Small Business
Safety Toolkit

WORK SAFE. FOR LIFE.
WORKERS' COMPENSATION BOARD OF NOVA SCOTIA

NOVA SCOTIA

Introduction

As an employer, you must manage all aspects of your business. This includes looking after the health and safety of each person in your workplace. Managing occupational health and safety is just as important as managing finances when it comes to your bottom line. Health and safety is important to everyone. It's not only the law – it's the right thing to do. And it makes good business sense.

For Businesses with less than 20 employees

For health and safety purposes, we define a small business as one with 19 or fewer employees – no matter what your payroll is or how much annual revenue you have.

The Small Business Safety Toolkit will help you:

- put a health and safety system in place to protect your workers and yourself from injury and illness at work
- learn your basic duties and responsibilities under the *Nova Scotia Occupational Health and Safety Act* and *Regulations*
- understand how health and safety plays a role in the day-to-day operation of your business

For Businesses of 20 or more employees

Larger businesses must meet additional requirements under the *Nova Scotia Occupational Health and Safety Act*. They must establish both an occupational health and safety program and a joint occupational health and safety committee. If you have 20 or more employees, refer to the Workers' Compensation Board of Nova Scotia website – www.wcb.ns.ca/Safety-and-Prevention – for additional information.

Step 1: Getting Started

Workplace safety makes good business sense.

Research shows that safe businesses are more profitable. Injuries cost money. You lose productivity. You may need to replace workers or pay overtime. You may have to pay fines. Your insurance premiums may go up. All of these costs affect your bottom line.

Most importantly, though, workplace injuries hurt people. Workplace injuries hurt families.

The Small Business Safety Toolkit can help you keep your workers safe. For most Nova Scotia workplaces, the Occupational Health and Safety (OH&S) Act and Regulations set out what employers – and their workers – must do to maintain a safe workplace. These are the minimum standards for health and safety in Nova Scotia workplaces.

Some workplaces in Nova Scotia are federally-regulated, and must follow the workplace safety requirements outlined in the Canada Labour Code – Part II. If you are in federally-regulated industry, contact Labour Canada at www.labour.gc.ca/eng/health_safety or 1-800-641-4049 for more information.

Creating a safe workplace begins with the following elements:

A. Commit to workplace safety

B. Learn what the law requires of you

C. Develop a health and safety policy

D. Establish a health and safety representative

A Commit to Workplace Safety

The most important step in achieving a goal is committing to that goal. Take a moment to think of a few reasons why workplace health and safety is important to you. Here are some to consider:

- **The law requires it.** Employers must do what they can to ensure their workers are protected from injury and illness arising from the workplace. There are serious consequences for not complying with health and safety legislation.
- **It makes financial sense.** Loss of any type—involving workers or equipment—can be costly. In a year where you might otherwise have shown a profit, an injury can cause you to record a loss.
- **You have a moral responsibility.** You don't want to see your workers injured. Most small businesses are like families, and no one wants to see a family member suffer because of a workplace injury.

As an employer, your workers look to you to set expectations for all aspects of your business. Without your commitment and support, workplace safety initiatives will have a limited effect.

Now, having made the commitment, set yourself up for success!

Learn what the law requires of you

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To successfully manage health and safety in your workplace, you should first understand that as an employer, you have obligations under the law. You must:

- Ensure the health and safety of persons at or near your workplace
- Provide and maintain equipment, machines, and materials that are properly equipped with safety devices
- Provide information, instruction, training, supervision, and facilities to keep your workers safe
- Ensure that all workers are told about any health or safety hazards at your workplace
- Ensure that all workers know when and how to properly use all devices, equipment, and clothing required for their protection
- Conduct your business so that workers are not exposed to health or safety hazards
- Work with your health and safety representative, if you have 5 or more workers
- Cooperate with anyone performing a duty or exercising a power under occupational health and safety legislation
- Comply with the occupational health and safety legislation that applies to your workplace, and make sure that your workers also comply
- Establish an occupational health and safety policy, if you have 5 or more workers

You must also make sure your workers know and understand their three basic rights:

- The right to refuse unsafe work
- The right to know of any hazards in the workplace
- The right to participate in identifying and resolving safety issues

Review the *Nova Scotia Occupational Health and Safety Act*

As an employer, it is your responsibility to know your obligations under the *OH&S Act*. This Toolkit can help, but you should also read the *Act* yourself so you become familiar with it.

Request a paper copy of the *OH&S Act* from the OHS Division:

- 902-424-5400 or toll-free within Nova Scotia at 1-800-952-2687
- ohsdivision@gov.ns.ca

For federally-regulated workplaces, contact Labour Canada at 1-800-641-4049.

Review Nova Scotia's regulations under the act

Several regulations have been made under the *OH&S Act.* These regulations give detailed guidance on specific hazards and issues around occupational health and safety in Nova Scotia.

You are responsible to know the regulations that affect your workplace. Contact the OHS Division at 1-800-952-2687 if you have questions about which regulations apply to your workplace.

The following regulations apply to most workplaces in Nova Scotia:

- First Aid Regulations
- Occupational Safety General Regulations
- Violence in the Workplace Regulations
- WHMIS Regulations
- Administrative Penalties Regulations
- Workplace Health and Safety Regulations including Part 21: Fall Protection and Part 23: Scaffolding

Other regulations apply to specific hazards and workplaces:

- Blasting Safety Regulations
- Disclosure of Information Regulations
- Occupational Diving Regulations
- Occupational Health and Safety Appeal Panel Regulations
- Workplace Health and Safety Regulations including Part 24: Temporary Workplace on Highways
- Underground Mining Regulations

You must know and apply any regulations that may pertain to your workplace and the type of work being done.

