff working in garden centre	Janelle Wilson, Store Manager	June 1, 2019
Root cause	Action	Assigned to	Completed (date)
Lack of worker training in lifting policy and procedures	Review safe work practices	Al Wright, Safety Manager	May 3, 2019

Investigation team:

Al Wright, Safety Manager
 Janelle Wilson, Store Manager
 Harold Parker, Salesperson
 Chris Jenkins, Landscaper/Health and Safety Representative

Date (Month/Day/Year): May 3, 2019

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Investigating work refusals

Unless the dangerous condition can be remedied immediately, all employers must investigate work refusals.

Your health and safety program must include procedures for investigating work refusals.



Does your process for investigating work refusals consider:	YES	NO
Who will lead the investigation?	<input type="checkbox"/>	<input type="checkbox"/>
Who will participate in the investigation?	<input type="checkbox"/>	<input type="checkbox"/>
If investigators have received the required training?	<input type="checkbox"/>	<input type="checkbox"/>
How you determine if a danger exists?	<input type="checkbox"/>	<input type="checkbox"/>
Criteria for deciding if the work can safely be reassigned?	<input type="checkbox"/>	<input type="checkbox"/>
How you'll confirm corrective actions are effective?	<input type="checkbox"/>	<input type="checkbox"/>
Who writes the report?	<input type="checkbox"/>	<input type="checkbox"/>
What the report includes?	<input type="checkbox"/>	<input type="checkbox"/>
Who receives a copy of the report?	<input type="checkbox"/>	<input type="checkbox"/>
How worker privacy will be protected?	<input type="checkbox"/>	<input type="checkbox"/>

Note: This checklist is for example purposes only. Your procedures must meet all legislated requirements. Make sure they do.

For more information on work refusals see p. 11.

Worker participation

All employers must ensure workers have meaningful participation in work site health and safety.

Worker participation is key to an effective health and safety program. The end goal of your program is to keep all work site parties healthy and safe. Engaging workers in the process can foster understanding and grow support.



The purposes of this Act are...to ensure that all workers have the right to meaningful participation in health and safety activities pertaining to their work and work site, including the ability to express health and safety concerns,

Occupational Health and Safety Act, section 2(d)(ii)

Workers should be familiar with the health and safety program. They need to know their rights and responsibilities, and understand how to handle concerns.

Workers should also be encouraged to suggest ways to improve workplace health and safety, and assured that their concerns and suggestions will be taken seriously without fear of punishment or discriminatory action for speaking up.



Discriminatory action: any action or threat of action by a person that does or would adversely affect a worker with respect to any terms or conditions of employment or opportunity for promotion, and includes termination, layoff, suspension, demotion or transfer of a worker, discontinuation or elimination of a job, change of a job location, reduction in wages, change in hours of work, reprimand, coercion, intimidation or the imposition of any discipline or other penalty.

Worker participation

Specific procedures identified in your health and safety program require worker participation. Affected workers must be included in hazard assessments and emergency response planning. A worker who refuses dangerous work has the right to be present during the inspection of the matter.

Health and safety committees (HSCs) or health and safety representatives (HS representatives) provide additional opportunities for worker participation during activities such as inspections of work refusals, Occupational Health and Safety officer inspections, and internal investigations of serious injuries and incidents and potentially serious incidents. They also have other duties under the occupational health and safety legislation that create opportunities for worker participation. See the *Health and safety committee/representative* section for more information about setting up an HSC or selecting an HS representative.



Reviewing and revising the program

Your health and safety program needs ongoing attention.

Workplaces have a lot of moving parts:

- people change
- materials/equipment gets updated
- processes and procedures change
- work sites change
- new risks are identified within existing conditions

Change isn't the only factor that drives the need to review your health and safety program. The discovery of new risks associated with existing conditions can also signal the need to update your program.

Your health and safety program must include procedures to review and revise the program as necessary.



A health and safety program must be reviewed every 3 years or more often if there is a change in circumstances at the work site that creates or could create a hazard to workers, and revised as appropriate.

Occupational Health and Safety Act, Part 5, section 37(4)

A health and safety program has to be maintained—and updated—to ensure it continues to be effective. Plan to review your program every three years to keep it up to date; more often if there is a change in circumstance at the work site.

Other elements

The next four tabs (First aid, Harassment and violence, WHMIS and Working alone) represent additional workplace-specific elements that many employers will need to ensure their health and safety program addresses. All workplaces must have a first aid plan as well as harassment and violence prevention plans. The nature of your operations determines whether the others apply to you.

Consider your specific operations and **make sure you've got every health and safety element that applies covered off in your program.**

First aid

Alberta law requires employers to provide first aid measures at every workplace.

First aid means the immediate and temporary care given to an injured or ill person at a work site using available equipment, supplies, facilities or services, including treatment to sustain life, to prevent a condition from becoming worse, or to promote recovery.

Part 11 of the Occupational Health and Safety Code sets out workplace first aid requirements.

When developing a first aid plan, employers must consider the following:



first aid services



equipment and supplies



records



communication



emergency transportation

Your first aid requirements are unique to your work site

To calculate the number of first aiders, the level of first aid training and the equipment and supplies required at your work site(s), consider the following three things:

1. The hazard level of the work performed at the workplace



2. The number of workers per shift

3. The distance of the work site to the nearest recognized health care facility



close
up to 20 minutes
under normal
travel conditions

distant
20 – 40 minutes
under normal
travel conditions

isolated
more than 40 minutes
under normal
travel conditions

Refer to Part 11 of the Occupational Health and Safety Code, and to Schedule 2 to see where your work fits.



