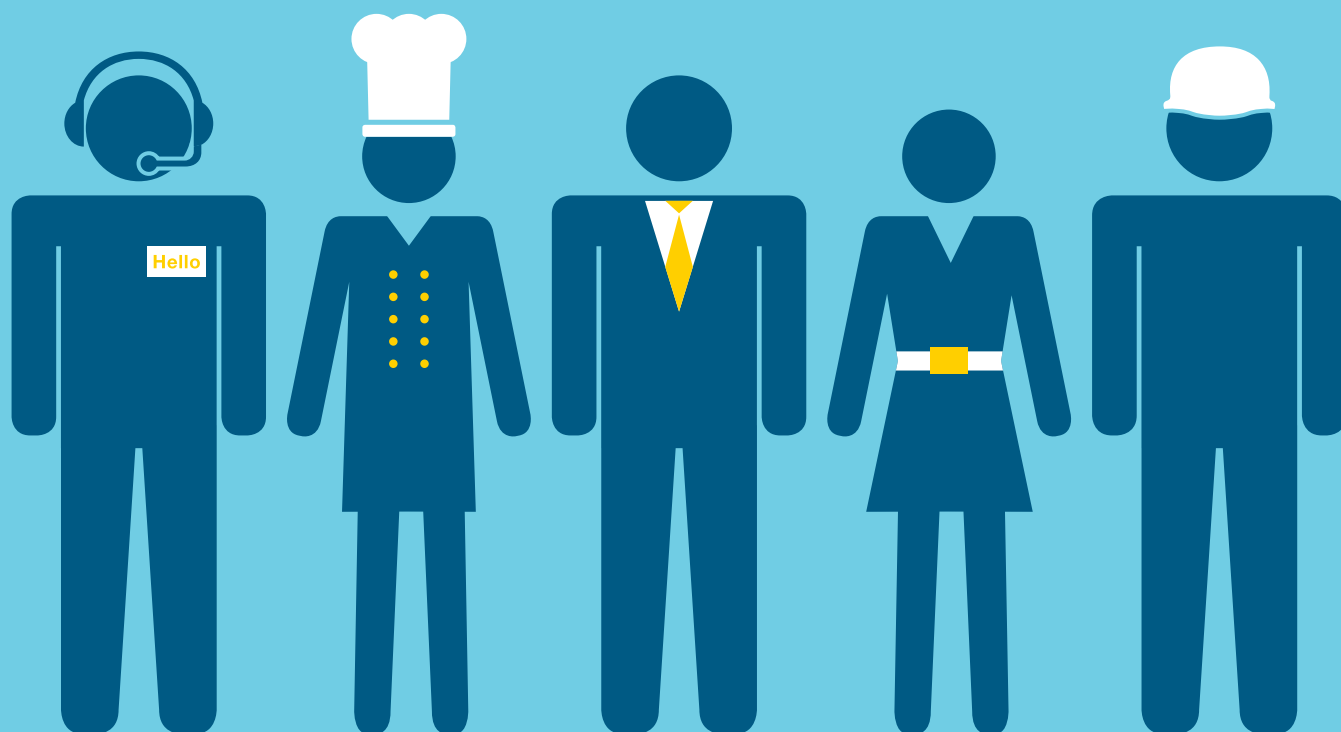


Occupational Health and Safety

Tool Kit for Small Business



WORK SAFE
ALBERTA

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of Alberta ■

Alberta ■

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About this Document

Introduction

This document has been developed with the unique needs of Alberta small businesses (10 or fewer workers) in mind to assist them in understanding their occupational health and safety obligations, and to provide practical tools that can be used by small business owners and workers in complying with the basic elements of the *Occupational Health and Safety Act*, Regulation and Code.

As a business owner/manager you are responsible for all aspects of your business, including the health and safety of all workers in your workplace. Health and safety is important to everyone.

This *Occupational Health and Safety Tool Kit for Small Business* has been developed specifically with the needs and limited resources of small business in mind. Only a few areas of the OHS legislation are addressed:

- Responsibilities Under the OHS Legislation
- Health and Safety Management Systems
- Hazard Assessment and Control
- Work Site Inspections
- Incident Management and Investigation
- Workers Competency and Training
- Emergency Response Plan
- First Aid
- Workplace Violence
- Working Alone

Throughout the document legislated requirements (the law) are specifically identified. The rest of the document provides background information and some sample practices to assist you in meeting the relevant legal requirements. You may use the sample tools provided, or you may develop your own.

It is important to remember that each specific type of industry and each workplace will have its own specific hazards. Based on the identification of the hazards in your workplace you must identify the specific areas of the legislation that apply to your workplace.

This tool kit does not replace the *OHS Act*, Regulation and Code and does not exempt readers from their responsibilities under the legislation.

Why Should Small Businesses Pay Attention to Health and Safety

... **It is the right thing to do.**

Protecting workers from injury and illness is the right thing to do.

... **It's the law.**

Occupational health and safety is about the prevention of workplace injuries, disease and fatalities. Because it is such an important issue, there are laws in place to ensure that Albertans have a safe and healthy place to work.

... **Health and Safety is also good business.**

Informed employers also realize that health and safety is good business – and that health and safety pays in more ways than one.

... **More Business, Better Business**

A safe and healthy business is a well-managed business. That's why:

- many companies check to ensure that suppliers have a good health and safety record before they contract them for work or to provide services.
- financial institutions are interested in a firm's health and safety record when considering a loan application.

An unsafe business exposes you to liabilities that others don't want to assume.

... **Better Quality**

Many businesses, large and small, have found that the quality of their product improved and that it also forms the foundation of a safe and healthy workplace, after they corrected health and safety problems.

Many factors contribute to improved quality, such as:

- increased training
- effective communication
- worker involvement and engagement
- a system for ensuring standards are met

Like quality, health and safety has to start at the top with management commitment.

... **More Motivated Workers**

An active commitment to health and safety lets workers know that they matter most. You have already invested in your workers through training and on-the-job experience. It makes sense to keep them in their jobs by preventing injury and illness.

About this Document

This document is meant to provide information and strategies to help small businesses meet the requirements of the legislation and provide for the health and safety of their workers.

Not all requirements under the *OHS Act*, Regulation, and Code are discussed in this document. This document is not intended to be legal advice nor is it a definitive guide to the legislation. You are advised to review the legislation thoroughly and to consult a lawyer if you have any specific legal issues. In case of inconsistency between this resource and the occupational health and safety legislation or any other legislation, the legislation will always prevail. For more detailed information, refer to the *OHS Act*, Regulation or Code, and explanation guide. The legislation is highlighted in this document inside the yellow boxes. These boxes contain the **minimum requirements** of the OHS Legislation, although many businesses do exceed these.

Other Legislation that May Apply to Your Work Site

- Employment Standards Code: www.qp.gov.ab.ca/documents/acts/E09.cfm
- Alberta Human Rights Legislation: www.albertahumanrights.ab.ca
- Workers' Compensation Board: www.wcb.ab.ca/home

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Disclaimer

The information provided in this Guidance Document 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. If in doubt, please refer to the current edition of the *Act*, Regulation and 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 Guidance Document.

This Guidance Document is current to April 19, 2011. 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 Guidance Document is for general information only and may be applicable to assist in establishing a compliant health and safety system at your worksite. However, it is critical that you evaluate your own unique circumstances to ensure that an appropriate program is established for your worksite. It is strongly recommended that you consult relevant professionals (e.g. lawyers, health and safety professional and specialists) to assist in the development of your own program.

Format

Each section of the tool kit and the related sample forms or policies is colour-coded to make it easier to identify the information you need.

Section 1: Responsibilities Under the OHS Legislation

Section 2: Health and Safety Management Systems

Section 3: Hazard Assessment and Control

Section 4: Work Site Inspections

Section 5: Incident Management and Investigation

Section 6: Worker Competency and Training

Section 7: Emergency Response Plan

Section 8: First Aid

Section 9: Workplace Violence

Section 10: Working Alone

Section 1: Responsibilities Under the OHS Legislation

What Are My Responsibilities under the OHS Legislation?

Whether your business is big or small, based at one location or many, you are legally responsible to make sure that the working environment is a safe and healthy place to work.

Availability of Legislation

In Alberta, the requirements for health and safety are outlined in the (*OHS Act*), Regulation (*OHS Regulation*), and Code (*OHS Code*). These documents are available for viewing or downloading on the Alberta Employment and Immigration (AEI), Occupational Health and Safety (OHS) web site at: www.worksafe.alberta.ca.



Legislated Requirements

An employer must ensure that a current paper or electronic copy of each of the *OHS Act*, *OHS Regulation* and *OHS Code* is readily available for reference by workers.

Reference: *OHS Code*, Part 1, Section 2.1



Information

Official printed copies may be purchased from the Alberta Queen's Printer online at: www.qp.gov.ab.ca or in person at:

Main Floor, Park Plaza
10611- 98 Avenue
Edmonton, Alberta T5K 2P7

Phone: 780-427-4952
Fax: 780-452-0668

Call any Government of Alberta office toll-free: Dial 310-0000, then the area code and telephone number you want to reach

Section 1: Responsibilities Under the OHS Legislation

General Obligations of Employers

Under the *OHS Act*, employers are responsible for ensuring the health and safety of all workers at the work site. There are also specific requirements of employers depending on the hazards and the work that is to be done.

Who is an Employer?

Under the *Alberta Occupational Health and Safety Act*:

An employer means:

- a person who is self-employed in an occupation,
- a person who employs one or more workers,
- a person designated by an employer as the employer's representative, or
- a director or officer of a corporation who oversees the occupational health and safety of the workers employed by the corporation.

Reference: *OHS Act*, Section 1(k)

**Legislated
Requirements**



Employer Responsibilities

Under the *OHS Act*, employers are responsible for ensuring the health and safety of all workers at the work site. There are also specific requirements of employers outlined through out the legislation depending on the hazards and the work that is to be done.

Every employer must:

- ensure, as far as it is reasonably practical for the employer to do so, the health and safety of
 - workers engaged in the work of that employer, and
 - those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and
- that the workers engaged in the work of that employer are aware of their responsibilities and duties under the *Act*, Regulation and Code.

Reference: *OHS Act*, Section 2(1)

**Legislated
Requirements**



Section 1: Responsibilities Under the OHS Legislation

Prime Contractor



Legislated Requirements

Every work site must have a prime contractor if there are 2 or more employers involved in work at a work site at the same time. The prime contractor for a work site is:

- the contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or
- if no agreement has been made or is in force, the owner of the work site.

Reference: *OHS Act*, Section 3

Worker Responsibilities

Workers have responsibilities under the OHS legislation as well. These are outlined throughout the *OHS Act*, Regulation and Code.



Legislated Requirements

Every worker shall, while engaged in an occupation:

- take reasonable care to protect the health and safety of the worker and of other workers present while the worker is working, and
- co-operate with the worker's employer for the purposes of protecting the health and safety of
 - the worker,
 - other workers engaged in the work of the employer, and
 - other workers not engaged in the work of that employer but present at the work site at which that work is being carried out.

