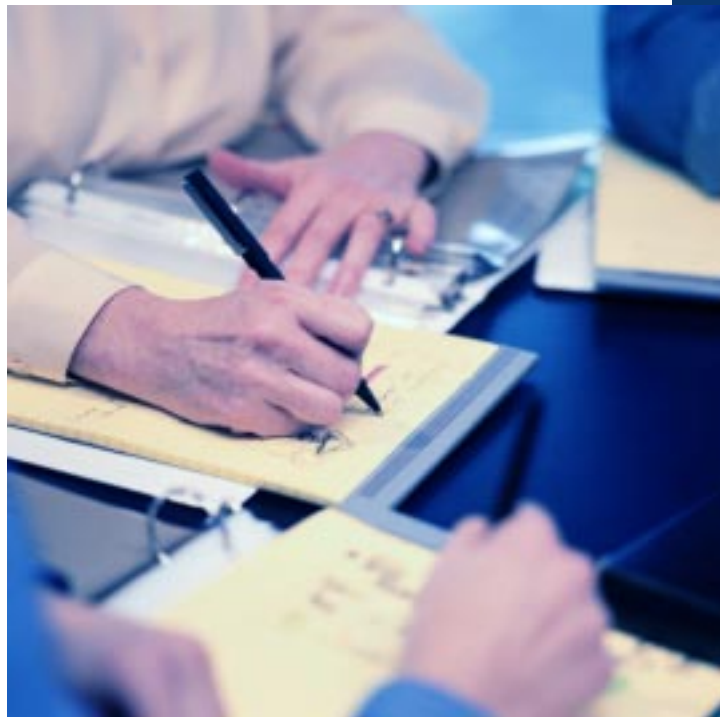


INFORMAL SAFETY PROGRAM FOR SMALL BUSINESS



**Provided by;
Industry Services
Small Business**

**WORKERS'
COMPENSATION
BOARD**
OF BRITISH COLUMBIA



PREFACE

“Due diligence” means to take all reasonable care in all circumstances of the workplace to protect the health and safety of all workers. This is the standard of care required to comply with the Occupational Health and Safety Regulation and orders made under the BC Workers Compensation Act and enforced by the WCB.

This program is designed to help you eliminate accidents and control potential hazards in your workplace. It will provide you with the tools to make accident prevention part of your standard operating procedures and to control the costs and suffering associated with workplace incidents. All or part of the provided material may have to be expanded and/or customized to meet the needs of your site.

*Note: The information in this document is applicable to most, but not all, small businesses.
It is not a substitute for the WCB Occupational Health and Safety Regulation.
You will need to refer to the Regulation for additional requirements that apply to your particular business.*

SAFETY PROGRAM

Policy Statement

The management of _____ will provide a safe and healthy workplace for all employees and others that may visit or enter our facilities. Our firm will establish a Health and Safety Program designed to prevent injuries and disease and hold it equal to other business values. We are responsible for providing the necessary instruction in health and safety and for addressing unsafe situations in a timely manner. All workers and service contractors are required to work safely and to know and follow our company rules for safe work

SIGNATURE OF MANAGEMENT

DATE

RULES AND PROCEDURES

General Site Rules, Safe Work Procedures and Job Rules will be written and posted in appropriate areas of the Site.

INSTRUCTION AND SUPERVISION

Employer/Supervisors will:

a) Orientation

Give general orientation to new workers and contractors prior to entering the workplace.

b) Instruction

Instruct workers in General Site Rules, Safe Work Procedures and Job Rules (e.g. safety headgear and safety footwear, guardrails/fall protection, WHMIS, etc.)

c) Training

Provide training in jobs requiring extra skill or knowledge as well as those with demonstrated higher risk of injury (e.g. manual handling). Equipment & machinery operators must demonstrate that they can do the job safely before being allowed to operate without direct supervision.

d) Supervision

Observe workers, work practices, and equipment operation and initiate corrective action when necessary.

e) Documentation

Keep a written record of instruction, training and corrective measures taken on the forms provided.

f) Safety Training

Ensure members of the joint committee or worker Health & Safety representative receive the required 8 hours of WCB approved training per year.