Your first aiders are essential

First aider means an emergency first aider, standard first aider or advanced first aider designated by an employer to provide first aid to workers at a work site.

An employer must ensure that the number of first aiders at a work site and their qualifications and training comply with the legislation.

A workplace first aider must successfully complete training provided by an approved training agency. For a list of approved first aid training agencies visit alberta.ca/first-aid-training.aspx.



Have a plan for emergency transportation of workers

Advance planning is required. As an employer (or prime contractor), **you must have arrangements in place for the transport of injured or ill workers** to a health care facility where medical treatment is available before work can begin at any work site.

You must consider hazards such as:



proximity to
health care facilities



work exposures
that require
specialty treatment



weather
conditions

In some situations your emergency transportation plan might be as straightforward as calling an ambulance. In others (for example, if you've got people working alone or working in more remote locations), your plan for emergency medical transport will need to spell out more detailed procedures and specific contact information.



Communicate details with all work site parties

Make sure everyone at the work site knows important first aid plan details such as:

- who the designated first aiders are
- how to summon the first aiders
- what the check-in procedures are when working alone or at an isolated work site
- where first aid supplies and equipment are located
- what type of transportation is available to get injured or ill workers to medical care
- when and how to summon transportation
- when to report incidents to Occupational Health and Safety



Make sure workers have access

Workers must have access to first aid services, equipment and supplies, along with a first aid room if one is required by the Code. **All first aid equipment and supplies must be properly stored and maintained** so they remain at-the-ready: clean, dry and in serviceable condition.



Good record keeping is good business

Written records must be developed and maintained as part of a first aid plan.

The records to include are:

- names of first aiders, including their certificates and training records
- first aid supply and equipment requirements
- injury and illness records in accordance with the Occupational Health and Safety Code
- procedures for communication, including how to summon help
- transportation plans for getting injured or ill workers to medical treatment facilities

These records are important for administrative purposes and to meet legal requirements.

First aid records are required

If a worker has an acute illness or injury at the work site, that worker must report the illness or injury to the employer as soon as possible.

An **acute illness or injury** means a physical injury or sudden occurrence of an illness that results in the need for immediate care.



Required documentation

Employers must keep first aid records documenting every acute illness or injury that occurs at the work site. The employer is expected to record the details as soon as possible after the worker reports an acute illness or injury. The employer's record must include:

- name of the worker
- name and qualifications of the person giving first aid
- description of the illness or injury
- first aid given to the worker
- date and time of the illness or injury
- date and time the illness or injury was reported
- where at the work site the incident occurred
- the work-related cause of the incident, if any

First aid records must be kept on file for three years from the date the incident was recorded. These records must be kept confidential (with some exceptions). If a worker asks for a copy of their own records, the employer must give it to them.

A first aid record template and sample form are provided on the next two pages for reference. You should customize this to meet your organization's specific needs. Make sure it meets all legislated requirements.

First aid

First aid record (template)

Date of injury or illness (Month/Day/Year):	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Date injury or illness reported (Month/Day/Year):	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Full name of injured or ill worker:		
Description of the injury or illness:		
Description of where the injury or illness occurred/began:		
Cause of the injury or illness:		
First aid provided? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Name of first aider:		
First aider qualifications:		
<input type="checkbox"/> Emergency first aider	<input type="checkbox"/> Emergency medical responder	<input type="checkbox"/> Advanced care paramedic
<input type="checkbox"/> Standard first aider	<input type="checkbox"/> Primary care paramedic	<input type="checkbox"/> Nurse
<input type="checkbox"/> Advanced first aider		
Describe first aid provided:		
<input type="checkbox"/> Copy provided to worker	<input type="checkbox"/> Copy refused	Injured/ill worker initial _____
Keep this record confidential and retain for at least 3 years from reported date of injury/illness.		

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

First aid

First aid record (sample form)

Date of injury or illness (Month/Day/Year): April 8, 2019	Time: 10:00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
Date injury or illness reported (Month/Day/Year): April 8, 2019	Time: 10:55 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
Full name of injured or ill worker: John Black	
Description of the injury or illness: Worker stopped breathing when he became entangled in the commercial dough mixer.	
Description of where the injury or illness occurred/began: At the back of the bakery where the dough mixer is located.	
Cause of the injury or illness: Worker was reaching across the dough mixer to remove a clump of spilled batter when his hoodie became entangled in the electric augers.	
First aid provided? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Name of first aider: Keith Conrad	
First aider qualifications: <input checked="" type="checkbox"/> Emergency first aider <input type="checkbox"/> Emergency medical responder <input type="checkbox"/> Advanced care paramedic <input type="checkbox"/> Standard first aider <input type="checkbox"/> Primary care paramedic <input type="checkbox"/> Nurse <input type="checkbox"/> Advanced first aider	
Describe first aid provided: Keith administered CPR and stayed with John until advanced care paramedics arrived.	
<input checked="" type="checkbox"/> Copy provided to worker <input type="checkbox"/> Copy refused Injured/ill worker initial <u>JB</u>	
Keep this record confidential and retain for at least 3 years from reported date of injury/illness.	

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Harassment and violence

Harassment and violence can take place at any work site and may range from disrespectful remarks to physical aggression. They are serious issues. They create an unhealthy and unsafe work environment and can make it impossible to perform one's job.

Workplace harassment is a single or repeated incident of objectionable or unwelcome conduct, comment, bullying or action **intended to cause harm** to a particular person or group. It creates an unhealthy work environment resulting in psychological harm to workers and may escalate to physical violence.