Reference: *OHS Act*, Section 2(2)

Imminent Danger

Section 35 of the *OHS Act* outlines both the employers and workers roles in regard to the worker's responsibility to refuse work if there is imminent danger to themselves or someone else.



Legislated Requirements

Imminent danger means "a danger that is not normal for that occupation, or a danger under which a person engaged in that occupation would not normally carry out the person's work."

Reference: *OHS Act*, Section 35 (2)

Section 1: Responsibilities Under the OHS Legislation

Worker Responsibilities

No worker shall:

- carry out any work, if on reasonable and probable grounds, the worker believes that there exists an imminent danger to the health or safety of that worker,
- carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site, or
- operate any tool, appliance or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site.

A worker who refuses to carry out work or operate a tool, appliance or equipment shall, as soon as practicable, notify the worker's employer at the work site of their refusal and the reason for refusal.

Reference: *OHS Act*, Section 35

No person shall dismiss or take any other disciplinary action against a worker by reason of that worker acting in compliance with the *OHS Act*, Regulation or Code or an order given under the *OHS Act*, Regulation or Code.

Reference: *OHS Act*, Section 36

**Legislated
Requirements**



Employer Responsibilities

On being notified of refusal to work under imminent danger, the employer shall:

- investigate and take action to eliminate the imminent danger,
- ensure that no worker is assigned to use or operate the tool, appliance or equipment or perform the work for which a worker has made notification of refusal to work unless
 - the worker to be assigned is not exposed to imminent danger, or
 - the imminent danger has been eliminated,
- prepare a written record of the worker's notification, the investigation and action taken, and
- give the worker who gave the notification a copy of the record.

Reference: *OHS Act*, Section 35 (4)

**Legislated
Requirements**



Section 1: Responsibilities Under the OHS Legislation

Roles of an Occupational Health and Safety (OHS) Officer

The role of an OHS Officer is to ensure that employers are meeting the minimum legislated standards required in the *OHS Act*, Regulation and Code. Officers typically do this through a combination of education and inspection at work sites.

OHS Officers may visit work sites for a variety of reasons, including but not limited to:

- to address complaints received about possible health and safety concerns,
- to investigate a serious incident or worker fatality,
- to respond to a reportable incident under Section 18 of the *OHS Act*,
- to meet with an employer as part of the Occupational Health and Safety Employer Injury and Illness Prevention Program,
- to conduct a presentation to provide information on the legislation,
- to conduct an inspection as a part of a strategic inspection initiative,
- to conduct an unannounced inspection of a work site.



Legislated Requirements

An Officer may:

- at any reasonable hour enter into any work site and inspect that work site;
- require the production of any records, books, plans or other documents that relate to the health and safety of workers, and may examine them, make copies of them or remove them temporarily for the purpose of making copies;
- inspect, seize or take samples of any material, product, tool, appliance or equipment being produced, used or on the work site that is being inspected;
- make tests and take photographs or recordings in respect of any work site;
- interview and obtain statements from persons at the work site.

Reference: *OHS Act*, Section 8

The Officer may write orders to the employer, worker, contractor or prime contractor to correct any deficiencies related to the legislation and follow-up at a later date to ensure compliance. If an OHS Officer sees something at a work site that could immediately be dangerous to workers, they can write a stop work order or stop use order for a particular piece of equipment.



Legislated Requirements

When an officer is of the opinion that work is being carried out in a manner that is unhealthy or unsafe to the workers engaged in the work or present where the work is being carried out, the officer may in writing order the person responsible for the work being carried out:

- to stop the work that is specified in the order, and
- to take measures as specified in the order that are, in the opinion of the officer, necessary to ensure that work will be carried out in a healthy and safe manner.

Reference: *OHS Act*, Section 9

Section 1: Responsibilities Under the OHS Legislation

OHS Officers do have authority to enforce the *OHS Act*, Regulation and Code. They do not:

- assist employers in writing or comment on the quality of health and safety policies and procedures. This is the employer's responsibility.
- grant acceptances¹ to legislated requirements. This must be done by making written application to the Policy and Legislation Branch.
- assist employers in conducting investigations.
- have any involvement or influence with the Workers' Compensation Board.

Penalties for Non-Compliance

If a worker or employer does not comply with the *OHS Act*, Regulation or Code, an order written by an officer or an acceptance, they may be subject to the following penalties:

A person who contravenes the *OHS Act*, Regulation or Code or fails to comply with and order under the *OHS Act*, Regulation or Code or an acceptance issued under the *Act*, is guilty of an offence and liable:

Legislated Requirements



- for a first offence
 - to a fine of not more than \$500 000, and up to \$30 000 for each day during which the offence continues, or
 - to imprisonment for a term not exceeding 6 months, or to both fines and imprisonment,
- for a 2nd or subsequent offence
 - to a fine of not more than \$1 000 000, and up to \$60 000 for each day during which the offence continues after the first day, or
 - to imprisonment for a term not exceeding 12 months, or to both fines and imprisonment.

A person who knowingly makes any false statement or knowingly gives false information to an officer or a peace officer engaged in an inspection or investigation is guilty of an offence and liable to a fine of not more than \$1000 or to imprisonment for a term not exceeding 6 months or to both fine and imprisonment.

A prosecution may be commenced within 2 years after the commission of the alleged offence, but not afterward.

Reference: *OHS Act*, Section 41

¹ Acceptances – see Section 34 of the *OHS Act*.

Section 1: Responsibilities Under the OHS Legislation

Occupational Health and Safety Code

Specific requirements for health and safety are included throughout the *OHS Act*, Regulation and Code. Parts of the OHS Code include:

Part	Topic
1	Definitions and General Application
2	Hazard Assessment, Elimination and Control
3	Specifications and Certifications
4	Chemical Hazards, Biological Hazards and Harmful Substances
5	Confined Spaces
6	Cranes, Hoists and Lifting Devices
7	Emergency Preparedness and Response
8	Entrances, Walkways, Stairways and Ladders
9	Fall Protection
10	Fire and Explosion Hazards
11	First Aid
12	General Safety Precautions
13	Joint Work Site Health and Safety Committee
14	Lifting and Handling Loads
15	Managing the Control of Hazardous Energy
16	Noise Exposure
17	Overhead Power Lines
18	Personal Protective Equipment
19	Powered Mobile Equipment
20	Radiation Exposure
21	Rigging
22	Safeguards
23	Scaffolds and Temporary Work Platforms
24	Toilets and Washing Facilities

Section 1: Responsibilities Under the OHS Legislation

Occupational Health and Safety Code ctnd.

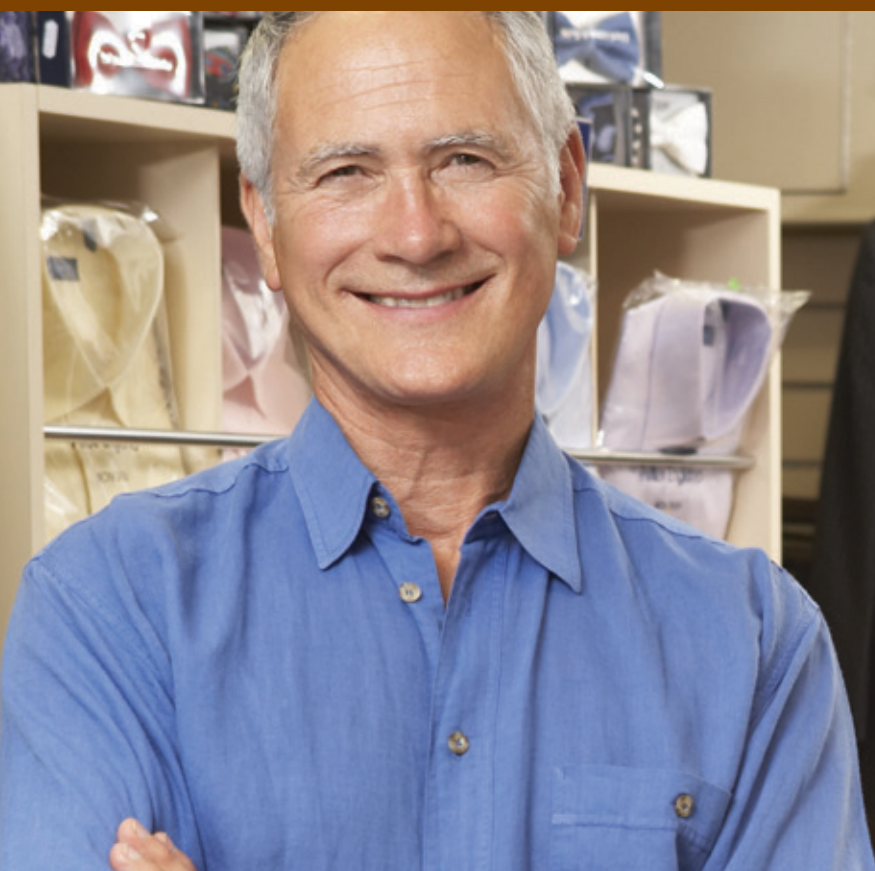
Part	Topic
25	Tools, Equipment and Machinery
26	Ventilation Systems
27	Violence
28	Working Alone
29	Workplace Hazardous Materials Information System (WHMIS)

Parts of the OHS Code that apply to specific industries and activities:

Part	Topic
30	Demolition
31	Diving Operations
32	Excavating and Tunnelling
33	Explosives
34	Forestry
35	Health Care and Industries with Biological Hazards
36	Mining
37	Oil and Gas Wells
38	Residential Roofing – Expired
39	Tree Care Operations
40	Utility Workers – Electrical
41	Work Requiring Rope Access

For more detail and explanation of each part of the legislation, refer to the OHS Code and Explanation Guide available at:
www.employment.alberta.ca/searchaarc.

Section 1: Responsibilities Under the OHS Legislation



Resources

Resources for OHS Laws in Alberta

- Alberta OHS Legislation Awareness eLearning Program:
www.employment.alberta.ca/whs/learning/Legislation/Legislation.htm
- OHS Act:
www.qp.alberta.ca/574.cfm?page=002.cfm&leg_type=Acts&isbncln=0779749200
- OHS Regulation:
www.qp.alberta.ca/574.cfm?page=2003_062.cfm&leg_type=Regs&isbncln=077971752X
- OHS Code:
www.employment.alberta.ca/documents/WHs/WHs-LEG_ohsc_2009.pdf
- OHS Code Explanation Guide:
www.employment.alberta.ca/SFW/3969.html
- Employer's Guide: *Occupational Health and Safety Act*:
www.employment.alberta.ca/documents/WHs/WHs-PUB_li009.pdf
- Workers' Guide: *Occupational Health and Safety Act*:
www.employment.alberta.ca/documents/WHs/WHs-PUB_li008.pdf
- Due Diligence:
www.employment.alberta.ca/documents/WHs/WHs-PUB_li015.pdf
- Reporting and Investigating Injuries and Incidents:
www.employment.alberta.ca/documents/WHs/WHs-PUB_li016.pdf

Section 2: Health and Safety Management Systems

What is a Health and Safety Management System?