WORKSITE INSPECTIONS AND FOLLOW-UP

Ensure that Safety inspections of the work site are done on a regular basis by a supervisor or a worker representative knowledgeable with the work process. Identify all unsafe practices and conditions that could cause injury and take corrective measures to remedy all serious hazards or unsafe work practices immediately. All work site inspections should be recorded and copies of previous inspection reports are reviewed prior to each worksite inspection to ensure follow-up is done.

ACCIDENT/INCIDENT INVESTIGATIONS

All incidents that result in injury requiring medical treatment, any incidents of violence or incidents that could cause serious injury or death shall be investigated. A person knowledgeable with the work process shall carry out investigations with if reasonably available participation from the employer, supervisor or worker representative. Information shall be recorded on the form provided and supervisors or worker representative shall review the reports with all workers. The Prevention Division of WCB shall be notified immediately of any accident resulting in life threatening injury, death or any accident resulting from a major structural failure.

SAFETY MEETINGS/SAFETY COMMITTEE

Conduct regular monthly safety meetings with workers to review accident investigation reports and inspection reports. Review and discuss unsafe work practices, conditions and safety concerns by management and workers. Management will take action on all items discussed. A record will be kept of the meeting and action taken. A copy of the safety meeting minutes shall be posted for reference by workers.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM

Management will ensure that:

- a) All controlled products on site are identified with supplier or workplace labels.
- b) Material Safety Data Sheets (MSDS) for the products are up to date and made available to workers and the First Aid Attendant.
- c) All workers receive education and training to safely store, handle, use, or dispose of these products.

FIRST-AID

Management shall ensure that first-aid services, supplies and equipment as required by the Occupational Health and Safety Regulation, are available to workers on all shifts. Workers shall be instructed in the procedure for summoning first-aid. Workers shall promptly report all injuries to the first-aid attendant. A treatment record book shall be maintained.

HEARING CONSERVATION PROGRAM

Noises above 85 decibels, combined with long exposure can permanently damage hearing. The management shall ensure that:

- a) Noise is reduced or controlled at the source, where practical.
- b) Workers are informed about the noise hazard and the risk of hearing loss.
- c) Noise hazard signs are posted in areas, which require hearing protection.
- d) Hearing protective devices are provided to and used by all workers exposed to excess noise levels.
- e) Annual hearing tests are conducted for all workers exposed to excess noise levels.

RECORDS AND STATISTICS

The following records and statistics shall be maintained:

First-aid records, WCB inspection reports, accident/incident investigation reports, material safety data sheets, worksite inspection reports, safety meeting minutes, hearing test records, safety and health talk records, employee orientation forms, equipment log book and training records.

MANAGEMENT ACTIVITIES

Management shall:

- a) Lead by setting a good example.
- b) Participate in safety meetings and the safety committee (when applicable).
- c) Hold supervisors and workers accountable to maintain the Occupation Safety & Health Program.
- d) Set reasonable health and safety goals and objectives.

RESOURCES

For further useful information including example checklists and forms that can be used for managing health and safety in your business.

Visit the Small Business Health and Safety Center at <http://smallbusiness.healthandsafetycentre.org/s/Home.asp>

Sample Health and Safety Program for Hospitality Small Business

Use this sample as a guideline to help you prepare your written health and safety program.

This is only a guideline. You'll need to tailor it to meet the health and safety needs of your particular workplace. For example, you'll need to add specific information on written safe work procedures, state any personal protective equipment you need, list additional training and orientation topics, and provide details about first aid and emergency procedures.

HEALTH AND SAFETY POLICY

(Name of firm) wants its workplace to be a healthy and safe environment. To achieve this, our firm will establish and maintain an occupational health and safety program designed to prevent injuries and disease. The employer is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and service contractors are required to work safely and to know and follow our company guidelines for safe work procedures.