Workplace harassment can include:



unwelcome conduct, comments, gestures or contact



physical or psychological bullying



exclusion or isolation



intimidation



cyber bullying



setting the individual up to fail



withholding information or giving the wrong information



taking away work or responsibility



sexual solicitation or advances

Workplace harassment excludes any reasonable conduct of an employer or supervisor in respect of the management of workers at a work site.

Harassment and violence

Violence, whether at a work site or work related, is defined as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm.

Workplace violence can include:



physical assault
or aggression



threats of
physical harm



sexual violence

Domestic violence can also be a workplace hazard



When an employer is aware that a worker is or is likely to be exposed to domestic violence at a work site, the employer must take reasonable precautions to protect the worker and any other persons at the work site likely to be affected.

Occupational Health and Safety Code, Part 27, section 390.3

There's no place for harassment and violence

Employers must take steps to eliminate or control the hazard of harassment and violence in the workplace to prevent harm to workers. They must also address incidents when they occur.



Every employer shall ensure, as far as it is reasonably practicable for the employer to do so, ...that none of the employer's workers are subjected to or participate in harassment or violence at the work site,

Occupational Health and Safety Act, Part 1, section 3(1)(c)

Harassment and violence

Supervisors have obligations as well.



Every supervisor shall as far as it is reasonably practicable for the supervisor to do so, ...ensure that none of the workers under the supervisor's supervision are subjected to or participate in harassment or violence at the work site,

Occupational Health and Safety Act, Part 1, section 4(a)(v)

Workers also have a responsibility here.



Every worker shall, while engaged in an occupation, ...refrain from causing or participating in harassment or violence,

Occupational Health and Safety Act, Part 1, section 5(d)

Prevention starts with a plan

As part of their commitment to ensuring a workplace free of violence and harassment, **employers must develop and implement prevention plans.**

When developing these plans, employers must consult the health and safety committee (HSC) or health and safety representative (HS representative) as applicable. Where there is no HSC or HS representative, the employer must consult affected workers.

An employer's plan to prevent workplace harassment must include **a harassment prevention policy and procedures.**



An employer must develop and implement a harassment prevention plan that includes a harassment prevention policy and harassment prevention procedures.

Occupational Health and Safety Code, Part 27, section 390.4(1)

Employers must also introduce **a violence prevention plan that includes a violence prevention policy and procedures.**



An employer must develop and implement a violence prevention plan that includes a violence prevention policy and violence prevention procedures.

Occupational Health and Safety Code, Part 27, section 390(1)

Harassment and violence

Workplace harassment and violence prevention plans must be in writing and readily accessible to workers.



Prevention policies for both harassment and violence must confirm your commitment to:

- eliminating the hazards of workplace harassment and violence, or if the hazards cannot be eliminated, controlling them
- investigating any incidents and taking corrective actions to address them
- keeping circumstances related to an incident or the names of the parties involved confidential, except where disclosure is required for the investigation or by law

Note: Your violence prevention policy must also include a commitment to inform workers of a specific or general threat of violence or potential violence. When disclosing such information, you may only disclose the minimum amount of personal information that is necessary.

In accordance with the Occupational Health and Safety Code, both your harassment and violence policies must also include a statement that they are not intended to discourage a worker from exercising their rights under any other law.

Sample harassment and violence prevention policies are provided on the following pages to help you get started. For more information about what to put in your plans, see the *Additional resources* section.



Workplace harassment prevention policy (sample)

Company name:

The management of company name is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including: *(List who this policy applies to, especially if it applies to people other than workers such as customers, clients, other employers, supervisors, workers and members of the public, etc.)*

company name as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns. *(Consider specifying and expanding upon the components of the harassment prevention procedures here.)*

The employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person. *(Consider providing more information about how to report incidents and other procedures here.)*

Workplace harassment prevention policy (sample)

The employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner. *(Consider providing more information about how incidents and complaints will be investigated and/or dealt with here.)*

The employer pledges to respect the privacy of all concerned as much as possible. The employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.

Signed: <i>(Signature of the highest management level)</i>	Date:
--	----------------------

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Workplace violence prevention policy (sample)

Company name:

The management of company name is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behaviour or threat of violence in the workplace is unacceptable from anyone. This policy applies to: *(List who this policy applies to, especially if it applies to people other than workers such as visitors, clients, delivery persons and volunteers, etc.)*

company name as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Violence, whether at a work site or work-related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

In support of this policy, we have put in place workplace violence prevention procedures. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns. *(Consider specifying and expanding upon the components of the violence prevention procedures here.)*

The employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats. *(Consider providing more information about how to report incidents and other procedures here.)*

The employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner. *(Consider providing more information about how incidents and complaints will be investigated and/or dealt with here.)*

Workplace violence prevention policy (sample)

The employer pledges to respect the privacy of all concerned as much as possible. The employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

Signed:

(Signature of the highest management level)

Date:

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.



Harassment prevention procedures must include the procedure for:

- workers to report workplace harassment
- employers when documenting, investigating and implementing controls
- informing the parties involved of the results of the investigation and corrective action to be taken



Violence prevention procedures must include the procedure for:

- disclosing information that is necessary to address specific and general threats of violence or the potential of violence (including personal information)
- workers to obtain immediate assistance
- workers to report workplace violence
- documenting, investigating and implementing measures to eliminate or control violence
- informing the parties involved of the results of the investigation and corrective action to be taken

Violence prevention procedures must also include:

- measures the employer will take to eliminate or control the hazard
- information about the nature and extent of the hazard of violence, including information related to specific or general threats of violence or potential violence

These plans must be kept current

Both the harassment prevention plan and the violence prevention plan must be reviewed:

- at regularly scheduled intervals (at least once every three years; more often in certain circumstances)
- when an incident of harassment or violence occurs
- when an HSC or HS representative recommends a review

Depending on the circumstances, the review can be specific to either the harassment or violence plans. It does not have to entail both plans every time.