A health and safety management system is an administrative method to minimize the incidence of injury and illness at the workplace. The scope and complexity of a health and safety management system varies, depending on the type of workplace and the nature of the work performed.

The Alberta Employment and Immigration (AEI) Partnerships in Injury Reduction (PIR) Program is based on the premise that when employers and workers voluntarily build effective health and safety systems in their own workplaces, the human and financial costs of workplace injuries and illnesses will be reduced. Supporting health and safety programs leads to larger reductions in injuries than regulatory compliance alone.

The following components are considered in the Partnerships in Injury Reduction Program:

- Company health and safety policy and management commitment
- Identification and analysis of hazards
- Control measures to eliminate or reduce risks from hazards
- Inspection program
- Worker competency and training
- Emergency response planning
- Incident reporting and investigation
- Program administration

Where Can I Get Help to Develop a Health and Safety Management System?

Training and courses on building health and safety systems, conducting incident investigation, and health and safety system auditing are available from several sources. AEI works with groups and associations called **Certifying Partners** who provide training for the Partnerships in Injury Reduction – Certificate of Recognition (COR) program and will provide training and assistance in developing health and safety management systems. A list of Certifying Partners is available at: www.employment.alberta.ca/SFW/337.html

Management Commitment for Workplace Health and Safety

As an employer, you should take every possible opportunity to show your workers that you are committed to health and safety practices by becoming actively involved. Talk to your workers about your health and safety practices. Offer your suggestions for improvements, and solicit theirs. Make your workers feel comfortable coming to you to discuss their concerns. At meetings, make sure health and safety is discussed and take an active role.

Completing the following checklist will assist you in assessing your level of commitment.

Section 2: Health and Safety Management Systems

To determine the extent of your commitment to, and involvement in, health and safety, answer the following questions:

	Yes	No
1. Do you set health and safety goals, assign responsibilities and hold people accountable for them?	☐	☐
2. Do you hold yourself accountable for all your health and safety responsibilities?	☐	☐
3. At meetings, is health and safety frequently discussed?	☐	☐
4. Are your workers given the opportunity to express their concerns?	☐	☐
5. Do they feel comfortable about doing this?	☐	☐
6. Do you follow up on the concerns raised by your workers?	☐	☐
7. Do you do regular maintenance of equipment or machinery?	☐	☐
8. Do you enforce proper work procedures regardless of the work schedule?	☐	☐
9. Do you ensure that proper safety procedures are reviewed before the job starts?	☐	☐
10. Are health and safety concerns considered in budget planning?	☐	☐
11. Do you take an active role in all aspects of your health and safety system?	☐	☐

Note: This is not a comprehensive list. It should be considered only an indicator of your commitment to good health and safety practices.

Establishing a Company Health and Safety Policy

A written health and safety policy is an important part of managing health and safety in your workplace and an important step in demonstrating management commitment. A health and safety policy states:

- the employer's commitment to health and safety,
- the goals and objectives for health and safety, and
- the responsibilities of management, workers, visitors and contractors.

Process²

1. Draft your company health and safety policy and have it signed by the owner or CEO of the company.
2. Communicate the policy in prominent places at the work site such as health and safety meetings and also post it for reference (i.e. bulletin boards, lunch rooms).
3. Include the health and safety policy as a part of new worker orientation.
4. Include the health and safety policy in the health and safety manual.
5. Ensure everyone commits to health and safety. Build it into performance reviews at all levels.
6. Senior management should tour the work site at least annually to communicate and reinforce health and safety practices and behaviours.
7. Develop a process for addressing health and safety for contractors and visitors at your site.

² Reference: Partnerships in Injury Reduction – Building an Effective Health and Safety Management System

Section 2: Health and Safety Management Systems

Health and Safety Policy (Sample)

Company Name:

Company Health and Safety Policy

This company is committed to a health and safety management system that protects our workers, other workers (i.e. contractors) who enter onto our property, and the general public.

Employees 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. Our goal is a healthy, injury free workplace for all workers. By working together we can achieve this goal.

Management and Supervisors will:

- Set an example and provide leadership in the health and safety system
- Develop and maintain a health and safety policy and procedures
- Provide proper equipment and training for workers
- Identify hazards and implement appropriate control measures
- Create an environment that promotes active employee participation in health and safety
- Comply with the *OHS Act*, Regulation, and Code and any site policies, procedures, and codes of practice.

Workers will:

- Follow all safe work procedures
- Ensuring their co-workers are appropriately protected and working safely
- Assist in the identification of hazards
- Co-operate with the employer in working towards improved health and safety at work
- Comply with the *OHS Act*, Regulation, and Code and any site policies, procedures, and codes of practice.

Contractors will:

- Comply with the *OHS Act*, Regulation and Code and site policies
- Assist in the identification of hazards
- Participate in health and safety initiatives

Workers at every level must be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work.

.....
Signed

.....
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 worksite. 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.

Section 2: Health and Safety Management Systems



Resources

Resources for Health and Safety Management Systems

- eLearning Program on the Health and Safety Management Systems:
www.employment.alberta.ca/whs/learning/HealthAndSafety/HandS/HealthAndSafety.html
- Partnerships in Injury Reduction:
www.employment.alberta.ca/SFW/277.html
- CCOHS Guide to Writing an OHS Policy Statement:
www.ccohs.ca/oshanswers/hsprograms/osh_policy.html
- Partnerships in Injury Reduction: Building and Effective Health and Safety Management System:
www.employment.alberta.ca/documents/WHs/WHs-PS-building.pdf

Section 3: Hazard Assessment and Control

Hazard identification and control is at the foundation of occupational health and safety, and is a requirement under the Alberta OHS Code. Assessing hazards means taking a careful look at what could harm workers at the work site. The purpose of hazard assessment is to prevent work-related injury or illness to workers. If you don't do a proper hazard assessment, how will you know if you are protecting your workers appropriately?

Employer Responsibilities

Employers 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
- prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified
- ensure the date on which the hazard assessment is prepared or revised is recorded on it.
- involve affected workers in the hazard assessment and in the control or elimination of the hazards identified
- ensure workers affected by the hazards identified are informed of the hazards and of the methods used to control or eliminate the hazards

Reference: OHS Code, Part 2

Legislated Requirements



When to Repeat a Hazard Assessment

An employer must make sure that a hazard assessment is repeated:

- at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,
- when a new work process is introduced,
- when a work process or operation changes, or
- before the construction of a significant addition or alteration to a work site.

Reference: OHS Code, Part 2

Legislated Requirements



Section 3: Hazard Assessment and Control

Step 1: Identifying and Assessing Hazards

What is a Hazard?



Legislated Requirements

A hazard is a situation, condition or thing that may be dangerous to the safety or health of workers.

Reference: OHS Code, Part 1

Hazards may be grouped into four categories. They may include but are not limited to:

Physical Hazards	• Lifting and handling loads e.g. manual materials handling • Repetitive motions • Slipping and tripping hazards e.g. poorly maintained floors • Moving parts of machinery • Working at heights e.g. elevated platforms, roofs • Pressurized systems e.g. piping, vessels, boilers • Vehicles e.g. forklift trucks, trucks, pavers • Fire • Electricity e.g. poor wiring, frayed cords • Excess noise e.g. portable hand held tools, engines • Inadequate lighting • Extreme temperatures • Vibration • Ionizing radiation • Workplace violence • Working alone
Chemical Hazards	• Chemicals e.g. battery acids, solvents, cleaners • Dusts e.g. from grinding, asbestos removal, sandblasting • Fumes e.g. welding • Mists and vapors e.g. spray paint • Gases e.g. Carbon monoxide • Byproducts, end products, waste products during a process
Biological Hazards	• Viruses, fungi, bacteria • Moulds • Blood and body fluids • Sewage • Animal/pest wastes/byproducts (birds, mice, insects) • Pandemic/influenzas
Psychosocial Hazards	• Working conditions • Stress • Fatigue • Shift work • Job related stressors

Section 3: Hazard Assessment and Control

Step 2: Eliminating and Controlling Hazards

There are many different ways to control workers' exposures to hazards:

1 st Choice	Engineering controls - First try to eliminate the hazard completely. This could mean removing trip hazards on the floor or disposing of unwanted chemicals, etc. - If it is not practical to eliminate the hazard completely, try to substitute it with something safer, such as using smaller packages to reduce the weight of items that have to be manually handled; using a less toxic chemical, etc. Isolate the hazard: for example, use sound proof barriers to reduce noise levels, use an enclosed spray booth for spray painting, use remote control systems to operate machinery - Use trolleys or hoists to move heavy loads, place guards around moving parts of machinery. - Ventilation
2 nd Choice	Administrative controls - Use safe work procedures - Provide training and supervision for workers - Ensure regular maintenance of machinery and equipment - Limit exposure times by using job rotation
Last Choice	Personal Protective Equipment (PPE) - Includes gloves, hard hats, hearing and eye protection, safety harnesses, protective clothing, respirators, CSA approved footwear - Ensure that - The right type of PPE is selected for the job - PPE fits properly and is comfortable under working conditions - Workers are trained in the need for PPE, its use and maintenance - PPE is stored in a clean and fully operational condition
	Combination of the above - Engineering - Administrative - PPE

Reference: OHS Code, Section 9

A completed sample hazard assessment and the blank template are included on the following pages. You may use the samples attached, another form, or develop your own. It is important that the hazard assessment, whatever the form, address all existing and potential hazards at your work site.

Section 3: Hazard Assessment and Control



Resources

Resources for Hazard Assessment and Control

- Hazard Assessment eLearning program:
www.employment.alberta.ca/whs/learning/hazard/Hazard.htm
- OHS Explanation Guide 2009
www.employment.alberta.ca/SFW/3969.html
- Canadian Centre for Occupational Health and Safety:
www.ccohs.ca/oshanswers/

Section 3: Hazard Assessment and Control

Step 1: Hazard Assessment Form (Completed Sample)

On the Hazard Identification checklist, check off all the hazards or potential hazards that are present at your work site. Add any identified hazards specific to your work site to the list:

Company: My Store

Location: Stony Creek, Alberta

Date of Assessment: February 10, 2011

Completed by: Will B. Safe

Hazard Identification	
Physical Hazards	Chemical Hazards
Lifting and handling loads ☒	Chemicals (identify types) ☐
Repetitive motion ☐	· Type: ☐
Slipping and tripping ☒	· Type: ☐
Moving parts of machinery ☐	· Type: ☐
Working at heights ☐	· Type: ☐
Pressurized systems ☐	· Type: ☐
Vehicles ☐	Dusts ☐
Fire ☐	Fumes (identify types) ☐
Electricity ☐	· Type: ☐
Noise ☐	· Type: ☐
Lighting ☐	· Type: ☐
Temperature – heat or cold ☐	Mists and Vapors (identify types) ☐
Vibration ☐	· Type: ☐
Ionizing Radiation ☐	· Type: ☐
Workplace Violence ☐	· Type: ☐
Working Alone ☒	Other: ☐
Other: ☐	Other: ☐
Biological Hazards	Psychological Hazards
Viruses ☐	Working conditions ☐
Fungi (mould) ☐	Fatigue ☐
Bacteria ☐	Stress ☐
Blood and Body Fluids ☐	Other: ☐
Sewage ☐	Other: ☐
Other: ☐	Other: ☐

Check off all hazards or potential hazards at your work site

Add any additional identified hazards specific to your work site that are not already listed.

