



Workplace Health & Safety

First Nations Technical Services Advisory Group Inc.
(TSAG)

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Safety Officer



I oversee 4 major platforms here at TSAG:

- 1) Water File
- 2) Fire Services
- 3) Infrastructure Program &
- 4) Housing

So Safety is Prominent in all my programs!



Few Notes Before We Start:

1) I am NOT a Certified Safety Officer – I am however a TSAG Safety Committee Member!

TSAG's Commitment to Health & Safety is a living policy and delivered to all staff, contractors and sub-contractors as we work together for a safety and healthy work environment!

2) All of TSAG's senior management team works together to ensure each and every work task we complete is done safely and that each member of our team deserves that commitment from us and each other!



What is Workplace Health & Safety?

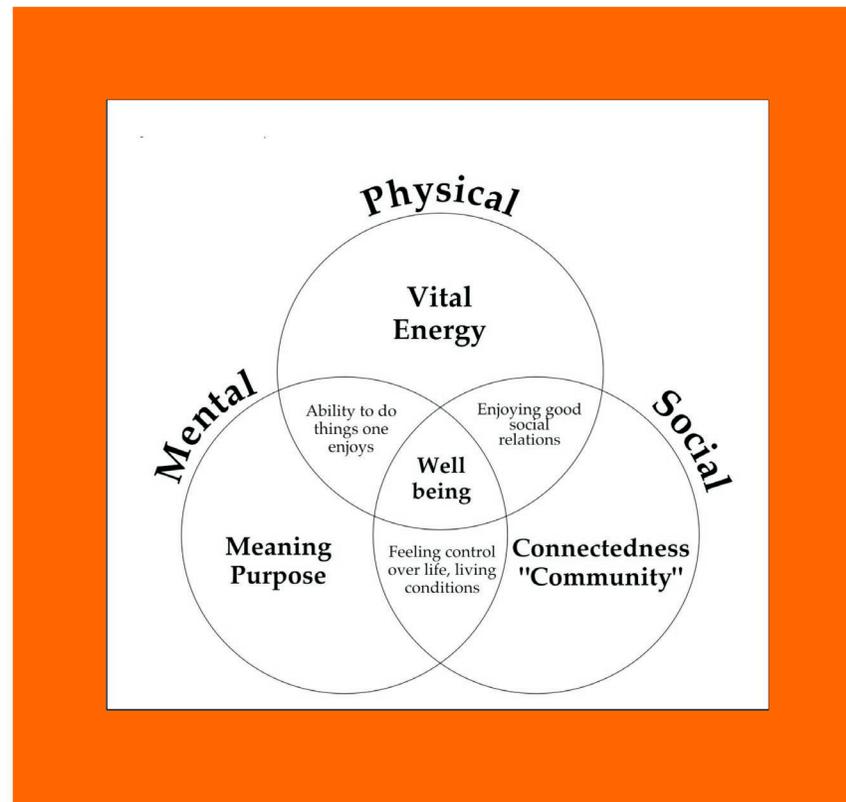
Workplace health and safety is about preventing workers from injuries or illnesses caused by what they do at work.

Health and safety is critical on every work site to make sure that every worker goes home safe and healthy at the end of their work day.



Few Notes Before We Start:

- 3) Safety is more than a policy for TSAG, it's a COMMITMENT and our entire team works together and embody our "Safety Attitude"
- 4) TSAG's entire team is an integral part of the Safety Program and as a result, each person contributes to the success of the Program; one person is not responsible for the program – we all are
- 5) **We believe in Safety and our COR Certification and are dedicated to Walking our Talk!**



This means that it encompasses the promotion and maintenance of the **physical, mental** and **social** well-being of workers.

What are the laws for Occupational Health & Safety in Alberta?