Employers must consult the HSC or HS representative (as applicable) when reviewing or revising the plans. Where there is no HSC or HS representative, the employer must consult the affected workers.

If revision is necessary, the plans must be revised to ensure they adequately address the prevention of harassment or violence and that the policies and procedures are current.



Employers in the retail fuel and convenience sector must meet additional requirements when developing and implementing a violence prevention plan. Details are described in the publication: *Workplace violence prevention plan: employer guide for retail fuel and convenience stores*. See the *Additional resources* section.

Workers need training

Workers need to be trained in the organization's workplace violence and harassment policies and procedures. An employer must instruct workers on the hazard of workplace harassment and violence, how to recognize the signs of danger, what to do about it and how to report it.



An employer must ensure that workers are trained in

- (a) the recognition of violence and harassment,
- (b) the policies, procedures and workplace arrangements that the employer has developed and implemented to eliminate or control the hazards of violence and harassment,
- (c) the appropriate response to violence and harassment, including procedures for obtaining assistance, and
- (d) the procedures for reporting, investigating and documenting incidents of violence and harassment.

Occupational Health and Safety Code, Part 27, section 391

Investigate and report incidents

The employer must conduct an investigation of any incident of harassment or violence, and take corrective action to address the incident and prevent it from happening again.

To ensure confidentiality and protection of personal information, **the employer is not required to have HSCs or HS representatives participate in investigations relating to harassment or violence** (unless the harassment or violence results in the fatality of a worker or a worker being admitted to hospital).

The employer has to prepare an investigation report outlining the circumstances of the incident and the corrective action to be taken

(see the Incident reporting and investigation template on pp. 92–93). This report must be kept on file for at least two years following the incident. During that time it must be readily available to share with Alberta Occupational Health and Safety upon request.

Recommend follow-up treatment

Workers who have suffered from workplace harassment or violence might benefit from treatment from a health professional of the worker's choice. **Employers must advise any worker who reports an injury or adverse symptom to contact a health professional.**