Request a paper copy of the regulations from the OHS Division:

- 902-424-5400 or toll-free within Nova Scotia at 1-800-952-2687
- ohsdivision@gov.ns.ca

If you have any questions about occupational health and safety law and how it applies to your workplace, contact the OHS Division at the above number or email address.

C

Develop a Health and Safety Policy

A health and safety policy is the foundation for creating a safe workplace. It should be one of the most important policies at your workplace.

Your health and safety policy will help engage your workers in your health and safety efforts. And if your business has five or more workers, you must develop a health and safety policy. It's the law.

Here is a sample of a health and safety policy. You may use this as a guide to develop your own – but remember that your policy should reflect the needs of your business:

ABC Company - Occupational Health and Safety Policy

I am committed to providing a healthy and safe work environment for my workers. I am committed to integrating this health and safety policy into our everyday activities. This policy sets out how I will fulfil my commitment.

I am responsible for the health and safety of my workers while they are at work. I will make every effort to provide a healthy and safe work environment.

I will eliminate hazards whenever possible. Where possible, I will eliminate the need for personal protective equipment. If that is not possible, I will ensure workers use personal protective clothing, equipment, devices, and materials appropriate to the hazard.

I recognize the workers' duty to identify hazards. I support and encourage workers to play an active role in identifying hazards and to offer suggestions or ideas to improve health and safety at our workplace.

Managers and supervisors will be trained and held responsible for ensuring that

- *workers under their supervision follow this policy;*
- *workers use safe work practices and receive adequate training to protect their health and safety;*
- *equipment and facilities are safe.*

Managers and supervisors will cooperate with health and safety representatives and all workers to create a healthy and safe workplace. They will extend this cooperation to others, such as contractors, owners, inspectors, and all others at or near our workplace.

Each worker must support the health and safety policy. Each worker must cooperate with health and safety representatives and others exercising authority under the applicable laws.

Each worker has a duty to report to a supervisor or manager any hazardous conditions, incident, injury, or illness related to the workplace as soon as possible.

Each worker must protect their own health and safety by complying with applicable laws and by following the policies, procedures, rules, and instructions for the workplace.

To ensure that this policy continues to meet our needs, I will invite health and safety representatives and workers to review it with me each year.

_____

President, ABC Company

_____

Date

How to develop a health and safety policy

Wherever possible, involve workers from all areas of your organization in creating your health and safety policy. It doesn't need to be long and detailed. The policy just needs to reflect the work your business does — and it needs to be written clearly so everyone in your workplace understands it and can live up to it.

Your health and safety policy should:

1. State your commitment to occupational health and safety.
2. Give reasons for this commitment.
3. Include your commitment to cooperate with workers to create a healthy and safe workplace.
4. Outline the health and safety responsibilities of workers at all levels in your workplace.

Your health and safety policy should be a living document. It will need to change whenever job functions and business activities change. Remember to keep your policy current by revisiting it at least once a year.

Most importantly, you **must bring your health and safety policy to life**. Your health and safety policy is a statement of principles and general rules. It must be supported by action.

Tips for putting your health and safety policy into action

- As the employer, you should sign the policy to show your commitment.
- Write the policy in clear language that your workers can understand.
- Review the policy at least once a year in cooperation with your workers.
- Make sure that every worker sees it and understands it.

Establish a Health and Safety Representative

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In Nova Scotia, workplaces with between 5 and 19 workers must establish a health and safety representative. This representative must not be a manager or supervisor. Your workers choose someone to represent them.

The health and safety representative is the link through which you and your workers can work together on matters pertaining to health and safety in the workplace.

Tips for establishing and working with your health and safety representative

- Explain the role of a health and safety representative to your workers
- Ask your workers to pick someone to be their health and safety representative
- Respond when your representative comes to you with concerns

Explain the role of a health and safety representative to your workers

The health and safety representative brings worker concerns to managers and employers on behalf of all the workers. The role also includes:

- cooperating with all workplace parties to identify hazards to health and safety, and to identify effective systems to respond to the hazards
- cooperating with all workplace parties to ensure compliance with health and safety requirements in the workplace
- receiving all matters and complaints with respect to workplace health and safety—and cooperate with the employer to investigate and promptly address these
- participating in inspections, inquiries, and investigations concerning health and safety in the workplace
- advising on individual protective devices, equipment, and clothing that best meet worker requirements, in keeping with the act and regulations
- advising the employer regarding any policy or program required by the act and regulations
- recommending improvements to health and safety of persons at the workplace—to the employer, the workers, and any person involved

Ask your workers to pick someone to be their health and safety representative

The following process may be helpful in choosing a representative:

1. Arrange a time to meet with your workers as a group.
2. Review the role of a health and safety representative.
3. Ask your workers to pick someone who is not a manager or supervisor to fill this role.
4. The managers and supervisors should leave the room while the other workers make their choice.
5. If a leader does not emerge, the workers can each anonymously write their choice on a piece of paper, which would then get collected and counted.
6. If the chosen worker feels uncomfortable taking on this role, allow them to decline and ask the next person.
7. Ensure the new health and safety representative understands their role.

Respond when the health and safety representative comes to you with concerns

When you get a recommendation in writing from the health and safety representative, you must respond within 21 days. In your response, you may either accept the recommendation or give reasons for disagreeing with the recommendation.

If it is not reasonably possible for you to give an adequate response within 21 days, you must give a reasonable explanation for the delay within the deadline. In your explanation, you must identify when a response will be provided. You then must provide the response as soon as it is available.

Confirm your Commitment

Like any task that you have undertaken, you need continued commitment to see it through. Understand that you may encounter challenges and frustrations along the way, but know that the results will make your efforts worthwhile.