There are 3 parts to Alberta's OHS Legislations:

- 1) Occupational Health and Safety (OHS) Act
- 2) Occupational Health and Safety (OHS) Regulation
- 3) Occupational Health and Safety (OHS) Code



THE OHS ACT:

- Sets minimum standards to protect and promote the health and safety of workers throughout Alberta.
- Defines the obligations of employers, workers, contractors, prime contractors and suppliers.
- Establishes the authority and powers of government officials to enforce the law
- Specifies maximum penalties
- Establishes broad rules of procedure in the case of a workplace incident.
- Creates the authority of the Regulation and Code.



THE OHS REGULATION:

- Establishes broad provisions (rules) that apply to all Alberta workplaces. These provisions reflect government policies and are the minimum requirement to ensure the protection of Alberta workers.
- Contains specified administrative processes.



THE OHS CODE:

- Contains detailed technical requirements for creating safe and healthy workplaces. In some cases, the provisions specify an “objective” requirement – which allows the use of options. In other cases, the provisions specify precisely what is required – these provisions must be met in order to remain in compliance.
- Contains references to recognized technical Standards (such as Canadian Standards Association – CSA).



Where do I find the Legislation:

- The Occupational Health and Safety legislation is available on the Government of Alberta – Alberta Employment and Immigration (AE&I) website at: www.employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/307.html
- Explanation guides to assist in interpretation of the legislation are available at: www.employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/307.html
- Official printed copies may be purchased from the Queen's Printer at: www.qp.gov.ab.ca/documents/acts/O02.cfm

Why Should I Have an Occupational Health & Safety Policy Statement

- ▶ Canadian health and safety legislation requires employers to have a health and safety program in their workplace.
- ▶ A written occupational health and safety policy helps promote an effective OHS program. Such a policy should reflect the special needs of your workplace and should be regularly reviewed and updated.
- ▶ This document will assist you in writing and applying a policy for your workplace. This policy communicates a commitment to health and safety. It should be signed by a senior manager or president to further demonstrate the commitment to health and safety.

What Makes a Policy Statement Effective

- ▶ There are many differences in form and content of corporate policies. Their style, however, is not as important as the clarity with which they identify functional responsibilities over authority.
- ▶ To be effective, a policy must:
 - ▶ involve senior management and representatives in the preparation of the policy,
 - ▶ be seen as consistent with the workplace's objectives of operating in an efficient and predictable manner,
 - ▶ be relevant and appropriate to the nature, scale and OHS hazards and risk associated with that workplaces' needs (not adopted from another workplace), and
 - ▶ be accepted as equal in importance to the workplace's other policy objectives.

What Types of Issues Should the OHS Policy Statement Cover

- ▶ The policy statement should provide a clear indication of the company's objectives and plans for occupational health and safety. The following issues should be covered in the statement:
 - ▶ senior management's commitment to the establishment of a healthy and safe workplace and to the integration of health and safety into all workplace activities,
 - ▶ the commitment to comply with applicable OHS legal requirements and other requirements – or better, the intention to treat applicable health and safety legislation as a minimum standard rather than maximum,
 - ▶ responsibility of appropriate personnel in maintaining a healthy and safe workplace and to protect the well-being of all persons in the workplace,
 - ▶ accountability of all levels of management for carrying out health and safety responsibilities,

What Types of Issues Should the OHS Policy Statement Cover Continued

- ▶ importance of consultation and co-operation between management and employees for effective implementation of policy and any related programs,
- ▶ commitment to continual improvement by conducting regular reviews of the policy,
- ▶ commitment to monitor the policy's effectiveness by having a method for setting and reviewing OHS objectives and targets,
- ▶ that the policy will be documented, posted, and communicated internally as well as externally, as appropriate, and
- ▶ commitment to provide adequate funds and details of how money will be available.

Who Should Write the Policy

- ▶ The best policies are specific to a workplace and reflect the nature, scale and OHS hazards and risk for that workplace.
- ▶ An employer may delegate the preparation of a policy to a staff member. The policy should be written in consultation with the health and safety committee or representative, or with workers or their representatives.
- ▶ However, the written occupational health and safety policy statement is a pledge to employees and therefore the employer is responsible for content. The safety policy should be dated and signed by the senior executive of workplace.