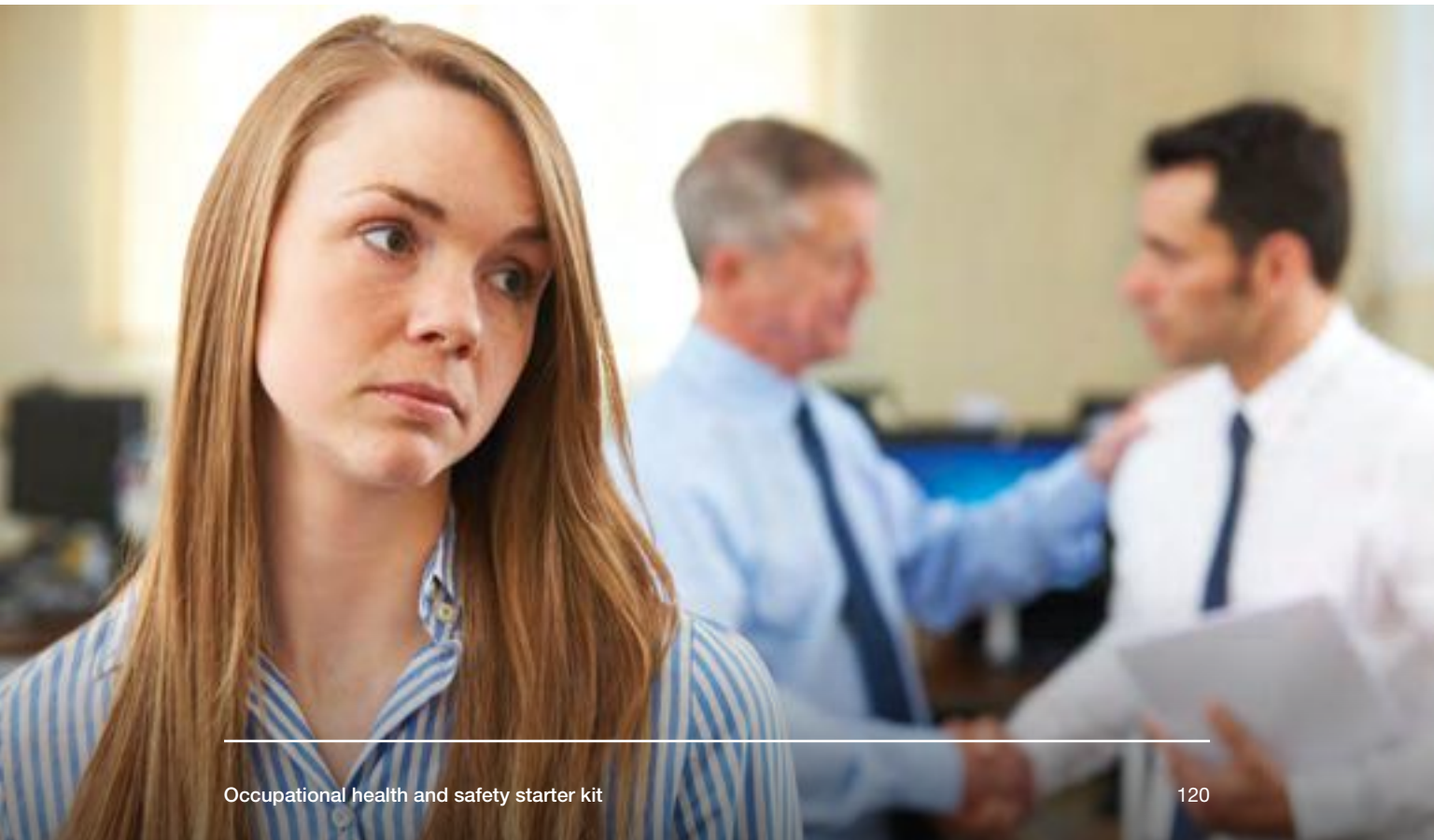


An employer must ensure that a worker reporting an injury or adverse symptom resulting from an incident of violence or harassment is advised to consult a health professional of the worker's choice for treatment or referral.

Occupational Health and Safety Code, Part 27, section 391.2

When a worker is treated or referred by a physician for treatment relating to harassment or violence that occurred at the work site, and pursues treatment during regular working hours, the employer cannot deduct anything from the worker's wages and benefits.

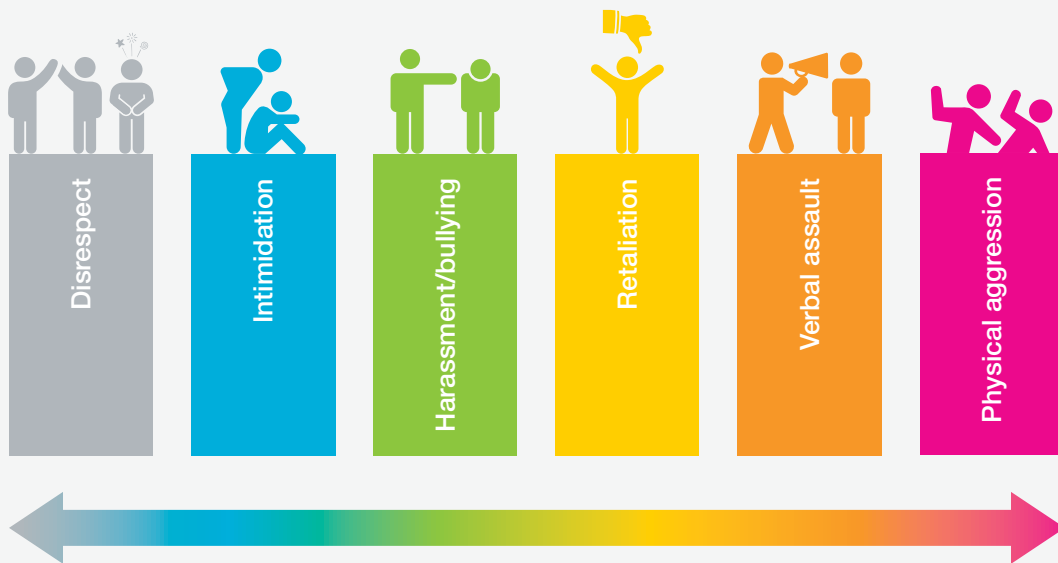
Note: the obligation to pay wages and benefits only applies to the employer at the work site where the incident occurred, not future employers.



Stop it in its tracks

Addressing issues early on can prevent acts of bullying and harassment from progressing to acts of violence. Of course, not all incidents are foreseeable. Acts of physical violence can happen without warning.

Workplace harassment and violence continuum



Each of these behaviours is unacceptable. A healthy workplace culture will not excuse any of them.

For more information on requirements relating to harassment and violence, see the *Additional resources* section.

WHMIS

About WHMIS

The Workplace Hazardous Materials Information System (WHMIS) is a national program for classifying and labelling hazardous workplace chemicals. It ensures workers have the information, education and training they need to work safely with hazardous chemicals.

WHMIS is one of the tools employers must use to protect the health and safety of workers. WHMIS only applies to products that meet certain criteria. When a product meets the criteria under the federal law, it is then referred to as a hazardous product.

If hazardous products are used in the workplace, you must ensure the WHMIS requirements are followed.

See Part 29 of the Occupational Health and Safety Code for specific information on the requirements. For additional information about WHMIS see the *Additional resources* section.



The three main parts of WHMIS



Product labels – provide basic information on the nature of the hazardous product and the risks associated with its use, handling and storage.



Safety data sheets – provide more detail than the labels. They provide technical information about a product's physical and chemical characteristics, its physical and health hazards, how to recognize symptoms of exposure, controls and what to do if an incident occurs.



Worker education and training – ensures workers know how to recognize hazardous products, how to read labels and safety data sheets, how to work with hazardous products safely, and where to go for more information. Workers must be trained on workplace-specific procedures.

Employers must ensure all hazardous products are properly labelled, safety data sheets are readily available to workers, and workers are appropriately trained.

As an **employer** you are responsible for ensuring:

- hazardous products at workplaces are labelled with proper supplier labels, work site labels or other means of workplace WHMIS identification (for example, placards or colour coding)
- supplier labels and work site labels are updated as soon as significant new data is provided to the employer from the supplier
- safety data sheets are available for hazardous products used at the workplace and readily accessible to workers
- the safety data sheet for a hazardous product is the most current version
- workers have received WHMIS education and training to protect their health and safety when working with or near hazardous products



The two main types of product labels

Supplier labels – suppliers of hazardous products are required to provide label information for the product.