Show your commitment

Let everyone know you are committed to the health and safety of your workers. Post your health and safety policy in a prominent place in your workplace—or in multiple locations:

- entryway
- lunchroom
- common room
- boardroom

Live your commitment

Celebrate a good safety record at your workplace:

- Set a goal just beyond your current record and celebrate with your workers when you achieve it.
- Recognize a worker or team for their safety record at a workplace meeting.
- Recognize workers for their ideas on improving safety.

Tips for making safety a workplace priority

- Make positive attitudes and proven safe work practices a condition of hiring.
- Make new workers aware of your safety policy as part of the hiring process.
- Make safety a part of all management, supervisor, and worker evaluations.
- Put workplace safety on the agenda at group meetings.

Step 2: Identify and Control Hazards

Ideally your workplace would be free from hazards. The reality, however, is that hazards are present in many jobs. As a business owner, you are responsible to identify and control those hazards so that they do not result in injury or loss.

Health Hazards and Safety Hazards

A

Hazards come in two forms:

Health Hazards May endanger a worker's physical health. They may take time to show an impact. Examples of Health Hazards:	**Safety Hazards** Could cause bodily injury or property damage. They often have an immediate impact. Examples of safety hazards:
Chemical: Includes any form of chemical, such as compressed gases, solvents, and lead	**Machine:** Includes hazards from moving parts like rotating shafts, belts, pulleys, blades, and saws
Physical: Includes noise, vibration, heat, cold, and radiation	**Energy:** Includes pneumatic or hydraulic pressure, steam, heat, and electricity
Ergonomic: Includes design of the workplace and jobs that involve repetition, force, and posture	**Material Handling:** Includes manual and mechanical handling—lifting, lift trucks, conveyors
Biological: Includes organisms or toxic substances produced by living things that can cause illnesses or disease in humans, such as bacteria, viruses, fungi, parasites, and insects	**Work Practices:** Working unsafely, as a result of either safe work practices not being in place or failure to follow them

Five key factors can contribute to creating hazards

- **People:** Action, or lack of action, can create workplace hazards. Knowledge and training is critical to avoid unsafe behaviours. Solid leadership that puts health and safety top of mind can help ensure safe work practices and procedures are followed.
- **Equipment:** Tools and machines can be hazardous. Look for unsafe or unhealthy conditions, such as inadequate guarding or barriers; defective tools and equipment; incorrect tools and equipment for the job; or inadequate warning systems.
- **Materials:** Some materials, such as hazardous chemicals, pose a hazard in and of themselves. In other cases, handling materials improperly or using the wrong material for the task can pose a hazard.
- **Environment:** Some hazards are created by the work environment. Look for things like the condition of all work surfaces and walkways; overcrowding; poor ventilation; poor lighting; extreme temperatures or noise; or poor housekeeping.
- **Process:** Process involves a combination of people, equipment, materials, and environment. It includes design, organization, pace, and type of work. By-products created by the process may be hazards, such as heat, noise, dust, vapours, fumes, and scrap materials.

Identify Hazards

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Controlling hazards begins with knowing where they start. Workplace hazards come in many different shapes and sizes. To identify hazards, you need to:

- conduct planned workplace inspections
- analyze specific job tasks and processes
- observe acts and conditions in the workplace
- encourage your workers and others to report the hazards they notice

Identify Hazards Through Workplace Inspections

Supervisors, managers, maintenance personnel, health and safety representatives, and workers can—and should—participate in workplace inspections. Inspections are one of the most common and effective tools for identifying and correcting hazards before they cause injuries or illnesses.

You can also use inspections to draw attention to and encourage good health and safety practices. Regular workplace inspections are an important part of your overall occupational health and safety system. Inspections let your workers know that you care about workplace safety.

Workplace inspections include both formal inspections and informal inspections.

Formal inspections are planned, regularly scheduled walkthroughs or examinations of a workplace, selected work areas, or sources of potential hazards, such as machinery, equipment, tools, and work practices. Use an itemized checklist to guide a formal inspection. The primary advantage of formal inspections is that a record is kept and any hazards identified are documented for action and follow up.

Create a workplace inspection checklist to clarify inspection responsibilities, plan and control inspection activities, and provide a report of inspection findings. Checklists permit easy, on-the-spot recording of findings and comments. Be careful, however, that your inspection team does not become so intent on filling out the checklist that they miss other hazardous conditions. Use a checklist as a tool, not as an end in itself. Keep the focus on workplace safety.

A sample inspection checklist is included at the back of this Toolkit. Use it as a guide to create an inspection checklist specific to your workplace.

Informal inspections are a conscious awareness of health and safety hazards and controls as people do their daily jobs. They differ from formal inspections in that they do not necessarily rely on a checklist, and they are not regularly scheduled.

Informal inspections can be done for a specific work area or task. They are limited because they are not systematic or focused, but they may spot potential hazards. The advantage of informal inspections is that anyone can do them at any time. Letting your workers know that informal inspections are a part of everyone's daily business gives each worker permission to speak up about hazards.

Identify Hazards Through Task Analysis

Task analysis is a key method for recognizing potential hazards. It is a structured approach of breaking a task down into steps, looking for hazards at each step, and developing ways to eliminate or control the hazards to prevent injury.

It is best to involve your workers when doing a task analysis. They are the people most familiar with the tasks. They are most likely to have insight into the tasks that a casual observer may not notice.

A thorough task analysis involves five steps:

1. Select the task to be analysed
2. Identify the steps involved in that task
3. Identify and rank potential hazards at each step
4. Determine how to control the hazards
5. Write a safe work procedure

For a more detailed look at task analysis – including a closer examination of each step involved – refer to Appendix 1.