About TSAG's QHS Policy

- ▶ This process is how TSAG went about developing our Health & Safety Policies
- ▶ We have a Health and Safety Committee who, along with the staff and Senior Management Team, developed a policy in accordance with the Certificated of Recognition (COR)
 - ▶ A Certificate of Recognition (COR) is awarded to employers who develop health and safety programs that meet established standards.
- ▶ TSAG has successfully maintained their COR certification since first obtaining it and have continued to increase our COR score from year to year

What Should Be Considered When Writing the Policy?

- ▶ These are some of the major items to consider:
 - ▶ The policy should state the arrangements in place to support and implement it. Such items as safety meetings, safe working procedures, occupational hygiene, and education and training should be outlined.
 - ▶ The policy should address the types of hazards associated with the workplace. Depending on the types of tasks performed and the hazards present, it may be necessary for the employer to become fairly specific and detailed in outlining hazards at the workplace.
 - ▶ The policy should discuss active and on-going participation of employees in helping to achieve the objectives.
 - ▶ Policy statements need to be amended from time to time. They must keep pace with the changes occurring at the workplace. CSA Z1000-14 recommends an annual review, and as required.

About TSAG's QHS Policy

- ▶ Not every organization needs to become COR certified but establishing a Health & Safety Policy is a great idea!
- ▶ Recognizing the need for a Health & Safety Policy as well as taking the steps to begin the process is important for employees and employers!
- ▶ There are many available resources on-line to assist you with this process – the first step is getting the commitment from your organization/Nation; this will be an on-going activity and will need continual updating

What Should Be Considered When Writing the Policy?

STEP 1 >

- ▶ The following are questions that need to be considered for preparation of a policy:
 - ▶ What is the goal of the safety program - to have fewer injuries and illnesses than similar operations? to reduce by 10%?
 - ▶ When confronted with conflicting priorities or allocation of limited resources, does safety get more importance? Equal importance? How is this decided?
 - ▶ Is safety the responsibility of line management or staff management - who is accountable?
 - ▶ What benefits does management expect to derive from an effective program?
 - ▶ Who will be assigned responsibility for coordinating activities?

Who Has Responsibility Under the Policy?

- ▶ No matter how well written, a policy is no more than empty words if a plan does not exist to put the policy into effect throughout the organization. The policy can only be put into effect where:
 - ▶ responsibilities are clearly defined and assigned,
 - ▶ methods of accountability are established,
 - ▶ proper procedures and program activities are implemented,
 - ▶ adequate provision of financial and other resources are provided , and
 - ▶ responsibilities for carrying out the policy objectives are clearly communicated and understood within the workplace.

Who Has Responsibility Under the Policy?

- ▶ While the assignment of responsibilities must be a complete list customized to your type of work and organizational structure, avoid being too specific that it makes people become too legalistic in interpreting the policy. For example, do not list the specific type of personal protective equipment that must be worn by an employee - simply state that all employees must use the personal protective equipment specified by the employer and as required by the nature of the work. This way you have flexibility to make changes as circumstances warrant.
- ▶ Responsibility should be extended throughout the organizational structure to ensure policy objectives will become integrated into all activities. For example, a policy could specify:
 - ▶ individual responsibilities (Outlined in Appendix A),
 - ▶ legal responsibilities,
 - ▶ accountability systems,
 - ▶ promotion of health, safety and well-being awareness,
 - ▶ education and training needs,
 - ▶ reporting and correcting health and safety deficiencies, and
 - ▶ injury and illness control information.

Policy, Policy

- ▶ Part of a successful policy is making sure that all employees are aware of it. If the workplace's plan for implementing the policy is a good one, employees will be reminded in their day-to-day activities, in safety meetings, and during orientation and training.
- ▶ A responsibility to adhere to the health and safety policy may be part of the employees' job descriptions. Each employee, on beginning employment, may be given a copy of the policy and informed that it is a condition of employment to follow the policy.
- ▶ The workplace can reinforce its commitment to the policy by having regular safety talks, posting signs at the workplace, by writing articles about the policy in company newsletters, posting on the internal website, sending e-mails, by referring to it in job manuals and so forth.
- ▶ Each workplace will undoubtedly have its own way of keeping its employees informed. The important thing is to have a plan and to follow through on it.