The label may be:

- applied directly to the container
- provided with the shipment of containers
- included in other ways for bulk shipments, small containers and laboratory samples (where modifications are required)

The employer can find the label information in the safety data sheet for the product.

A supplier label will include considerable detail about the hazardous product.

Among other things, supplier labels identify:

- the hazard associated with the product
- directions for proper handling and storage
- what to do in the event of harmful exposure

If the hazardous product is always used in its original container no other label is required unless the label becomes damaged or is illegible.

Work site labels – employers must affix a work site label to the container when:

- the hazardous products are transferred to a secondary container to be stored and used later (e.g. bleach transferred into a spray bottle)
- the hazardous products are made on site for use at the work site
- the supplier label falls off or can no longer be read

As with supplier labels, work site labels must include the product name (same as what is on the safety data sheet), safe handling procedures and a reference to the safety data sheet for the hazardous product. The content of work site labels must provide workers with the information they need to handle the product safely.



Safety data sheets

Hazardous product that will be used, handled or stored in the workplace must have a safety data sheet documenting its safe use, handling and storage.

Employers must ensure that all hazardous products coming into the workplace have an up-to-date safety data sheet.

Safety data sheets must be readily available to the workers who work with or may be exposed to the hazardous product, and to the health and safety committee (HSC) or health and safety representative (HS representative) as applicable.

Suppliers are required to provide safety data sheets for the products they supply. In cases where a product is produced in the workplace, the employer must prepare the safety data sheet. Employers who directly import hazardous products into their workplace may have some of the same responsibilities of a supplier.

Safety data sheets must comply with specific content requirements.

From time to time, new data or information on a hazardous product can change its WHMIS classification, the health and safety procedures required for its safe use, handling or storage requirements and/or the response to harmful exposure. This is considered “significant new data.” Suppliers must keep safety data sheets current. If they become aware of significant new data before a safety data sheet is updated, they must provide this information along with the safety data sheet when they sell the product to a workplace.



Worker education and training

Employers must provide WHMIS education and training for workers who work with or near a hazardous product.

When hazardous products are used and/or stored in the workplace, employers must ensure workers are informed.

Worker education must include:

- general information on WHMIS, the components and legislation
- education in the required content of WHMIS labels and safety data sheets
- education in the purpose and significance of that information to workers' health and safety on the job
- education pertaining to workplace-specific WHMIS program administration and location of safety data sheets

Workplace-specific WHMIS training instructs workers on the hazards of the products they work with or may be exposed to in the workplace.

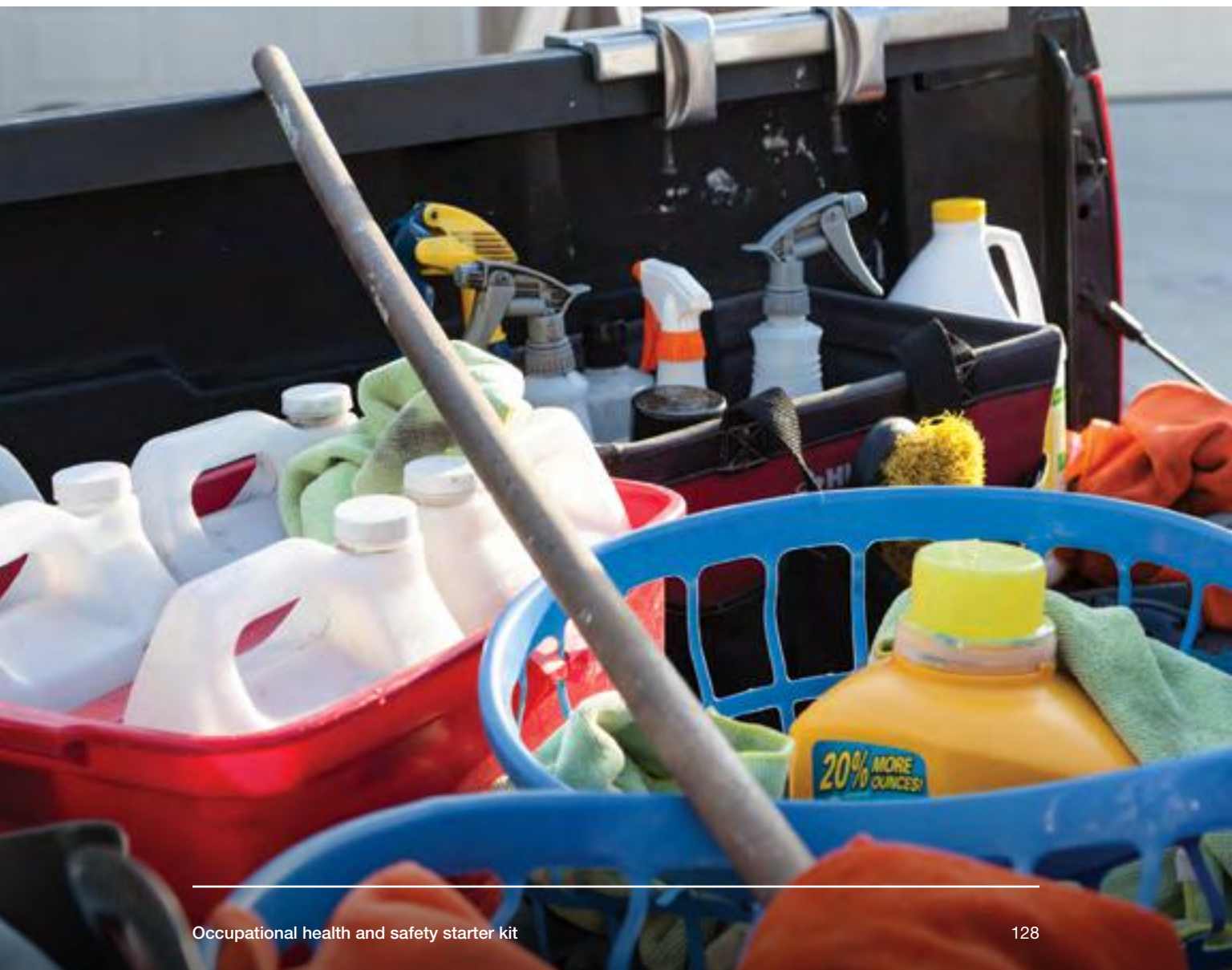
Training must involve a review of safe work procedures related to those products, including:

- the product-specific hazard information provided by the supplier and all other hazard information of which the employer is aware
- the different modes of product identification such as colour codes, number codes and any other means of clear identification used to label hazardous products in transfer systems (piping, conveyors, etc.) or reaction (process) vessels
- safe work instructions for the safe use, handling or storage of hazardous products used at the workplace
- safe work instructions for dealing with potential fugitive emissions and emergencies at the workplace

The education and training must be tailored to the hazardous products at the work site and must be developed in conjunction with the HSC or HS representative, if there is one.

Many chemical products are not covered by WHMIS and may find their way into any workplace, including small businesses or non-profit organizations (e.g. consumer products, explosives, pest control products governed by other legislations). **Employers must still provide education and training on health effects, safe use and storage of these products.** The employer must also develop safe work procedures for circumstances where a worker may be exposed to a harmful substance, and must train workers in these procedures. See section 15(3–5) of the Occupational Health and Safety Regulation, and section 395(5) in the Occupational Health and Safety Code Explanation Guide for more information.

For more information about WHMIS please see the *Additional resources* section.



Working alone

The law considers working alone a hazard. Employers must address working alone in their hazard assessment and implement health and safety measures to eliminate or reduce related hazards to workers.

A worker is considered to be **working alone** if they work alone at a work site where assistance is not readily available.

These situations could present hazards that require specific controls and applicable safe and healthy work procedures:

- handle cash
- meet clients away from a base office
- do hazardous work
- travel for work
- work out of public view

Identify all the applicable hazards and eliminate them or, when not possible to eliminate them, introduce all necessary controls.

Employers with workers who work alone must:

- **conduct a hazard assessment** to identify existing or potential health and safety hazards related to working alone
- **introduce health and safety measures** to eliminate or control any identified risk to workers
- **ensure workers are trained** in working alone precautions so they can perform their jobs in a healthy and safe manner
- **contact the workers at regular intervals** appropriate to the hazards associated with the work
- **provide an effective means of communication** so workers working alone can reach out in the event of an emergency

Working alone

An effective communication system is a required control. Whether alone on a night shift in a remote warehouse or at an isolated location, anyone working alone must be able to contact their employer or someone capable of providing assistance in an emergency.



cell phone



check-in
schedule



panic alarm



2-way radios



personal emergency
transmitter

The employer (or designate) must check in as appropriate. Since electronic communication isn't a viable option in all locations, the law accepts other methods of contact, including physical visits to the worker.



An employer must, for any worker working alone, provide an effective communication system consisting of

- (a) radio communication,
- (b) landline or cellular telephone communication, or
- (c) some other effective means of electronic communication

that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

Occupational Health and Safety Code, Part 28, section 394(1)





How prepared are you/your workers?	YES	NO
Is there equipment in place to control hazards (e.g. good lighting, limited public access)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have methods in place to control hazards (e.g. have procedure and signage for limiting cash and valuables on site)?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers informed of the hazards of working alone?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained to work alone safely?	<input type="checkbox"/>	<input type="checkbox"/>
Do workers have an effective means of calling for help in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Is somebody assigned to check in with the worker?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person assigned know how often to check in?	<input type="checkbox"/>	<input type="checkbox"/>

Note: Your answers above may be an indicator of how prepared you are to have workers working alone. There are, of course, other questions you could ask.



Special provisions for retail fuel and convenience store workers

If a worker at a gas station, retail fueling outlet or convenience store is working alone, the employer must provide a personal emergency transmitter monitored by the employer or the employer's designate. The personal emergency transmitter must be with the worker at all times while they are working alone.

For more information on working alone requirements, please see the *Additional resources* section.

Additional resources

Know the law

Government of Alberta – Are students and volunteers workers?

ohs-pubstore.labour.alberta.ca/LI022

Government of Alberta – Completing a report on compliance after receiving an OHS order

ohs-pubstore.labour.alberta.ca/LI052

Government of Alberta – OHS Act, Regulation and Code

alberta.ca/ohs-act-regulation-code.aspx

Government of Alberta – OHS administrative penalties

alberta.ca/ohs-administrative-penalties.aspx

Government of Alberta – OHS Farm and ranch

alberta.ca/farm-and-ranch-ohs.aspx

Government of Alberta – OHS violation tickets

alberta.ca/ohs-violation-tickets.aspx

Government of Alberta – Integrity in enforcement – Professionalism in the workplace

ohs-pubstore.labour.alberta.ca/BP034

Government of Alberta – Role and duties of government OHS officers

ohs-pubstore.labour.alberta.ca/LI046

Health and safety committee/representative

Government of Alberta – Applying for a joint work site health and safety committee or health and safety representative approval

ohs-pubstore.labour.alberta.ca/LI030-2

Government of Alberta – Joint work site health and safety committee/health and safety representative manual

ohs-pubstore.labour.alberta.ca/EDU006

Government of Alberta – Health and safety committee/health and safety representative training

alberta.ca/health-safety-committee-representative-training.aspx

Government of Alberta – Health and safety committees and representatives

ohs-pubstore.labour.alberta.ca/LI060

Government of Alberta – Participation in health and safety for small business owners and workers

ohs-pubstore.labour.alberta.ca/LI055

Health and safety program

Government of Alberta – Do I need a health and safety program?