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Section 3: Hazard Assessment and Control

Hazard Assessment Form (Sample)

On the Hazard Identification checklist, check off all the hazards or potential hazards that are present at your work site. Add any identified hazards specific to your work site to the list:

Company:

Location:

Date of Assessment:

Completed by:

Hazard Identification	
Physical Hazards	Chemical Hazards
Lifting and handling loads ☐	Chemicals (identify types) ☐
Repetitive motion ☐	· Type: ☐
Slipping and tripping ☐	· Type: ☐
Moving parts of machinery ☐	· Type: ☐
Working at heights ☐	· Type: ☐
Pressurized systems ☐	· Type ☐
Vehicles ☐	Dusts ☐
Fire ☐	Fumes (identify types) ☐
Electricity ☐	· Type: ☐
Noise ☐	· Type: ☐
Lighting ☐	· Type: ☐
Temperature – heat or cold ☐	Mists and Vapors (identify types) ☐
Vibration ☐	· Type: ☐
Ionizing Radiation ☐	· Type: ☐
Workplace Violence ☐	· Type: ☐
Working Alone ☐	Other: ☐
Other: ☐	Other: ☐
Biological Hazards	Psychological Hazards
Viruses ☐	Working conditions ☐
Fungi (mould) ☐	Fatigue ☐
Bacteria ☐	Stress ☐
Blood and Body Fluids ☐	Other: ☐
Sewage ☐	Other: ☐
Other: ☐	Other: ☐

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Step 2: Hazard Assessment and Control Sheet (Completed Sample)

- Take the hazards identified on the checklist above and list them on the Hazard Assessment and Control Sheet
- Identify the controls that are in place: engineering, administrative, PPE or combination for each hazard
 - Where controls are identified that are not in place, develop an action plan to ensure they are completed

Hazard	Controls in Place (list)			Follow-up Action(s) Required	Due Date/Person Responsible
	Engineering	Administrative	PPE		
Lifting and Handling loads	- Mechanical lift	- Safe work procedures - Worker training	- None	Worker training program needs to be repeated in 1 month	February 20, 2011 Will B. Safe
Slipping and tripping	- Use high visibility cord guards or route cords above doorways	- Safe work procedures for housekeeping	- Non-slip footwear	Conduct a work site inspection to ensure cords have been managed appropriately	February 20, 2011 Will B. Safe
Working alone	- Panic button	- Contact supervisor when leaving work site - No unauthorized overtime	- Cellular phone	Ensure all staff are trained on the working alone procedures	February 20, 2011 Will B. Safe

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Section 3: Hazard Assessment and Control

Hazard Assessment and Control Sheet

- Take the hazards identified on the checklist above and list them on the Hazard Assessment and Control Sheet
- Identify the controls that are in place: engineering, administrative, PPE or combination for each hazard
 - Where controls are identified that are not in place, develop an action plan to ensure they are completed

Hazard	Controls in Place (list)			Follow-up Action(s) Required	Due Date/Person Responsible
	Engineering	Administrative	PPE		

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Hazard Assessment and Control Sample Form (Completed Sample)

Hazard assessment can also be done for each task or process at a work site by identifying the hazards and controls for each task.

- Identify the tasks
- Identify the existing or potential hazards related to each task
- Identify the controls that are in place: engineering, administrative, PPE or combination for each hazard
 - Where controls are identified that are not in place, develop an action plan to ensure they are completed

Tasks	Hazard	Plans to Eliminate or Control the Hazards			Follow-up Action(s) Required	Due Date/Person Responsible
		Engineering	Administrative	PPE		
Working in walk-in freezer	- Locked inside - Cold	Check the door handle works perfectly before entering	Limit time worked inside	Ensure worker wears proper gloves, apron, other clothing	Regular maintenance schedule for door	April 30, 2011 Will B. Safe
Operating forklift truck	- Unsafe operation by worker - Forklift doesn't function properly	Maintain the forklift according to manufacturers' specifications	Train the worker and closely supervise until competent		- Set up maintenance schedule for forklift - Establish worker training program	April 15, 2011 Will B. Safe
Collecting shopping carts in the parking lot	Being struck by a motor vehicle			Workers must wear high visibility vest	Purchase vests and provide instructions to workers on how to use	April 15, 2011 Will B. Safe

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Section 3: Hazard Assessment and Control

Hazard Assessment and Control Sample Form

Hazard assessment can also be done for each task or process at a work site by identifying the hazards and controls for each task.

- Identify the tasks
- Identify the existing or potential hazards related to each task
- Identify the controls that are in place: engineering, administrative, PPE or combination for each hazard
 - Where controls are identified that are not in place, develop an action plan to ensure they are completed

Tasks	Hazard	Plans to Eliminate or Control the Hazards			Follow-up Action(s) Required	Due Date/Person Responsible
		Engineering	Administrative	PPE		

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Section 4: Work Site Inspections

Inspect Your Work Sites Regularly

One of the most important ways to ensure the health and safety of your workplace is to regularly inspect your work site to identify hazards, and then eliminate or control the hazards. Inspection is an ongoing task because the workplace is always changing. A system of inspections that are both scheduled and unscheduled will make identifying and controlling hazards a normal part of everyday work. Formal inspections should be conducted by a supervisor and a worker whenever possible.

Inspections provide two important pieces of information about the work site:

- information about hazards or potential hazards that have not been noted previously,
- confirmation of the effectiveness of controls for eliminating or reducing the risk of known hazards.

During the Inspection:

- look at how work is performed
- identify unsafe or unhealthy conditions and acts that can cause injury or illness, so you can take corrective measures

Observe workers to ensure they are using proper lifting procedures.

Example



After the Inspection:

- develop ways to eliminate or control all hazards you have found
 - remedy serious hazards or unsafe/unhealthy work practices immediately, and
 - control other hazards as soon as possible.

If you find that a ladder has a loose or damaged rung, immediately remove it from service and repair it or replace it with a new ladder.

Example



Resources for Work Site Inspection

- CCOHS Prevention & Control of Hazards: Effective Workplace Inspections: www.ccohs.ca/oshanswers/prevention/effectiv.html
- CCOHS Health & Safety Programs: Inspection Checklists – Sample Checklist for Manufacturing Facilities: www.ccohs.ca/oshanswers/hsprograms/list_mft.html
- CCOHS Health & Safety Programs: Workplace Housekeeping – Sample Checklist for General Inspection: www.ccohs.ca/oshanswers/hsprograms/cklstgen.html
- CCOHS Health & Safety Programs: Inspection Checklists – Sample Checklist for Offices: www.ccohs.ca/oshanswers/hsprograms/list_off.html

Resources



Section 4: Work Site Inspections

Work Site Inspection Template (Sample)

You may use a checklist like this to summarize the results of your workplace inspections

Company:
Location:
Date:
Inspector's Names:

Rank Priority of hazard	Describe hazard and precise location	Recommended Corrective Action(s)			
		Action	Person Responsible	Due Date	Completed

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Section 5: Incident Management and Investigation

It's unfortunate when a worker gets hurt on the job. It must be everyone's first priority to ensure the worker gets prompt and appropriate medical care. After that, it may be possible to minimize the consequences of the incident for the worker, the family and the whole business – if the necessary changes are made.

Employer Responsibilities

Employers must report to Occupational Health and Safety:

- an injury or accident that results in death,
- an injury or accident that results in a worker's being admitted to a hospital for more than 2 days,
- an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- the collapse or upset of a crane, derrick or hoist, or
- the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

If a worker is injured or any other incident that has the potential of causing serious injury occurs, the prime contractor, the contractor or employer responsible for that work site shall

- carry out an investigation into the circumstances surrounding the serious injury or accident,
- prepare a report outlining the circumstances of the serious injury or accident and the corrective action(s), if any, undertaken to prevent a recurrence of the serious injury or accident, and
- ensure that a copy of the report is readily available for inspection by an officer.

Reference: *OHS Act*, section 18

Legislated Requirements



What if I'm Not Sure if I Need to Report it or Not?

If you are in doubt about whether an incident at your work site needs to be reported, call the OHS Contact Centre and they will let you know what to do next. Sometimes incidents that don't seem that serious can end up being reportable. Making OHS aware of it will better allow them to respond and investigate if the situation changes.

Information



Note: There are separate requirements for reporting injuries to the Workers' Compensation Board (WCB). These are covered under the *Workers' Compensation Act*, which is different from the Occupational Health and Safety legislation. For more information and access to WCB publications and forms go to: www.wcb.ab.ca

Section 5: Incident Management and Investigation

Goals of an Incident Investigation

A successful incident investigation will determine the cause(s) of the incident and find ways to prevent similar incidents.

Conducting an Incident Investigation

By following a standardized process, you should be able to gather enough information to answer these questions:

WHO was involved or injured?

WHAT occurred?

WHERE did the incident occur?

WHEN did the incident occur?

WHY was the unsafe act or condition allowed?

HOW can a similar incident be prevented?

Near Misses

Near-misses are incidents that cause no visible injury or damage but that could have caused serious injuries or property damage under slightly different circumstances.

Near misses should be investigated because they identify conditions or work practices that must be changed to prevent future incidents.