Identify Hazards Through Observation

Hazards may be identified through observation—by anyone at your workplace. You can think of observation as being aware of your surroundings in the normal course of your day and noticing something out of the ordinary.

Listen to your workers

When a worker raises a concern about something they've observed, attend to it immediately. Determine if there is a hazard and whether controls need to be put in place or improved.

Visitors provide a fresh perspective

Sometimes a casual observation by a visitor or another fresh set of eyes can point out something you may not have noticed, such as a slippery patch on the floor of the visitor entrance.

Immediately report known or suspected hazards—and near misses

Workers and others in the workplace who observe known or suspected hazards should immediately report them to you or a supervisor. Encourage the reporting of "near misses" also. Whenever workers experience discomfort, notice unusual odours, or find themselves straining to complete certain tasks, encourage them to report it. Make sure that their concern is heard and acted upon—and that they know their reporting is valued.

C Control Hazards

Now that hazards have been identified, you need to control them so they do not cause harm. Involve your workers in this process. In most cases, it is they who are at the greatest risk of injury from hazards. By giving them the opportunity to help develop solutions and methods of control, you increase the likelihood that measures put in place will be followed. Your workers will feel more ownership of control measures that they have helped to develop.

For the most part, hazards can be controlled as they are identified. If you find yourself faced with several hazards at once, you may find it helpful to prioritize them for control action. To do this, you'll need to determine the potential consequences – or harm – that could arise from contact with the hazard.

Think about the consequences of exposure to each identified hazard in terms of:

- **Injury:** A broken finger? A fatality? A pulled muscle? Multiple injuries? Off work for a day, a week, a month?
- **Illness:** Permanent lung damage? Headaches? Hearing Loss?

Once you have identified the consequences, use the following guide to rank them according to severity:

- **No harm:** No personal injury
- **Minor harm:** First aid only / little or no lost time
- **Moderate harm:** Reversible damage to health / some medical treatment / some lost time
- **Major harm:** Fatality / extensive injuries / hospital stay over one week / serious damage to health

Hazards that would cause "Major harm" should be addressed first, followed by those hazards that would cause "Moderate", "Minor" and "No" harm – in that order.

This process of ranking the potential consequences of hazards is known as "Hazard Assessment" – and by using this process, you can tackle your workplace hazards in a logical, controlled way.

Methods for Controlling Hazards

The control methods listed here range from most effective to least effective. This is what is known as the "Hierarchy of Hazard Control". When seeking to control the hazards in your workplace, you should explore each of these options in the following order:

Method of Hazard Control	Description
Elimination	Ideally, you will be able to eliminate a hazard completely. Examples include removing trip hazards on a floor or safely disposing of unnecessary chemicals. If you cannot remove a hazard completely, you must reduce the risk of injury as much as possible through the methods below – in order of effectiveness.
Substitution	If you cannot remove a hazard completely, you must substitute with something safer. This involves replacing something that causes a hazard with something that does not cause a hazard. Examples include using a less toxic chemical, using smaller containers to reduce the weight of items for manual handling, or using scaffolding instead of ladders to reduce a fall hazard.
Engineering Controls	If you cannot remove a hazard completely or substitute with something safer, you must implement engineering controls to create a physical barrier around the hazard. This involves isolating the hazard or ensuring proper guarding around moving equipment and machinery parts. Examples include using soundproof barriers to reduce noise levels, using an enclosed booth for spray painting, using remote control systems to operate equipment, installing safety switches, storing chemicals in a fume cabinet, using trolleys or hoists to move heavy loads.

Method of Hazard Control	Description
Administrative Controls	If you cannot remove a hazard completely, substitute with something safer or implement engineering controls to reduce the hazard, you must establish administrative processes to ensure your workers are not exposed to the hazard. This involves developing safe work procedures, providing worker training and supervision, and using signage and warning labels. Examples include using a work permit system for hazardous work or adjusting work schedules to limit exposure time through job rotation.
Personal Protective Equipment	Personal protective equipment (PPE) is the least reliable form of protection. It should be used only as a last resort after you have exhausted all other possible methods of reducing a hazard, or in the short term until you have organized a better and more reliable method of hazard control. If you require your workers to use PPE, you must ensure that the right type of PPE is selected for the job. You must also ensure that the PPE fits the worker properly and is comfortable under working conditions, that your workers are trained in the need for PPE and how to use and maintain it, and that the PPE is stored in a clean and fully operational condition. Examples of PPE use include gloves to reduce potential hand injuries, hard hats to reduce injury to the head, hearing and eye protection, high-visibility clothing, fall-arrest harnesses when working at heights.

Be Careful of Residual Hazards

Whichever method of hazard control you use, you must ensure it does not create a new or different hazard. For example, if you install a ventilation system to resolve an air-quality issue, you need to also ensure that the ventilation system does not create a noise problem. Similarly, if the hazard requires the use of safety footwear, make sure they fit the worker properly and do not cause a tripping hazard.

Step 3: Learn From Experience

Imagine this scenario:

> *Workers are arriving for work on a winter day, and the temperature takes a sudden drop. A worker slips on ice at the entrance of the workplace. The worker goes into work and doesn't tell anyone about the ice. Fifteen minutes later, another worker slips on the ice, falls, and breaks their wrist. The ice is finally dealt with as the worker is being loaded into the ambulance.*

Health and safety is a shared responsibility

Workplace safety in Nova Scotia is based on the Internal Responsibility System – or "IRS". This means that everyone in the workplace shares responsibility for health and safety in the workplace. This shared responsibility takes into account each person's authority and ability. If a person in the workplace sees a hazard and can act to eliminate it, then they must do so. If they are unable to address the hazard, then they must report it to someone who can—someone with the authority to ensure the hazard is addressed.