ohs-pubstore.labour.alberta.ca/LI036-1

Government of Alberta – Health and safety programs

ohs-pubstore.labour.alberta.ca/LI042

Hazard assessment and control

Government of Alberta – Hazard assessment and control: a handbook for Alberta employers and workers

ohs-pubstore.labour.alberta.ca/BP018

Canadian Centre for Occupational Health and Safety (CCOHS) – Hazard control

ccohs.ca/oshanswers/hsprograms/hazard_control.html

Canadian Centre for Occupational Health and Safety (CCOHS) – Job safety analysis

ccohs.ca/oshanswers/hsprograms/job-haz.html

Emergency response plan

Government of Alberta – Emergency response planning: an occupational health and safety tool kit for the hospitality industry

ohs-pubstore.labour.alberta.ca/BP030

Canadian Centre for Occupational Health and Safety (CCOHS) – Emergency planning

ccohs.ca/oshanswers/hsprograms/planning.html

Work site inspections

Government of Alberta – Joint work site health and safety committee/health and safety representative manual – Inspection checklist template

ohs-pubstore.labour.alberta.ca/EDU006

Canadian Centre for Occupational Health and Safety (CCOHS) – Workplace inspections

ccohs.ca/oshanswers/prevention/effectiv.html

Canadian Centre for Occupational Health and Safety (CCOHS) – Inspection checklists

ccohs.ca/oshanswers/hsprograms/list_gen.html

Incidents and injuries

Government of Alberta – Report mine or mine site incidents

alberta.ca/report-mine-or-mine-site-incidents.aspx

Government of Alberta – Reporting and investigating injuries and incidents

ohs-pubstore.labour.alberta.ca/LI016

Government of Alberta – Reporting and investigating potentially serious incidents

ohs-pubstore.labour.alberta.ca/LI016-1

First aid

Government of Alberta – Developing a first aid plan

ohs-pubstore.labour.alberta.ca/FA012

Government of Alberta – First aid training

alberta.ca/first-aid-training.aspx

Government of Alberta – Workplace first aid records

ohs-pubstore.labour.alberta.ca/FA009

Government of Alberta – Workplace first aiders and legal requirements

ohs-pubstore.labour.alberta.ca/FA011

Harassment and violence

Government of Alberta – Harassment and violence in the workplace

ohs-pubstore.labour.alberta.ca/LI045

Government of Alberta – Workplace violence prevention plan: employer guide for retail fuel and convenience stores

ohs-pubstore.labour.alberta.ca/BP031

WHMIS

Government of Alberta – WHMIS 2015 – Information for employers

ohs-pubstore.labour.alberta.ca/CH008

Government of Alberta – WHMIS 2015 – Information for workers

ohs-pubstore.labour.alberta.ca/CH007

Canada's National WHMIS Portal

whmis.org

Working alone

Government of Alberta – OHS working alone requirements

ohs-pubstore.labour.alberta.ca/WA002

General

Government of Alberta – Employment standards tool kit for employers

alberta.ca/assets/documents/es-employer-toolkit-highrez.pdf

Government of Alberta – OHS education and resources

alberta.ca/ohs-education-resources.aspx

Workers' Compensation Board – Alberta

wcb.ab.ca

Occupational health and safety legislation

This starter kit is current to January 2020. It references:

Occupational Health and Safety Act, SA 2017 cO-2.1 (current as of June 11, 2018)

Occupational Health and Safety Regulation, AR 62/2003 with amendments up to and including AR 51/2018

Administrative Penalty (*Occupational Health and Safety Act*) Regulation, AR 165/2013

Occupational Health and Safety Code, AR 87/2009 with amendments up to and including AR 213/2018 (current as of January 1, 2019)

Occupational Health and Safety Code Explanation Guide

The current occupational health and safety legislation is available on the website at:



alberta.ca/ohs-act-regulation-code.aspx

Official printed versions of the *Occupational Health and Safety Act*, Regulations and Code Handbook, and the OHS Code Explanation Guide may be purchased from Alberta Queen's Printer:



qp.alberta.ca



Suite 700, Park Plaza Building
10611 – 98 Avenue NW
Edmonton, AB T5K 2P7



780-427-4952



780-452-0668



qp@gov.ab.ca

Contact us

Occupational Health and Safety Contact Centre



Edmonton and surrounding area: 780-415-8690
Toll-free in Alberta: 1-866-415-8690

For the deaf or hard-of-hearing (TTY)



In Edmonton: 780-427-9999
Toll-free in Alberta: 1-800-232-7215

Or connect with us online



Website
alberta.ca/ohs



Download PDF, order printed copies and provide feedback
ohs-pubstore.labour.alberta.ca/BP035

ISBN 978-1-4601-4446-6 (Print)

ISBN 978-1-4601-4447-3 (PDF)

BP035

January 2020