Responsibilities

Responsibilities of Individuals:

- ▶ Individuals have a responsibility to carry out their assigned duties. For a health and safety program to achieve its desired results, everyone in a workplace must know their responsibilities.
- ▶ The following are samples of assignments of responsibilities designed for different-sized organizations. Select and customize, or create your own version.

Responsibilities

Responsibilities of Employees:

- ▶ Carry out work in a manner so as not to create a health and safety hazard to yourself or others.
- ▶ Participate in education and training.
- ▶ Assist in the reduction and controlling of incident and illness producing conditions.
- ▶ Report any incidents, near misses, injuries, or illnesses.
- ▶ Use the correct tools and equipment for the job.
- ▶ Keep tools and personal protective equipment in good condition or replace when necessary.

Responsibilities

Responsibilities of Employees:

- ▶ Use the required safety equipment and personal protective equipment.
- ▶ Report defects in workplace equipment.
- ▶ Develop a personal concern for health and safety -- for yourself and for others, particularly newcomers and young people.
- ▶ Suggest ways to eliminate hazards or control risk.
- ▶ Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
- ▶ Co-operate with health and safety committee members and representatives.
- ▶ Participate in medical surveillance (e.g., hearing conservation programs, medical monitoring, etc.).

Responsibilities

Responsibilities of Safety Coordinators/Officers:

- ▶ Advise management and employees on:
 - ▶ preventing injury and illness to personnel and damage to plant and equipment
 - ▶ legal requirements affecting safety, health and well-being
 - ▶ provision and use of protective clothing and equipment
 - ▶ suitability, from a safety viewpoint, of new equipment, and validity of all appropriate test certificates
 - ▶ potential hazards on new contracts before work starts and precautions required
 - ▶ changes in legislation, standards, etc.
- ▶ Record and analyze information on injuries, illness, damage, and production loss.

Responsibilities

Responsibilities of Safety Coordinators/Officers:

- ▶ Maintain contact with professional bodies (e.g., medical systems, engineers, occupational hygienists, etc.).
- ▶ Take part in workplace discussions on injury, health and welfare, damage control.
- ▶ Keep up-to-date with recommended codes of practice and new health and safety literature.
- ▶ Administer the health and safety program.
- ▶ Assist in incident investigations, analysis and preparation of incident reports and summaries.
- ▶ Prepare inspection reports.
- ▶ Ensure that corrective action has been taken whenever deficiencies are identified.
- ▶ Assist with health and safety seminars, education, or training.

Responsibilities

Responsibilities of Line Management/Supervisors:

- ▶ Co-operate with health and safety committee members
- ▶ Provide instructions to employees about safe work procedures. As part of the routine duties, the supervisor shall require employees to use personal protective equipment as appropriate.
- ▶ Provide an example for others by always directing and performing work in a safe manner.
- ▶ Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action.
- ▶ Work in cooperation with others in determining safe practices, enforcing their observance, developing procedures for dealing with violations and general safety and incident prevention.
- ▶ Enforce all established safety regulations and work methods. Take corrective action as necessary to ensure compliance with the rules.
- ▶ Know and apply the workplace safety policy and relevant occupational health and safety legislation.

Responsibilities

Responsibilities of Line Management/Supervisors:

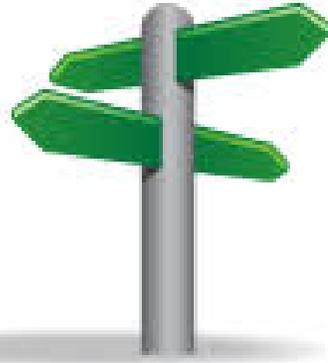
- ▶ Know and apply the workplace safety policy and relevant occupational health and safety legislation.
- ▶ Arrange for medical treatment as required, including transportation to a doctor or hospital as necessary.
- ▶ Report all incidents immediately, investigate all incidents fully, and advise management on how to prevent similar incidents in the future.
- ▶ Carry out regular inspections of the work place to ensure a safe and healthy environment.
- ▶ Hold regular safety meetings to review safety conditions and general safety policies.
- ▶ Accompany the government inspector during inspections.
- ▶ Be aware of the hazards that exist for the short term, temporary and newly hired employee. Ensure that new employees receive detailed safety instructions before they are allowed to start work.