In the example of the icy entrance, the worker who first slipped on the ice may not have known where the salt for the ice is kept. If they couldn't deal with it themselves, what should they have done? They should have advised either the person responsible for maintenance or their own supervisor of the icy condition of the entrance. Had this be done, the second fall may have been prevented.

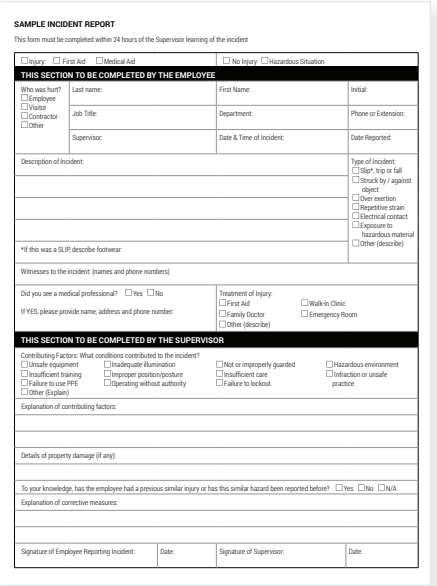
When an incident or injury occurs in your workplace, investigating can give you information on the hazard or hazards that caused them, as well as insight into preventing similar incidents. Again using the example of the icy entrance, by reporting the icy surface, the maintenance person or team is made aware of the hazard and can take preventive steps to ensure that it doesn't cause another slip or fall. For example, a preventive measure could be to keep a bucket of salt near the entrance where everyone can find it and ask everyone who notices slippery conditions to take a moment to spread salt.

Investigate Incidents

For every incident that happens in your workplace, do you know who was involved? What happened? Why it happened? Are there any repeat incidents or near misses? Are all of your workers familiar with past incidents so that they might recognize and avoid the hazards?

Investigating things that go wrong at the workplace gives you valuable information needed to prevent similar incidents in the future. Prevention is a primary objective of incident investigation. Rarely is there only one cause for an incident. By finding the causes of an incident and taking steps to control or eliminate them, similar occurrences can be prevented. Always keep in mind that effective incident investigation means fact-finding – not fault-finding.

An incident report form is a key tool for incident investigations. A sample incident report form is included at the back of this Toolkit for reference. Use this to create an incident report form specific to your workplace. It doesn't have to be complicated, but it should allow you to collect the following information:



SAMPLE INCIDENT REPORT

This form must be completed within 24 hours of the Supervisor learning of the incident

☐Injury: ☐ First Aid ☐Medical Aid ☐ No Injury ☐Hazardous Situation

THIS SECTION TO BE COMPLETED BY THE EMPLOYEE

Who was hurt? ☐Employee ☐Visitor ☐Contractor ☐Other | Last name: | First Name: | Initial:
Job Title: | Department: | Phone or Extension:
Supervisor: | Date & Time of Incident: | Date Reported:

Description of Incident: | Type of Incident: ☐Slip*, trip or fall ☐Struck by / against object ☐Over exertion ☐Repetitive strain ☐Electrical contact ☐Exposure to hazardous material ☐Other (describe)

*If this was a SLIP, describe footwear:

Witnesses to the incident: (names and phone numbers)

Did you see a medical professional? ☐Yes ☐No
If YES, please provide name, address and phone number:

Treatment of Injury: ☐First Aid ☐Walk-in Clinic ☐Family Doctor ☐Emergency Room ☐Other (describe)

THIS SECTION TO BE COMPLETED BY THE SUPERVISOR

Contributing Factors: What conditions contributed to the incident?
☐Unsafe equipment ☐Inadequate illumination ☐Not or improperly guarded ☐Hazardous environment
☐Insufficient training ☐Improper position/posture ☐Insufficient care ☐Infraction or unsafe practice
☐Failure to use PPE ☐Operating without authority ☐Failure to lockout
☐Other (Explain)

Explanation of contributing factors:

Details of property damage (if any):

To your knowledge, has the employee had a previous similar injury or has this similar hazard been reported before? ☐Yes ☐No ☐N/A

Explanation of corrective measures:

Signature of Employee Reporting Incident: | Date: | Signature of Supervisor: | Date:

- Names of those involved or injured and the nature of their injuries
- Location, date, and time of incident, and weather conditions (if applicable)
- Description of incident, including people, equipment, material, and machinery involved
- Name and contact information of the person the incident was reported to
- Names and contact information of any witnesses

Conducting an Effective Incident Investigation

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An effective incident investigation can help you prevent similar incidents and future injuries.

A number of important skills are involved in conducting an incident investigation. **Training in incident investigation is strongly recommended.** A listing of OH&S training providers in Nova Scotia is available online at www.gov.ns.ca/lae/healthandsafety/consultants or by calling the OHS Division at (902) 424-5400 or toll-free within Nova Scotia at 1-800-952-2687.

The intent of this section is to provide an overview of the key steps in an incident investigation process. A more detailed look at incident investigation can be found in Appendix 2.

Steps in an Incident Investigation

Step 1: Emergency response

This is the first step in response to any incident. When an incident occurs, the danger may not be limited to those directly involved. In the case of a gas leak or a fire, for example, other workers on site and the general public may also be threatened. Your first priority is your workers—both those injured and those who may be in danger.

Step 2: Secure the scene and identify witnesses

After the injured have been tended to and there is no further threat, your next priority is to secure the scene and identify potential witnesses.

Witnesses can disperse quickly and never be seen again. This is especially true when passers-by have witnessed an incident, for example, at a construction site. A good witness can provide an accurate description of the incident.