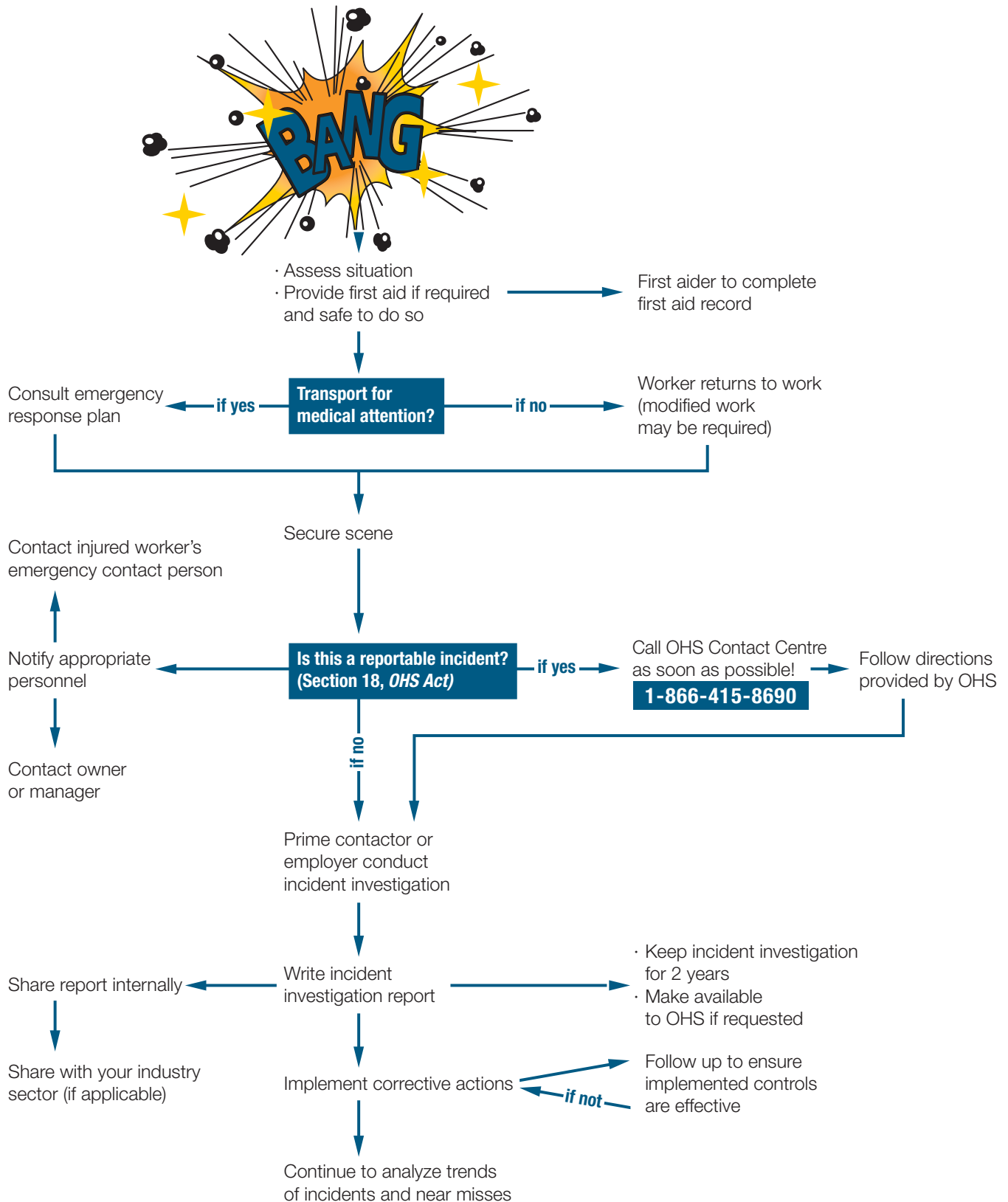
Example

A worker is below some scaffolding with workers above him. One of the workers above unintentionally kicks a wrench off of the scaffolding falling to the ground below. If the worker on the ground had been below that, it could have caused him serious injury.

The workers report this to their supervisor. They realize they were not both supposed to be working in this area at the same time. Since they both need to finish their work, toe boards are installed on the scaffolding to prevent objects from falling off and the worker on the ground puts on a hard hat.

Section 5: Incident Management and Investigation

Injury Incident Investigation Flowchart (Sample)



Section 5: Incident Management and Investigation

Incident Causation

Usually there are several factors that cause or contribute to an incident. It is important not to focus only on the direct causes, but also look for other factors that may have contributed to the incident. If you do this, you will be more able to improve and prevent reoccurrences.

- **Direct Cause** – action, event or force that is the immediate, initiating or primary agent which leads to the incident.
- **Indirect Cause** – this alone did not cause the incident however it contributed to the outcomes. There may be several indirect causes for an incident.

For example:

- Unsafe or defective equipment
- Unsafe environment or conditions
- Poor housekeeping
- Physical hazards
- Poor planning
- Poor training
- Unsafe work practices
- Unusual or unfamiliar work conditions
- Personnel and behavioural factors
- Inadequate health and safety management system

The **root causes** of the incident are the source of each of the direct and indirect causes; the most basic conditions that allowed them to occur. **Control measures that address the root causes are best able to prevent future incidents.**



Resources

Resources for Reporting and Investigating Incidents and Injuries

- Incident Investigation eLearning program:
www.employment.alberta.ca/whs/learning/Incident/Incident.htm
- Reporting Injuries and Incidents:
www.employment.alberta.ca/documents/WHs/WHs-PUB_li016.pdf

Section 5: Incident Management and Investigation

Incident Reporting and Investigation Template, Page 1 (Sample)

Name of worker*: _____ Job title*: _____

Date of injury or illness: _____ Time: _____ AM ☐ PM ☐
Month/Day/Year

Date injury or illness
reported to First Aider: _____ Time: _____ AM ☐ PM ☐
Month/Day/Year

Incident reported to: _____ Job title: _____

Location of incident: _____

Type of incident:

Near Miss ☐ Medical Aid ☐
First Aid ☐ Reportable Incident ☐

Nature of Injury* (if applicable): _____

Damage to property or equipment (if applicable): _____

Witnesses:	Name:	Job title:	Statement attached:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Description of incident: _____

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Section 5: Incident Management and Investigation

Incident Reporting and Investigation Template, Page 2 (Sample)

	Root Cause	Recommended Corrective Action(s)			
		Action	Assigned to	Completed on	Follow up
Direct Causes					
Indirect Causes					

Name(s) of Investigator(s):

Date:

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Section 6: Worker Competency and Training

Training

The general requirements for worker training are in Section 15 of the OHS Regulation. Specific requirements for worker training are identified throughout the OHS legislation. Refer to these for task-specific requirements:

Employer Responsibilities

Employers must ensure that a worker is trained in the safe operation of the equipment the worker is required to operate. This training must include:

- selection of the appropriate equipment,
- limitations of the equipment,
- operator's pre-use inspection,
- use of the equipment,
- operator skills required by the manufacturer's specifications for the equipment,
- the basic mechanical and maintenance requirements of the equipment,
- loading and unloading the equipment if doing so is a job requirement,
- the hazards specific to the operation of the equipment at the work site.

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

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

Reference: OHS Regulation, Section 15

**Legislated
Requirements**



What is Equipment?

Equipment means a thing used to equip workers at a work site and includes tools, supplies, machinery and sanitary facilities.

Reference: OHS Regulation, Section 1

**Legislated
Requirements**



Worker Responsibilities

Workers must:

- participate in the training provided by an employer, and
- apply the training.

Reference: OHS Regulation, Section 15

**Legislated
Requirements**



Section 6: Worker Competency and Training

Competent Workers

What Is a Competent Worker?



Legislated Requirements

Competent in relation to a worker means: adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Reference: OHS Regulation, Section 1



Legislated Requirements

If work is to be done that may endanger a worker, the employer must ensure that the work is done:

- by a worker who is competent to do the work, or
- by a worker who is working under the direct supervision of a worker who is competent to do the work.

Reference: OHS Regulation, Section 13

How Can I Prove My Workers Are Competent?

Since you as the employer are responsible for the health and safety of your workers, you need to ask yourself, “How would you demonstrate they are competent to do their job?” This may be done in a variety of ways, including testing and on the job observation. It is also important to keep records of training received by each worker. If an Occupational Health and Safety Officer or anyone else ever asks, then they are readily available.

Section 6: Worker Competency and Training

Worker Orientation Record Template (Sample)

This is an example of a checklist you may wish to use when training new workers on health and safety in your workplace.

Workers' Name:

Date of Hire:

Date of Orientation:

Supervisor's Name:

Orientation Topics Covered?	Yes	No	Written work procedures (list them here):
Health and safety responsibilities	☐	☐	
Health and safety rules	☐	☐	
How to get first aid	☐	☐	
Location of first aid kit(s)	☐	☐	
Location of fire exits and fire extinguishers	☐	☐	Other topics covered (list them here):
How to report unsafe conditions	☐	☐	
Responsibility to refuse unsafe work	☐	☐	
WHMIS training	☐	☐	
Location of MSDSs	☐	☐	
Use of personal protective equipment	☐	☐	Comments:
Workplace violence prevention procedures	☐	☐	
Working alone procedures	☐	☐	
Emergency procedures	☐	☐	
• Review the emergency response plan			

Completion of this form is not a requirement under the OHS legislation and does not indicate competency of workers. It may be used as a record that training has occurred.

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Section 6: Worker Competency and Training

Summary Record of Training Template (Sample)

Company:

Location:

Employee's Name	Training Completion Date							Comments
	Site Orientation	First Aid		Emergency Response Plan	WHMIS	Safe Work Procedures	Other	
		Initial	Retraining					

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Section 7: Emergency Response Plan

An emergency may be defined as *“any situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention.”*³ There are many types of emergencies including, but not limited to:

- Fires
- Spills
- Critical injuries
- Explosions
- Medical emergencies
- Vehicle collisions
- Power or fuel loss
- Workplace violence
- Bomb threats
- Natural disasters such as: ice storms, tornados or severe storms, floods

Planning and preparing in advance for emergencies is important. An emergency response plan will protect the health, safety and lives of people at your work site. It will also minimize business losses related to damage to the environment and property. The OHS Code, Part 7 requires employers to establish an emergency response plan for response to an emergency **that may require rescue or evacuation.**

³ Canadian Centre for Occupational Health and Safety. (2004). Emergency Response Planning Guide. First Edition. p. 2.

Section 7: Emergency Response Plan

Emergency Response Plans



Legislated Requirements

The emergency response plan must be written, and affected workers must be consulted in the development of the plan.

The emergency response plan must include:

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

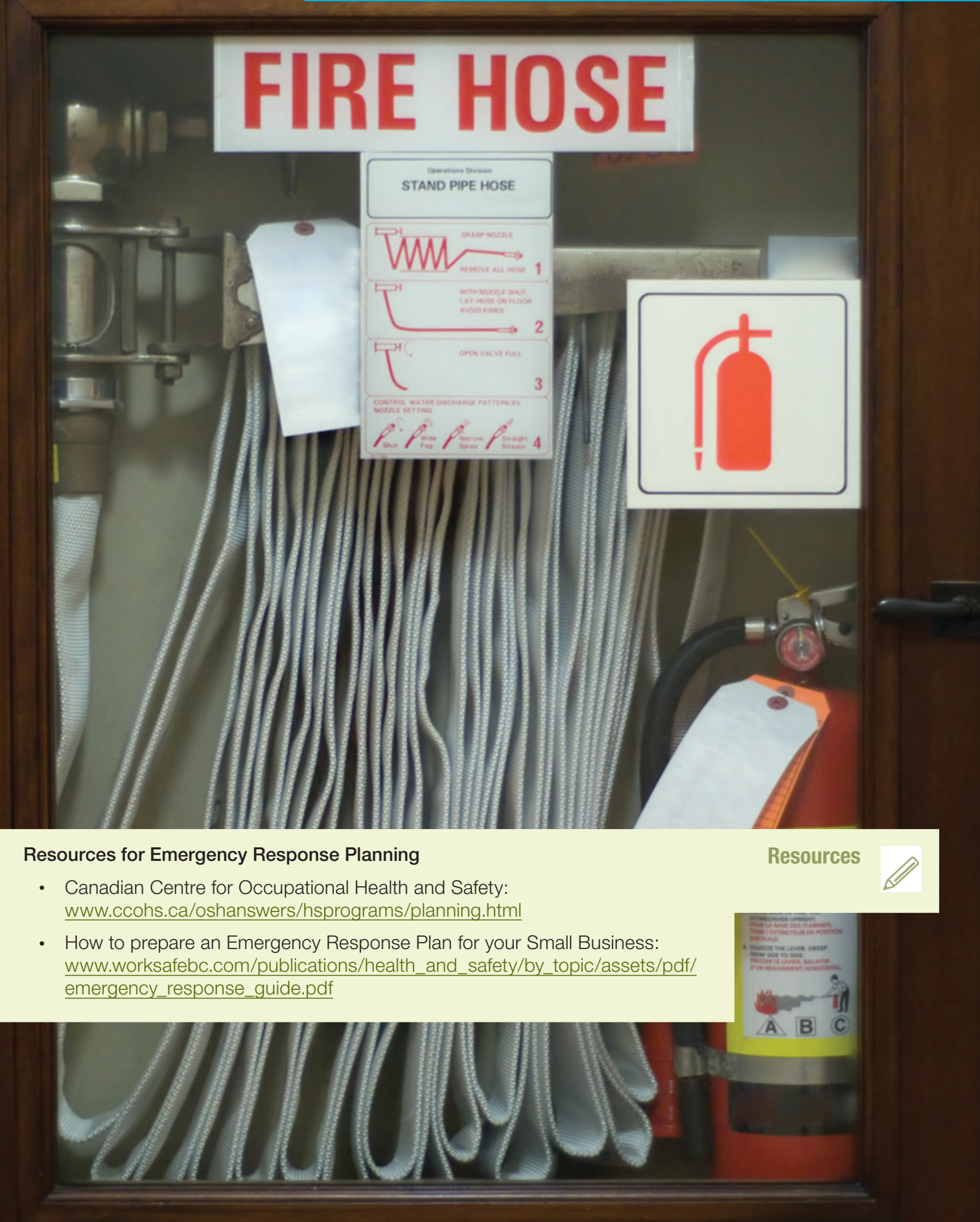
Reference: OHS Code , Part 7, Section 115, 116

How Do I Develop an Emergency Response Plan?

It is essential that the emergency response plan be site specific. To assist you in your planning, a sample of a completed response plan is provided. A sample blank plan is provided at the end of this section. You may use this or develop your own format, as long as all components outlined in the OHS Code are addressed.

Once you have a plan in place you think will work for your site, test it. This will show you if it is really the best plan for your staff and business. Debriefing after a drill will allow you to revise the plan and to ensure staff is familiar with their roles.

Section 7: Emergency Response Plan



Resources for Emergency Response Planning

- Canadian Centre for Occupational Health and Safety:
www.ccohs.ca/oshanswers/hsprograms/planning.html
- How to prepare an Emergency Response Plan for your Small Business:
www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/emergency_response_guide.pdf

Resources



Section 7: Emergency Response Plan

Emergency Response Plan (Completed Sample)

Company: Joe's Insurance

Address or Location: 50 Elm Street, Small Town, Alberta

Completed by: Joe Smith, Owner

Date: February 20, 2011

For rural sites, state the legal land description – this is the address you will give to emergency services

Potential Emergencies (refer to your hazard assessment to determine which hazards could require rescue or evacuation)	The following are identified as potential emergencies:		
	<u>Fire</u>		
Emergency Procedures (detail procedures to be followed for each identified emergency)	If an emergency (identified above) occurs, these steps need to be taken by the assigned personnel:		
	<u>The office manager is the Fire Warden</u>		
	<u>Pull the fire alarm to initiate an evacuation and alert the fire station</u>		
	<u>All staff to calmly exit the buildings via the stairs and meet at the muster point or alternate muster point as determined by the Fire Warden</u>		
	<u>Fire Warden is to ensure all staff, clients and visitors are accounted for and provide this information to emergency services personnel</u>		
	<u>No one may enter the building until the Fire Warden allows</u>		
Locations of Emergency Equipment	Emergency equipment is located at:		
	Fire Alarm: <u>one at the reception desk</u> <u>one by the back door</u>		
	Fire Extinguisher: <u>1 in the office hallway</u>		
	Fire Hose: <u>one in the office hallway next to the fire extinguisher</u>		
	Panic Button: <u>one at the main reception desk under the computer desk</u>		
	Other:		
Emergency Response Equipment Training & Requirements (list the names of workers trained to use each type of emergency equipment)	Name:	Training Received:	Frequency:
	<u>Jane Doe</u>	<u>Fire extinguisher</u> <u>Fire Warden training</u>	<u>Orientation and annual refresher training</u>
	<u>Will B. Safe</u>	<u>Standard First Aid</u>	<u>Every 3 years, with annual CPR retaining</u>

This information could also be shown on a site diagram and posted at various locations throughout the work site

Section 7: Emergency Response Plan

Location and Use of Emergency Facilities	The nearest emergency services are located at:
	Fire Station: 10 Fir Street - 2 blocks east
	Ambulance: 40 Sun Street - 10 blocks south
	Police: 1 Police Plaza - 20 blocks west
	Hospital: 101 Hospital Avenue - 4 blocks east
	Other:
Fire Protection Requirements	Fire protection equipment listed below can be accessed by trained personnel at the following locations:
	Sprinkler systems are located in all rooms of the work site
	Appropriate fire extinguishers at various locations
	Fire hose - only for the use by emergency services personnel
Alarm and Emergency Communication Requirements	Pulling the fire alarm will automatically alert the fire department and initiate an alarm within the building.
	The fire alarm signal is intermittent sharp beeps
First Aid	First Aid Kit Type: No. 1 First Aid Kit
	Location: at the main reception desk
	Other Supplies: Blankets in the storage room
	First Aiders are: Jane Doe
	Work Station & Shift: Reception
	Transportation Arrangements: for ill or injured workers: by ambulance - Call 911
Procedures for Rescue and Evacuation	Evacuate and direct all persons to the safe designated gathering point via stairs in the staff parking lot and account for staff, visitors and clients
	Assist ill or injured workers to evacuate the building
	Provide First Aid to injured workers if required
	Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility if required
Designated Rescue and Evacuation Workers	The following workers are trained in rescue and evacuation: (Name and area of expertise)
	Jane Doe - Fire Warden
	Will B. Safe - Standard First Aider

If there is more than one shift per day, ensure there are enough trained First Aiders for each shift.

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Section 7: Emergency Response Plan

Emergency Response Plan Template (Sample)

Company:

Address or Location:

Completed by:

Date:

Potential Emergencies (Refer to your hazard assessment to determine which hazards could require rescue or evacuation)	The following are identified as potential emergencies:		
Emergency Procedures (detail procedures to be followed for each identified emergency)	If an emergency (identified above) occurs, these steps need to be taken by the assigned personnel:		
Locations of Emergency Equipment	Emergency equipment is located at:		
	Fire Alarm:		
	Fire Extinguisher:		
	Fire Hose:		
	Panic Button:		
	Other:		
Emergency Response Equipment Training & Requirements (List the names of workers trained to use each type of emergency equipment)	Name:	Training Received:	Frequency:

Section 7: Emergency Response Plan

Location and Use of Emergency Facilities	The nearest emergency services are located at:
	Fire Station:
	Ambulance:
	Police:
	Hospital:
	Other:
Fire Protection Requirements	Fire protection equipment listed below can be accessed by trained personnel at the following locations:
Alarm and Emergency Communication Requirements	
First Aid	First Aid Kit Type:
	Location:
	Other Supplies:
	First Aiders are:
	Work Station & Shift:
	Transportation Arrangements:
Procedures for Rescue and Evacuation	
Designated Rescue and Evacuation Workers	The following workers are trained in rescue and evacuation: (Name and area of expertise)

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Section 8: First Aid

What is First Aid?



Legislated Requirements

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.

Reference: OHS Code, Part 1

Who is a First Aider?



Legislated Requirements

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.

Reference: OHS Code, Part 1

Training



Legislated Requirements

First aiders must be trained by an approved training agency that meets the standards of the Director of Medical Services.

Reference: OHS Code, Part 11, Section 177

A list of approved first aid training agencies is available at:
www.employment.alberta.ca/SFW/265.html

Employer Responsibilities



Legislated Requirements

Employers are responsible for:

- providing first aid services, supplies and equipment in accordance with Schedule 2 of the OHS Code (see chart, in this Section if you have fewer than 10 workers);
- ensuring that the services, supplies and equipment are located near the work site they serve and are maintained, available and accessible during all working hours;
- communicating the information about first aid to workers;
- ensuring arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility;
- ensuring that First Aiders are trained;
- ensuring that injuries and acute illnesses are reported to the employer and recorded, and that records are kept confidential.

Reference: OHS Code, Part 11

First Aid Records

- If a worker has an acute illness or injury at the work site, the worker must report the illness or injury to the employer as soon as possible.
- Employers must record, on a first aid record, every acute illness or injury that occurs at the work site in a record kept for the purpose as soon as it is practicable after the illness or injury or illness is reported to the employer.

The first aid record must contain:

- name of worker;
- name and qualifications of the person giving first aid;
- description of the illness or injury;
- type of 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;
- work-related cause of the incident, if any.

Reference: OHS Code, Part 11, Sections 182, 183

Legislated Requirements



Sample completed and blank first aid record forms are included at the end of this section.

Record Keeping

The person in charge of first aid records must ensure they are kept confidential. Access to first aid records is limited to the worker, Occupational Health and Safety Officers, the Director of Medical Services or a person authorized by the Director of Medical Services, except where written permission of the worker is obtained. First aid records must be kept for 3 years from the date of the incident.

Reference: OHS Code, Part 11, Sections 183, 184

Legislated Requirements



Section 8: First Aid

Determining Your First Aid Requirements

Use the following process to ensure an appropriate first aid plan is in place for your work site:

Step 1	Is the work done at the work site classified as low, medium or high risk? • Refer to Schedule 2 of the OHS Code to see where your work fits How far is the work site from the nearest hospital or health care facility as defined in the OHS Code? • Is it: • 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 How many workers are at the work site at a given time for each shift?
Step 2	What services and supplies are required at your work site? • Refer to Schedule 2 of the OHS Code. An excerpt from Schedule 2 for work sites with 1-9 workers is on the next page.
Step 3	What arrangements⁴ are in place to transport injured or ill workers from the work site to the nearest hospital or appropriate health care facility?
Step 4	Do first aiders have the appropriate training as outlined in the OHS Code? • Refer to Schedule 2 of the OHS Code. An excerpt from Schedule 2 for work sites with 1-9 workers is on the next page. • A list of approved first aid training agencies is available at: www.employment.alberta.ca/SFW/265.html
Step 5	Was the injury or illness reported? • Ensure acute illnesses and all workplace injuries are reported to the supervisor/employer, recorded, and that records are kept confidential. • Report serious injuries and incidents to OHS as outlined in Section 5 of this Tool Kit.