Signed _____

Date _____

Employer's responsibilities include:

- Establishing the health and safety program
- Conducting an annual review in (month) of each year
- Training supervisors
- Providing a safe and healthy work environment

Supervisors' responsibilities include:

- Orienting new workers
- Ongoing training of workers
- Conducting regular staff safety meetings
- Performing inspections and investigations
- Reporting any safety or health hazards
- Correcting unsafe acts and conditions

Workers' responsibilities include:

- Learning and following safe work procedures
- Correcting hazards or reporting them to supervisors
- Participating in inspections and investigations where applicable
- Using personal protective equipment where required
- Helping create a safe workplace by recommending ways to improve the health and safety program

WRITTEN SAFE WORK PROCEDURES

(You need to have written procedures for high-risk or complex tasks. List these high-risk tasks here. A WCB safety or hygiene officer may be able to advise you on procedures you need to include. For example, you may need written safe work procedures for using special equipment or working alone. Attach the procedures to this program.)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

(List any PPE required, when it must be used, and where it can be found. For example, workers may be required to wear eye protection when using certain equipment. Attach this list to this program.)

EDUCATION AND TRAINING

All workers will be given an orientation by their supervisor immediately upon hiring. The following topics will be included in the orientation:

- Fire exit routes and marshalling area
- Location of first aid kit and fire extinguisher
- How to report accidents and injuries
- Location of material safety data sheets (MSDSs). (MSDSs are provided by suppliers of chemical products and contain information on how to handle and use the chemical product safely.)
- Workplace Hazardous Materials Information System (WHMIS) training for any hazardous product in the workplace
- Applicable written procedures

At the end of the orientation, each worker will be given a copy of this program and advised of their rights and responsibilities under the Occupational Health and Safety Regulation.

The employer will make sure that staff receive further training when necessary to ensure the safe performance of their duties. Staff meetings are one way to increase safety awareness.

(For higher hazard work areas and jobs, orientation in additional topics may be necessary. List these topics here.)

INSPECTIONS

A supervisor and a worker will conduct regular inspections to identify hazards and recommend how to eliminate or minimize the hazards. The inspection will also look at how work is performed.

Serious hazards or unsafe work practices discovered during inspections or observed by workers, supervisors, or the employer will be dealt with immediately. Other hazards will be dealt with as soon as possible.

(State how often inspections will be performed – typically once a month or at other intervals that prevent the development of unsafe working conditions. It's useful to inspect the workplace before a staff meeting so results can be discussed with staff. You can use the "Inspection Checklist" on page 51.)

HAZARDOUS MATERIALS AND SUBSTANCES

(If you use hazardous materials or substances at your workplace, list them here. Also list the location of material safety data sheets (MSDS), and any applicable written work procedures.)

FIRST AID

This workplace keeps a *(type)* _____ first aid kit in the *(location)* _____. *(Give the name of your first aid attendant if one is required. Also provide ambulance and hospital phone numbers.)*

EMERGENCY PREPAREDNESS

- **Fire** – See the fire plan posted at *(location)* _____.

Fire extinguishers are located at *(list locations)* _____

(Names of employees) _____

are trained to use them.

- **Earthquake** – An annual inspection will be conducted, focusing on objects that may pose a hazard during an earthquake. The exit and marshaling procedures are the same as for fires. *(Or, if not, note the location of earthquake procedures here.)*
 - *(Note other emergency procedures, such as protection from violence.)*
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INVESTIGATING INCIDENTS

A supervisor and a worker must investigate any injuries or close calls on the same day the incident occurs. Any incident that results in an injury requiring medical treatment, or that had the potential for causing serious injury, must be investigated immediately. The purpose of an investigation is to find out what went wrong, determine if our health and safety practices were faulty, and most importantly, recommend actions that will prevent a recurrence of the problem. *(You can use the "Accident Investigation Report" on page 57.)*

RECORDS AND STATISTICS

Accurate health and safety records provide an excellent gauge to determine how we are doing. The following records are maintained and will be reviewed annually:

- Claims statistics
- First aid records
- Completed inspection lists
- Incidents investigations
- Material safety data sheets
- Any WCB inspection reports

These records are kept at *(location)* _____.

Medically related records will be handled in a manner that respects confidentiality.