It's important to identify and interview anyone who saw the incident or was in the vicinity immediately before, during, or after the incident—including any workers who may have been injured.

Step 3: Survey the scene

Survey the incident scene as soon as possible. This is especially critical when the incident happened outdoors because evidence such as slip, tire, or impact marks can be wiped out by weather conditions.

Your objectives in surveying the scene include collecting and double-checking evidence, confirming witness statements, determining inconsistencies and establishing the causes of the incident.

Step 4: Prepare a report

When all of the information has been collected and reviewed, and the causes of the incident have been identified, it is time to make recommendations for corrective actions to prevent similar occurrences.

The recommendations for corrective action made in the report must be evaluated and implemented by those with authority in the workplace.

Remember to Investigate Near Misses

What caused a near miss today could result in a serious injury tomorrow.

Don't wait for a hazard to become an injury before investigating. Look into near misses just as you would more serious incidents, and document what happened. Near misses don't require the same reporting procedures as more serious incidents, but they still warrant some degree of investigation. Depending on their severity, the investigation may range from a quick assessment of the situation and a fix, to an in-depth investigation with interviews. Apply the same principles to every case—be thorough, be complete, and be accurate.

Encourage your workers to report near misses and close calls, and ask for their input on ways to prevent near misses from becoming more serious incidents. Work with the health and safety representative and your workers to come up with a way of reporting near misses that works for everyone in your workplace.

Step 4: Communicate

Communication is critical to a safe and healthy workplace

All of the safety policies and procedures you develop are useless if your workers are not made aware of them and trained in how to apply them. Decide what orientation and training you will provide to your workers and when. Workers and supervisors need to know what you expect of them and what their health and safety responsibilities are.

Start new workers – whether they're new to your organization or they're in a new role – with a solid orientation. Cover information relevant to their health and safety. Include emergency procedures, first aid facilities, any restricted areas, precautions needed to protect them from hazards, and any other health and safety procedures, plans, policies, and programs that apply to them.

When is training needed?

Training is needed whenever you introduce new equipment, processes, or procedures into the workplace. Training is also needed whenever you have instances of unacceptable health and safety performance.

Be aware of differences in language skills, literacy skills, and culture when communicating health and safety information. Adapt your communication style when necessary.

Checklist for health and safety training for your workers

- Education about workplace hazards and training on safe work practices and procedures
- Specific matters in the OH&S legislation and regulations that apply to the work being done — such as WHMIS or fall protection
- Your workplace health and safety policy, procedures and programs
- Legislative health and safety requirements that apply to the worker's job, including information on workers' rights and responsibilities under the legislation

Checklist for health and safety training for your supervisors

Include all of the training provided to workers, plus:

- Applicable sections of the OH&S Act and regulations — including their roles, duties, and responsibilities for workplace health and safety
- Emergency procedures
- Coaching and motivation
- Any other matters pertaining to the health and safety of workers under their direction

Off-the-job health and safety

Your conversations about health and safety don't have to be limited to work-related activities. As an employer, you depend on every worker being available for work. An off-the-job injury can have as much impact on a person's ability to work as a work-related injury. Providing information about non-work-related hazards can help to show your workers that you value their contribution to your company and can also help to create a comfort level around raising safety concerns.

In addition to orientation and training, the following activities can help you with your health and safety messaging:

- safety meetings
- paycheque / pay stub enclosures
- regular discussion of health and safety issues at production, quality, and planning meetings
- managers demonstrating commitment to the program (walking the talk)
- weekly email bulletins (great for seasonal messages!)
- posting notice board announcements and reminders
- any other ways that you can think of to get the safety message across!

Creating clear and open communication at all levels in the workplace will encourage everyone's support for, and participation in, health and safety activities. Workers will be more likely to follow health and safety procedures when they have been involved in their development.

Next Steps

If you didn't have a health and safety system when you first began to use this Toolkit, and have worked through the activities outlined to this point, you have come a long way. **Congratulations!**

By reducing hazards in your workplace, you have taken steps to prevent injuries and keep your workers safe on the job.

As you are now no doubt aware, health and safety is not a one-time project, but an ongoing activity. The **Small Business Safety Toolkit** was designed to not only get you started with a health and safety system, but also to help you continue to make improvements.

If you lay out all of the materials you have developed to date, you'll see that you have a good start to a functioning health and safety system. The challenge now is to update and expand those existing materials as your business changes and grows.

Make it a habit to watch daily for any adjustments that need to be made to your health and safety system – and encourage your workers to do the same. For example, if you have taken on a new project, identify and control any hazards associated with the work required to complete the project. When you purchase a new piece of equipment, ensure your workers are trained in how to use it properly – and include it in your regular maintenance schedule.

Since your workplace is constantly changing, you must constantly monitor and modify your health and safety system. By taking one step at a time, you can continue to easily expand your health and safety system to meet your current needs.

Resources

Online information on health and safety in the workplace

You can find a lot of information about workplace health and safety on the Internet. Keep in mind that legislation differs from province to province, and from country to country. Make sure that the information you find is applicable for Nova Scotia workplaces.