⁴ Arrangements include procedures and contact information for transporting injured or ill workers. Within a municipality the arrangements may be the use of an ambulance service. Reference: OHS Code, Part 11, Section 180

Section 8: First Aid

The table below includes the first aid requirements for work sites with less than 10 workers per shift. For work sites with 10 or more workers per shift, refer to Part 11 and Schedule 2 of the OHS Code.

Number of workers per shift	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
Low Hazard Work			
1	• Type P First Aid Kit	• Type P First Aid Kit	• Type P First Aid Kit
2-9	• No. 1 First Aid Kit	• 1 Emergency First Aider • No. 2 First Aid Kit	• 1 Standard First Aider • No. 2 First Aid Kit
Medium Hazard Work			
1	• Type P First Aid Kit	• Type P First Aid Kit	• Type P First Aid Kit
2-9	• 1 Emergency First Aider • No. 1 First Aid Kit	• 1 Standard First Aider • No. 2 First Aid Kit • 3 blankets	• 1 Standard First Aider • No. 2 First Aid Kit • 3 blankets
High Hazard Work			
1	• Type P First Aid Kit	• Type P First Aid Kit	• Type P First Aid Kit
2-4	• 1 Emergency First Aider • No. 1 First Aid Kit	• 1 Standard First Aider • No. 2 First Aid Kit • 3 blankets	• 1 Standard First Aider • No. 2 First Aid Kit • 3 blankets
5-9	• 1 Emergency First Aider • 1 Standard First Aider • No. 2 First Aid Kit	• 2 Standard First Aiders • No. 2 First Aid Kit • 3 blankets	• 2 Standard First Aiders • No. 2 First Aid Kit • 3 blankets

Reference: OHS Code, Schedule 2

First aid kits are available at many safety supply stores. Ask for an Alberta First Aid Kit and specify the number of the kit required.

Resources for First Aid

- List of approved First Aid training agencies is available at:
www.employment.alberta.ca/SFW/1348.html
- Publication on First Aid Records:
www.employment.alberta.ca/documents/WHs/WHs-PUB_fa009.pdf
- Developing a First Aid Plan:
www.employment.alberta.ca/documents/WHs/WHs-PUB_fa012.pdf
- Workplace First Aiders and Legal Requirements:
www.employment.alberta.ca/documents/WHs/WHs-PUB_fa011.pdf

Resources



Section 8: First Aid

First Aid Record (Completed Sample)

Date of injury or illness: February 20, 2011 Time: 10:00 AM ☒ PM ☐
Month/Day/Year

Date injury or illness reported to First Aider: February 20, 2011 Time: 10:02 AM ☒ PM ☐
Month/Day/Year

Name of company or organization: Jane's Restaurant

Full name of injured or ill worker: Jane Doe

Description of the injury or illness: _____

Worker cut left thumb while slicing vegetables

Description of where the injury or illness occurred/began: _____

Incident occurred in the kitchen of Jane's Restaurant

Causes of the injury or illness: _____

Direct cause(s): _____

Knife slipped and cut worker's thumb

Contributing cause(s): _____

Worker was distracted by co-worker asking questions

First Aid provided? Yes ☒ No ☐ (If yes, complete the rest of this page)

Name of First Aider: Bill Jones

First Aid qualifications:

Emergency First Aider ☐ Emergency Medical Technician – Paramedic ☐

Standard First Aider ☒ Emergency Medical Technician – Ambulance ☐

Advanced First Aider ☐ Emergency Medical Technician ☐

Registered Nurse ☐ Emergency Medical Responder ☐

First Aid provided: _____

Cut cleaned with water and gauze dressing applied

Worker returned to work

Enter causes for incident – look for immediate causes and consider all contributing factors.

CONFIDENTIAL

Keep this record for at least 3 years from the date of injury or 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 worksite. 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 Record Template (Sample)

Date of injury or illness: _____ Time: _____ AM ☐ PM ☐
Month/Day/Year

Date injury or illness
reported to First Aider: _____ Time: _____ AM ☐ PM ☐
Month/Day/Year

Name of company or organization: _____

Full name of injured or ill worker: _____

Description of the injury or illness: _____

Description of where the injury or illness occurred/began: _____

Causes of the injury or illness: _____

Direct cause(s): _____

Contributing cause(s): _____

First Aid provided? Yes ☐ No ☐ (If yes, complete the rest of this page)

Name of First Aider: _____

First Aid qualifications:

Emergency First Aider	☐	Emergency Medical Technician – Paramedic	☐
Standard First Aider	☐	Emergency Medical Technician – Ambulance	☐
Advanced First Aider	☐	Emergency Medical Technician	☐
Registered Nurse	☐	Emergency Medical Responder	☐

First Aid provided: _____

CONFIDENTIAL

Keep this record for at least 3 years from the date of injury or 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 worksite. 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.

Section 9: Workplace Violence

Violence in the Workplace

The potential for violence in the workplace is increasingly recognized as a hazard. Under the OHS Code, Part 27, employers are required to consider workplace violence when conducting their hazard assessments. Identifying situations where workers may be exposed to violence assists the employer in the implementation of controls to decrease the possibility of their workers being exposed to violence.

Employer Responsibilities



Legislated Requirements

Employers must:

- develop a policy and procedures respecting potential workplace violence
- ensure workers are instructed in
 - how to recognize workplace violence
 - the policy, procedures and workplace arrangements that effectively minimize or eliminate workplace violence
 - the appropriate response to workplace violence, including how to obtain assistance
 - procedures for reporting, investigating and documenting incidents of workplace violence
- ensure workers are advised to consult a health professional of the worker's choice for treatment or referral if the worker
 - reports and injury or adverse symptom resulting from workplace violence, or
 - is exposed to workplace violence.

Reference: OHS Code, Part 27

Types of Workplace Violence

Violence in the workplace may fall into one of the following categories:

- Stranger violence (such as a robbery)
- Client/customer violence
- Co-worker violence
- Violence related to domestic issues

Factors to Consider when Assessing the Risk of Workplace Violence

Industry-Related Risks

Does the work involve any of the following?

- Working alone or in small numbers
- Working in retail, especially with money, prescription drugs, jewellery, and other valuables
- Working between 11 pm and 6 am
- Working where alcohol is sold or consumed

Section 9: Workplace Violence

- Providing social assistance or emergency interventions
- Working with patients in a healthcare facility
- Working in law enforcement, correction, security or any other inspection or regulatory occupation
- Working with unstable or violent individuals
- Employers targeted by protestors or action groups

Location-Related Risks

Does the work involve any of the following?

- Working near businesses that experience an elevated risk from any of the above industry-related risks
- Working in or near high crime areas
- Working in isolated or remote areas
- Working in community based settings such as social work or home care
- Working during peak business cycles such as the holiday shopping rush; lunch or dinner hours
- Working during a time of significant organizational change

Workplace Violence Prevention Procedures

In addition to a policy, procedures should be developed and communicated to all workers. The procedures⁵ should address the following areas:

- How potential hazards will be identified and communicated to staff
- Methods/controls to prevent workplace violence (i.e. security systems, panic alarms, training)
- How to respond to workplace violence
- How to report workplace violence
- How to investigate and document incidents of workplace violence
- The support available for victims of workplace violence
- Training of workers

For more information on conducting an incident investigation and sample incident investigation forms access the OHS eLearning program on incident investigation at: www.employment.alberta.ca/whs/learning/Incident/Incident.htm

Resources for Workplace Violence

- Preventing Violence and Harassment at the Workplace:
www.employment.alberta.ca/documents/WHs/WHs-PUB-VAH001.pdf
- Working Alone Safely:
www.employment.alberta.ca/documents/WHs/WHs-PUB_workingalone.pdf
- CCOHS Health Promotion/Wellness/Psychosocial Resources:
www.ccohs.ca/oshanswers/psychosocial/

Resources



⁵ Reference: Alberta WCB (2001). Preventing Violence at Work. available from: www.wcb.ab.ca/public/preventing_violence.asp

Section 9: Workplace Violence

Prevention of Workplace Violence Policy Statement (Sample)

The management of _____ recognizes the potential for workplace violence and other aggressive behavior directed at our employees. We will not tolerate behavior from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and will take whatever steps are appropriate to protect our employees from the potential hazards associated with workplace violence. We are committed to providing our employees with an appropriate level of protection from the hazards associated with workplace violence.

Management Responsibilities

Management will:

- Inform employees if they are working in an area where there is a potential for violence and identify any risks that are specific to that area.
- Ensure that appropriate procedures are in place to minimize the risk to our employees from violence.
- Ensure that employees are trained in recognizing and responding to situations involving workplace violence.
- Ensure that every reported incident of workplace violence is investigated, and potential areas for improvement are identified.

Employee Responsibilities

- Employees of _____ are required to be familiar with and follow the procedures that are in place to protect them from workplace violence.
- All employees must participate in the instruction of workplace violence prevention.
- Employees are required to immediately report all incidents of workplace violence to their supervisor or alternate _____ e.g. manager, foreman, security.
- Employees are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards.

No employee can be penalized, reprimanded, or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence.

Signature of company owner/president

Date

Reference: Alberta WCB: Preventing Violence at Work available from:
www.wcb.ab.ca/public/preventing_violence.asp

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Section 9: Workplace Violence

Workplace Violence Prevention Procedures (Completed Sample)

The procedures for dealing with workplace violence are as stated below.

How potential hazards will be identified and communicated to staff:

Hazard assessments regarding workplace violence will be completed as part of the regular hazard assessment program. The results of the hazard assessment will be communicated to workers at the regular staff meetings.

Methods/controls to prevent workplace violence:

Security systems, panic alarms, training

How to respond to workplace violence:

All workers who are exposed to potential or real situations of workplace violence should leave the immediate area if possible and call for assistance from co-workers or 911 immediately.

How to report workplace violence:

Employees are required to immediately report all incidents of workplace violence to their supervisor.

How to investigate and document incidents of workplace violence:

All incidents of workplace violence will be documented on the Incident Report and Investigation Form and the supervisor is responsible for investigating the incident to determine the causes and to identify how to prevent future occurrences.

The support available for victims of workplace violence:

All workers exposed to workplace violence will be advised to consult with a health care professional for counseling.

Training of workers:

All workers will be instructed in the workplace violence policy and procedures in orientation. A review will be done annually or as new related work processes or hazards arise.

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Section 9: Workplace Violence

Workplace Violence Prevention Procedures Template (Sample)

The procedures for dealing with workplace violence are as stated below.

How potential hazards will be identified and communicated to staff:

Methods/controls to prevent workplace violence:

How to respond to workplace violence:

How to report workplace violence:

How to investigate and document incidents of workplace violence:

The support available for victims of workplace violence:

Training of workers:

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 worksite. 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.

Working Alone

A worker is “working alone” if they are at a work site and assistance is not readily available in case of emergency, injury, or illness.

Reference: OHS Code, Part 28, Section 393.

