

GETTING STARTED ON SAFETY: A ROADMAP FOR YOUR SMALL BUSINESS



**Prevent injuries and illness.
Protect your bottom line.**

Grow Your Business

Attention to health and safety is not just about obeying the law and being socially responsible, it **makes good business sense**.

What The Law Says

Ontario's *Occupational Health and Safety Act (OHSA)* states that employers must take every reasonable precaution to protect workers, provide information and instruction, and to ensure that workers properly use or wear the required equipment.

Employers require a health and safety representative (between 6 and 19 workers) or a Joint Health and Safety Committee (JHSC) for 20 or more.

If you hire workers (including family members) or are an independent operator in construction, you must register with the Workplace Safety and Insurance Board (WSIB).

Be Prepared For New Workers

Minimum age requirements, competent supervision and management commitment = safe and successful.

Make sure new workers know their rights before they start the job.

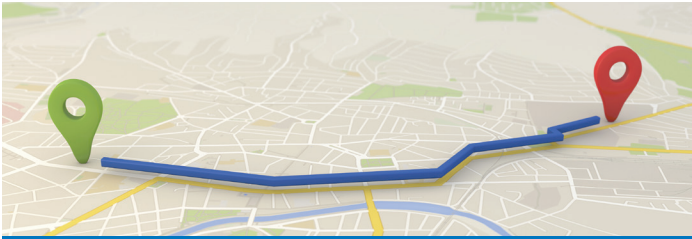
Provide a thorough introduction to the workplace, all the safety features, rules and general information.

Every worker and supervisor in Ontario must receive health and safety awareness training.

Don't Have Time?

Need to get it done in a hurry? Get a hazard assessment and the policies and procedures you need customized to your requirements.

See the "Getting Started on Safety: A How-to Guide for Your Small Business" for more information at wsps.ca/SmallBusiness



Follow the road map to health and safety.

1 GET IT

Post the following documents on a bulletin board:

- Occupational Health and Safety Act (OHSA)
- Regulation 851, Industrial Establishments
- Employment Standards Act (ESA) Poster
- "Health and Safety at Work: Prevention Starts Here" Poster
- Your Company's Health and Safety Policy
- Your Company's Workplace Violence and Harassment Policy
- Regulation 860, Workplace Hazardous Materials Information System (WHMIS)
- Designated Substances Information (if applicable)
- Occupational Health and Safety Explanatory materials
- WSIB Form 82 - "In Case of Injury at Work" Poster
- Regulation 1101, First Aid
- Emergency services and numbers

The Health and Safety Starter Kit available from WSPS provides almost everything you need.

2 DO IT

Identify hazards, prioritize them and then control the highest risk hazards first.

The best way to control a hazard is to eliminate it from your workplace.

Health and safety training is a legal requirement and is crucial in preventing injuries and illness.

Some areas where you need to train your employees are listed below:

- All workers and supervisors require health and safety awareness training
- WHMIS for those that work with or in proximity to a hazardous material
- First Aid training - minimum one worker per shift
- Use of required personal protective equipment
- When exposed to a biological, chemical or physical agent
- Using a nailing gun, working with electricity or a lifting device

3 WRITE IT DOWN

If it's not written down, then it didn't happen as far as the law is concerned.

Keep records of:

- Safety training
- Inspections and maintenance of equipment and personal protective equipment
- Non-compliance with policies and procedures and what you did about it
- Injuries/illness and what you did to prevent reoccurrence

4 WATCH FOR IT

Complete detailed workplace inspections and every time you walk through do a visual assessment. Watch for the following hazards (your worksite may have hazards not cited here):

- Lifting, carrying, pushing and pulling
- Repetitive work
- Slippery, uneven surfaces
- Work on ladders or raised areas
- Machines with moving parts where body parts or clothing could get drawn in
- Cell phones used while driving
- Noise
- Toxic materials
- Dusts, vapours, and fumes in the air
- Insect bites and stings
- Noxious plants (e.g. poison ivy)
- Animals, their waste and bodily fluids
- Flammable/combustible materials
- Cold or hot environment
- Exposure to the sun
- Violence risk factors - harassment, contact with irate customers
- Buried or overhead utilities (electricity, natural gas)

5 REPORT IT

Good reporting and management helps get injured workers back to work quickly and saves money.

If the injury is a "critical injury":

- The Ministry of Labour must be called immediately
- The scene preserved and an investigation must be performed

Employers must report a work related accident/illness to the WSIB if:

- Medical aid is required
- Wages are lost or
- Modified work at regular pay for more than seven calendar days is required

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6 FIND IT

Please visit wsp.ca/SmallBusiness or call 1 877 494 WSPS (9777)