The following websites provide reliable general information about workplace health and safety:

- OH&S Division, Nova Scotia Department of Labour and Advanced Education – workplace health and safety information for provincially-regulated workplaces:
  - www.gov.ns.ca/lae/healthandsafety
- Labour Canada – workplace health and safety information for federally-regulated workplaces:
  - www.labour.gc.ca/eng/health_safety
- Workers' Compensation Board of Nova Scotia:
  - www.wcb.ns.ca
  - www.worksafeforlife.ca
- Canadian Centre for Occupational Health and Safety (CCOHS) – good general information on a wide variety of health and safety topics:
  - www.ccohs.ca

Industry Safety Associations

- Aware+NS (healthcare and community services safety association) – 1-877-538-7228
  – www.awarens.ca

- Farm Safety Nova Scotia – 1-902-893-2293
  – www.farmsafetyns.ca

- Fisheries Safety Association of Nova Scotia – 1-902-742-7521
  – www.fisheriessafety.ca

- Forestry Safety Society of Nova Scotia – 1-902-895-1107
  – www.fss.ns.ca

- Nova Scotia Automobile Dealers Safety Association – 1-902-425-2445
  – www.nsadsa.ca

- Nova Scotia Construction Safety Association – 1-800-971-3888 or 1-902-468-6696
  – www.nscsa.org

- Nova Scotia Trucking Safety Association – 1-888-329-9660
  – www.nstsa.ca

- Retail Gasoline Dealers Association/Automotive Trades Association – 1-877-860-3805
  – www.ataatlantic.ca

The Small Business Safety Toolkit is online!! Check it out at: workplace-safety-toolkit.ca

Download sample forms that you can customize, view videos that illustrate key concepts, and access links to all of the resources listed on this page!

Notes

Appendix 1: Task Analysis

Task analysis is a key method for recognizing potential hazards. It is a structured approach of breaking a task down into steps, looking for hazards at each step, and developing ways to eliminate or control the hazards to prevent injury.

It is best to involve your workers when doing a task analysis. They are the people most familiar with the tasks. They are most likely to have insight into the tasks that a casual observer may not notice.

A thorough task analysis involves five steps:

1. Select the task to be analysed
2. Identify the steps involved in that task
3. Identify and rank potential hazards at each step
4. Determine preventive measures to control the hazards
5. Write a safe work procedure to identify and control the potential hazards

Make photocopies of the sample Task Analysis Worksheet found at the back of this Toolkit, and use them as you work through the steps.

Step 1: Select the task to be analyzed

Ideally, all tasks should have a task analysis. But because of the number of tasks in your workplace, it may not be practical to do this for every single one – so you may have to prioritize tasks for analysis. To establish that priority, consider the following groupings:

- Tasks with particularly high injury rates or injury severity
- Tasks where you know the potential for injury or illness is high
- New or modified tasks where hazards may not be evident
- Non-routine or infrequently performed tasks with which workers may not be familiar

Step 2: Identify the steps involved in that task

A task step is one element in getting a task done. As a general rule, most tasks can be described in 10 steps or less. If more steps are identified, consider dividing the task into two parts.

It may sound simple, but task analysis takes time and thought. Too detailed, and you will create too many steps. Too general, and you may miss key task functions. It's also extremely important to keep the steps in their correct sequence. Any step which is out of order may miss potential hazards or may introduce hazards which do not actually exist.

The example we'll look at uses a familiar task – changing a flat tire – to illustrate the task analysis process. Using a task analysis worksheet, record each of the steps taken to perform a specific task. At this stage, you're identifying what is done, not how it is done.

Task steps are recorded in the left-hand column.

TASK ANALYSIS WORKSHEET		
Basic Task Steps (in order)	**Potential Significant Hazards**	**Hazard Control Methods**
Park vehicle		
Remove spare and tool kit		
Pry off hub cap and loosen lug bolts (nuts)		
Etc.		

Step 3: Identify potential hazards at each step

Next, list the things that could go wrong at each step. If possible, watch the task being performed as you work through this analysis process. Think of worst-case scenarios and focus on potential hazards.

Ask questions like:

- can any body part get caught in or between objects?
- can I be struck by or against anything?
- can I slip, trip or fall?
- can I strain or sprain my back or other muscle from lifting, pushing or pulling?
- is there possible exposure to extreme heat or cold?
- is excessive noise or vibration a problem?
- is there a danger from falling objects?
- is lighting a problem?
- can weather conditions affect safety?
- can I come in contact with an energy source?
- can I come in contact with a hazardous substance?
- are there dusts, fumes, mists or vapours in the air?

List potential hazards in the middle column of the worksheet, next to the corresponding task step.

TASK ANALYSIS WORKSHEET		
Basic Task Steps (in order)	**Potential Significant Hazards**	**Hazard Control Methods**
Park vehicle	a) Vehicle too close to passing traffic b) Vehicle on uneven, soft ground c) Vehicle may roll	
Remove spare and tool kit	a) Strain from lifting spare	
Pry off hub cap and loosen lug bolts (nuts)	a) Hub cap may pop off and hit you b) Lug wrench may slip	
Etc.		

Step 4: Determine how to control the hazards

You've identified the steps of a task, and the hazards at each step. Now, how do you prevent injury by eliminating or controlling hazards?

The primary method of control is to eliminate the hazard completely. If that is not practical, the next option is to reduce the hazard as much as possible. There are four key ways to reduce a hazard. They are listed here from "most effective" to "least effective". Always consider them in this order:

Substitution means replacing something that causes a hazard with something that does not cause a hazard. This can look like:

- using a less toxic chemical
- using smaller boxes to reduce the weight of items for manual handling
- using scaffolding instead of ladders to reduce a fall hazard

Engineering controls involves creating a physical barrier around a hazard. This can look like:

- isolating a hazard, such as using a sound-proof barrier to reduce noise levels or using an enclosed booth for spray painting
- installing guards around moving parts of machinery or using remote control systems to operate equipment

Administrative controls involves developing safe work procedures, providing worker training and supervision, and use of signage and warning labels. This can look like:

- using work permit systems for hazardous work such as hot work (i.e., welding) or confined space entry
- adjusting work schedules to limit exposure times through job rotation

Personal protective equipment (PPE) is the least reliable form of protection. It should be used only as a last resort after you have exhausted all other possible methods of reducing a hazard, or in the short term until you have organized a better and more reliable method of hazard control. If you do require your workers to use PPE, always ensure that:

- the right type of PPE is selected for the job
- the PPE fits the worker properly and is comfortable under working conditions
- workers are trained in the need for PPE and how to use and maintain it
- the PPE is stored in a clean and fully operational condition

Determine which hazard control methods you will use and list them in the right hand column of the worksheet, numbered to match the hazard in question. In listing the methods, avoid general statements such as "be careful" or "use caution." Be specific about what workers should do and how they should do it.