Legislated Requirements



Working alone is considered a hazard under Part 2 of the OHS Code.

Legislated Requirements

Employer Responsibilities

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

- radio communication
- landline or cellular telephone communication or
- some other effective means of electronic communication

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

If effective electronic communication is not practicable at the work site, the employer must ensure that:

- the employer or designate visits the worker, or
- the worker contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker’s work

Reference: OHS Code, Part 28

Legislated Requirements



Resources related to Working Alone:

- Working Alone Safely: A Guide for Employers and Employees:
www.employment.alberta.ca/documents/WHIS/WHIS-PUB_workingalone.pdf
- CCOHS Working Alone – Off-Site:
www.ccohs.ca/oshanswers/hsprograms/workingalone_offsite.html

Resources



Appendix A: Resources

Summary of Resources

Alberta Employment and Immigration, Occupational Health and Safety, through Work Safe Alberta, has produced numerous resources you can refer to for more information on a variety of health and safety topics. These can be accessed at: www.worksafe.alberta.ca

Resources for OHS Laws in Alberta

- Alberta OHS Legislation Awareness eLearning Program:
www.employment.alberta.ca/whs/learning/Legislation/Legislation.htm
- OHS Act:
www.qp.alberta.ca/574.cfm?page=O02.cfm&leg_type=Acts&isbncIn=0779749200
- OHS Regulation:
www.qp.alberta.ca/574.cfm?page=2003_062.cfm&leg_type=Regs&isbncIn=077971752X
- OHS Code:
www.employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_2009.pdf
- OHS Code Explanation Guide:
www.employment.alberta.ca/SFW/3969.html
- Employer's Guide: *Occupational Health and Safety Act*:
www.employment.alberta.ca/documents/WHS/WHS-PUB_li009.pdf
- Workers' Guide: *Occupational Health and Safety Act*:
www.employment.alberta.ca/documents/WHS/WHS-PUB_li008.pdf
- Due Diligence:
www.employment.alberta.ca/documents/WHS/WHS-PUB_li015.pdf
- Reporting and Investigating Injuries and Incidents:
www.employment.alberta.ca/documents/WHS/WHS-PUB_li016.pdf

Resources for Health and Safety Management Systems

- eLearning Program on the Health and Safety Management Systems:
www.employment.alberta.ca/whs/learning/HealthAndSafety/HandS/HealthAndSafety.html
- Partnerships in Injury Reduction:
www.employment.alberta.ca/SFW/277.html
- Partnerships in Injury Reduction: Building and Effective Health and Safety Management System: www.employment.alberta.ca/documents/WHS/WHS-PS-building.pdf

Resources for Hazard Assessment and Control

- Hazard Assessment eLearning program:
www.employment.alberta.ca/whs/learning/hazard/Hazard.htm
- OHS Explanation Guide 2009:
www.employment.alberta.ca/SFW/3969.html

Resources for Reporting and Investigating Incidents and Injuries

- Incident Investigation eLearning program:
www.employment.alberta.ca/whs/learning/Incident/Incident.htm

- Reporting Injuries and Incidents:
www.employment.alberta.ca/documents/WHS/WHS-PUB_li016.pdf

Resources for First Aid

- List of approved First Aid training agencies is available at:
www.employment.alberta.ca/SFW/1348.html
- Publication on First Aid Records:
www.employment.alberta.ca/documents/WHS/WHS-PUB_fa009.pdf
- Developing a First Aid Plan:
www.employment.alberta.ca/documents/WHS/WHS-PUB_fa012.pdf
- Workplace First Aiders and Legal Requirements:
www.employment.alberta.ca/documents/WHS/WHS-PUB_fa011.pdf

Resources for Workplace Violence

- Preventing Violence and Harassment at the Workplace:
www.employment.alberta.ca/documents/WHS/WHS-PUB-VAH001.pdf

Resources related to Working Alone

- Working Alone Safely: A Guide for Employers and Employees:
www.employment.alberta.ca/documents/WHS/WHS-PUB_workingalone.pdf

Work Safe Alberta eLearning Programs Available Include:

- Alberta OHS Legislation Awareness eLearning Program
- Backs and Bums: Applying Basic Ergonomics
- Basic Health and Safety
- Hazard Assessment and Control
- Hazard Assessment for Driving eLearning Awareness Program
- Health and Safety Management Systems
- Incident Investigation
- Impairment and Workplace Health and Safety
- My Health and Safety Questions
- Noise and Hearing Protection
- Occupational Health and Safety for Healthcare Workers
- Recognizing Workplace Hazards – See it Again for the First Time
- Shift Work and Fatigue
- Working at Heights
- Working Safely on Ice
- Workplace Health and Safety for Schools

These eLearning Programs are available online:

www.employment.alberta.ca/ohs-elearning

Selected programs are also available on CDs. To order call the OHS Contact Centre:

1-866-415-8690 (toll free) or 780-415-8690 in Edmonton

Appendix A: Resources

Other publications may also prove helpful on some topics. **Please keep in mind these are not made specifically for Alberta. Please ensure you consult the *OHS Act, Regulation, and Code* for clarification of applicable legislation for Alberta.**

- Suppliers' Guide to WHMIS: Preparing compliant material safety data sheets and labels:
www.worksafebc.com/publications/health_and_safety/whmis/assets/pdf/whmis_suppliers_full.pdf
- Health Canada WHMIS:
www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php
- NIOSH Noise and Hearing Loss Prevention:
www.cdc.gov/niosh/topics/noise/
- Manual Handling in the Manufacturing Industry (Department of Labour, New Zealand):
www.osh.govt.nz/order/catalogue/pdf/manmanuf.pdf
- Code of Practice for Manual Handling (Department of Labour, New Zealand):
www.osh.govt.nz/order/catalogue/pdf/manualcode.pdf
- Getting to Grips with Manual handling (Health and Safety Executive, United Kingdom):
www.hse.gov.uk/pubns/indg143.pdf
- The Learning Zone – Manual Handling:
www.ergonomics4schools.com/lzone/handling.htm

American Industrial Hygiene Association publications

(available for purchase from: www.aiha.org)

- Chemical Protective Clothing and the Skin: Practical Considerations
- The Quick Selection Guide to Chemical Protective Clothing, Fourth Edition
- Guideline for the Development of Personal Protective Equipment Programs for Small Business Owners

NIOSH Publications

- Recommendations for Chemical Protective Clothing: A Companion to the NIOSH Pocket Guide to Chemical Hazards:
www.cdc.gov/niosh/ncpc/ncpc2.html
- Recommendations for the Selection and Use of Respirators and Protective Clothing for Protection Against Biological Agents:
www.cdc.gov/niosh/docs/2009-132/

Alberta Employment and Immigration would like your feedback on the *Occupational Health and Safety Tool Kit for Small Business*. All responses are kept confidential and will be grouped with other responses to provide an overall evaluation of the document.

Date survey completed: _____
Month/Day/Year

1. How did you find out about the Occupational Health and Safety Tool kit for Small Business?

- ☐ Occupational Health and Safety Magazine ☐ Industry Association – Specify:
☐ Website – Specify site: ☐ Other – Specify:

The following questions will help us determine the usefulness of the content available in the tool kit.
Please choose one answer:

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	No opinion
2. The information was easy to find.	☐	☐	☐	☐	☐
3. The information was easy to understand.	☐	☐	☐	☐	☐
4. The information was useful.	☐	☐	☐	☐	☐
5. I will be able to apply this information to my workplace.	☐	☐	☐	☐	☐
6. There was enough information provided.	☐	☐	☐	☐	☐

7. What information, if any, would you like to see added to the document?

8. What information, if any, should be deleted from the document?

9. What information was most useful to you?

10. Did you use the information in the document?

- ☐ Yes
☐ No – Why not?

11. Did you use the sample forms provided in the document?

- ☐ Yes
☐ No – Why not?

12. Would you recommend this document to others?

- ☐ Yes
☐ No – Why not?

Feedback Form

The following questions help us understand how the needs and views of groups of users are different, which will help improve our information products. All answers will be kept confidential.

13. Is your age category (select one):

- | | | | |
|--------------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|
| ☐ 15 or under | ☐ 25 to 34 | ☐ 45 to 54 | ☐ 65 or over |
| ☐ 16 to 24 | ☐ 35 to 44 | ☐ 55 to 64 | |

14. What is the highest level of education you have completed? (select one):

- | | |
|---|--|
| ☐ Less than Grade 12 | ☐ University certificate or diploma |
| ☐ High school diploma | ☐ University – Bachelor degree |
| ☐ Trades certificate or diploma | ☐ Master's degree |
| ☐ College certificate or diploma | ☐ PhD |

15. Where do you live? (select one):

- ☐ In Alberta
☐ Outside of Alberta, but within Canada
☐ Outside of Canada

16. Which type of industry sector(s) are you employed in? (select all that apply):

- | | |
|---|---|
| ☐ Agriculture and Forestry | ☐ Public Administration, Education and Health Services |
| ☐ Business, Personal and Professional Services | ☐ Retail and Wholesale Trade Services |
| ☐ Construction and Construction Trade Services | ☐ Transportation, Communication and Utilities |
| ☐ Manufacturing and Processing | ☐ Other: |
| ☐ Mining and Petroleum Development | |

17. How many workers are there at your work site?

- | | |
|---------------------------------------|--------------------------------------|
| ☐ Less than 10 | ☐ 4 – 99 |
| ☐ 1 – 19 | ☐ 100 or more |
| ☐ 2 – 39 | |

18. What is your current occupation or position? (select all that apply):

- | | |
|---|---|
| ☐ Employer | ☐ Industry Association Employee |
| ☐ Tradesperson | ☐ Government Agency/WCB Employee |
| ☐ Labourer | ☐ Health and Safety Professional |
| ☐ Front line worker | ☐ Self-employed |
| ☐ Supervisor | ☐ Student |
| ☐ Labour Organization Employee | ☐ Other (please specify): |

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20. If you would like a response to your comments please provide the following information:

Name: _____ Contact Phone Number: _____
E-mail: _____

Please send the completed form to:

Sharon L. Chadwick, Director, OHS Program Development and Research
8th Floor, 10808-99 Avenue
Edmonton, Alberta T5K 0G5

Fax to: 1-780-422-0014 or **email to:** sharon.l.chadwick@gov.ab.ca

Thank you for taking the time to provide us with your feedback.
Alberta Employment and Immigration values everyone's opinion!

Province-Wide OHS Contact Centre

Edmonton & surrounding area

780-415-8690

Throughout Alberta

1-866-415-8690

Deaf or hearing impaired

In Edmonton: 780-427-9999

Throughout Alberta: 1-888-232-7215

Website

www.worksafe.alberta.ca

Getting copies of *OHS Act*, Regulation, & Code

Alberta Queen's Printer

www.qp.gov.ab.ca

Edmonton 780-427-4952

Occupational Health and Safety

www.employment.alberta.ca/SFW/295.html

**Call any Government of Alberta office toll-free
Dial 310-0000, then the area code and telephone
number you want to reach.**

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