Responsibilities

Responsibilities of Senior Executive/Managers:

- ▶ Provide a statement of policy relating to the health and safety program.
- ▶ Maintain overall responsibility for the health and safety program.
- ▶ Ensure that all established health and safety policies are administered and enforced in all areas.
- ▶ Ensure that all personnel are aware of and effectively practice the policies and procedures set out in the health and safety program.
- ▶ Provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all employees.
- ▶ Understand and enforce the incident prevention policy as well as the occupational health and safety legislation.
- ▶ Provide all supervisory staff with proper, well-maintained tools and equipment, plus any personal protective devices which may be required.
- ▶ Provide ongoing health and safety education or training programs and approved first aid training courses as required.
- ▶ Monitor departments and projects and hold them accountable for their individual health and safety performance.

How to **Get Started**



1) Create a safety team

- This should be a mix of employees, senior management and possibly even a Chief & Council representative to ensure that all vested parties are part of the “voice”

2) Elect an Employee Chair Person and a Employer Chair Person

- ▶ This ensures that all sides are represented and should be a mix of employees and senior management to ensure that all vested parties are part of the “voice”

3) Create a “Terms of Reference“ for the Safety Committee

- ▶ This will highlight the purpose, membership names, terms of office, member responsibilities, committee requirements (minutes, information flow, etc.) and is signed off.

How to **Get Started**



What is required for an OHS program?

1. A health and safety policy

A health and safety policy is an important part of managing health and safety in the workplace and an important step in demonstrating management commitment. A health and safety policy must state the policy for protection and maintenance of the health and safety of workers at the work site. This is often combined with the statement of OHS responsibilities (#4). As a best practice, a health and safety policy may also include: ? the employer's commitment to health and safety, and ? the goals and objectives for health and safety. For a sample policy, see the templates and samples section.



2) Complete a Hazard Assessment

A hazard assessment identifies existing and potential hazards to workers at the work site, including harassment, violence, physical, biological, chemical or radiological hazards and measures that will be taken to eliminate, reduce or control those hazards. More information and templates available in Hazard Assessment and Control: a handbook for Alberta employers and workers (BP-018).

There are many available templates available on line -
<https://www.alberta.ca/ohs-resources.aspx>



3. Emergency response plan (ERP)

An ERP identifies what people, resources and procedures are needed to deal with emergencies. The plan must meet the requirements in the OHS Code Part 7 which includes:

- the identification of potential emergencies,
- procedures for dealing with the identified emergencies,
- the identification of, location of and operational procedures for emergency equipment, the emergency response training requirements,
- the location and use of emergency facilities,
- the fire protection requirements,
- the alarm and emergency communication requirements,
- the first aid services required,
- procedures for rescue and evacuation, and
- the designated rescue and evacuation workers.



4. Statement of OHS responsibilities of the employer, supervisors, and workers at the work site Employers, supervisors, and workers are all legally responsible for safety and health in the workplace. Creating a statement of responsibilities ensures that each party knows what they are responsible for.

The statement of OHS responsibilities is often included in the health and safety policy.



5. Work site inspection schedule and procedures The employer must schedule regular inspections of the workplace and work processes. Inspection intervals should be based on factors such as the type of work site, the work performed, the hazards encountered, size of the work site, and the number of workers.

By examining the workplace, inspections help to identify and record hazards for corrective action.



6. Procedures to follow when another employer or self-employed person is working 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 or self-employed persons. Prime contractors are required in construction, oil and gas work sites or any other projects designated by an OHS director.

In the absence of a prime contractor, works sites with multiple employers and/or self-employed persons should work together to coordinate their health and safety responsibilities.



Questions?