TASK ANALYSIS WORKSHEET		
Basic Task Steps (in order)	**Potential Significant Hazards**	**Hazard Control Methods**
Park vehicle	a) Vehicle too close to passing traffic b) Vehicle on uneven, soft ground c) Vehicle may roll	a) Drive to area well clear of traffic. Turn on emergency flashers b) Choose a firm, level area c) Apply parking brake; leave transmission in gear or in PARK; place blocks in front and back of wheel diagonally opposite the flat
Remove spare and tool kit	a) Strain from lifting spare	a) Turn spare into upright position in wheel well. Using your legs and standing as close as possible, lift spare out of truck and roll to flat tire
Pry off hub cap and loosen lug bolts (nuts)	a) Hub cap may pop off and hit you b) Lug wrench may slip	a) Pry off hub cap using steady pressure b) Use proper lug wrench; apply steady pressure slowly
Etc.		

Step 5: Write a safe work procedure

A safe work procedure should be easy for your workers to understand and follow. There are several ways to write a safe work procedure – and you may want to use more than one way to ensure all of your workers have the information they need to work safely. One way of writing a safe work procedure is to transfer the information from your task analysis worksheet into a narrative format. For example:

Safe Work Procedure 1.1 – Changing a Flat Tire

1. Park the vehicle
   a) Drive the vehicle off the road to an area well clear of traffic, even if it requires rolling on a flat tire. Turn on the emergency flashers to alert passing drivers so they will not hit you.
   b) Choose a firm, level area so you can jack up the vehicle without it rolling.
   c) Apply the parking brake, leave transmission in gear or PARK, place blocks in front and back of the wheel diagonally opposite the flat. This will also help prevent the vehicle from rolling.

2. Remove the spare tire and tool kit
   a) To avoid back strain, turn the spare tire into an upright position in the wheel well. Stand as close to the trunk as possible and slide the spare tire close to your body. Lift the spare tire out of the trunk onto the ground, and roll it to the flat tire.

And so on…

Other ways to write safe work procedures include:

- using a flow-chart format
- creating a table with column headings of "Task Steps | Potential Hazards | Hazard Controls"
- using photos or pictograms to illustrate the steps (helpful for workers with literacy challenges)
- creating a bulleted list of steps

As you develop your safe work procedures, ensure any hazard controls that are repeated throughout are identified early in the document. In the changing tire example, you could include a note at the beginning to advise workers that the activity requires them to use correct lifting, carrying and handling techniques.

And – most importantly – ensure your workers are made aware of and trained in the safe work procedures.

Appendix 2: Incident Investigation

An effective incident investigation can help prevent similar incidents and future injuries. Rarely is there only one cause for an incident. By finding the causes and taking steps to control or eliminate them, similar occurrences can be avoided.

Always keep in mind that effective incident investigation means fact-finding – not fault-finding.

Select an Investigation Team

By identifying a team of investigators, you can ensure a quick response to any incident, injury, or illness. The team should be representative of your workplace and have a cross-section of skills and abilities. It should be large enough that it can still be operational if one or two members are absent at any time.

Train the Investigation Team

Training the investigation team in advance can help ensure the investigations are effective, that the team members have the necessary skills, and that they understand their roles before being faced with an actual incident. See the listing of OH&S training providers in Nova Scotia at www.gov.ns.ca/lae/healthandsafety/consultants.

Assemble Investigation Tools

The following items can be very helpful to the investigation team. Keep them together in an easy-to-carry container that will protect them from damage so they're readily available if needed:

- tape measure
- clipboard, pens or pencils, paper (square or graph paper is recommended for illustrations)
- equipment tags for labelling
- flashlight and batteries
- emergency phone numbers (police, ambulance, fire, OHS Division)
- barrier tape
- camera and flash
- incident investigation forms
- investigation checklist

Steps in an Incident Investigation

Step 1: Emergency response

This is the first step in response to any incident. When an incident occurs, the danger may not be limited to those directly involved. In the case of a gas leak or a fire, for example, other workers on site and the general public may also be threatened. Your first priority is your workers—both those injured and those who may be in danger.

What You Do	Why You Do It
Take charge. Do not panic.	Reduces confusion and establishes control.
You must get help before rescuing. Call your first aid attendant and 911 if needed. Relay as much information as possible. Ensure clear access for emergency personnel. Have someone meet emergency responders and guide them as close to the scene as safely possible.	The more quickly emergency medical personnel respond, the better the outcome for the injured person.
Immediately assess the seriousness of the situation. Ask: Can the present situation get worse? Is anybody injured? How can damage be minimized?	Prioritizes need, prevents other injuries, minimizes property damage.
Don't become a casualty yourself! Never rush into an incident scene without first evaluating potential hazards. Where safely possible, eliminate and contain potential hazards. Remove all non-essential people from the danger area.	Don't let one injury turn into others. In an emergency, you must ensure that the hazard has been contained before any rescue is made. This is especially important if electricity, fire, gas or confined space are involved.
Provide first aid as soon as safely possible.	Helps stabilize and improve condition of injured person(s) until professional medical help can be obtained.
Find out where injured people are being taken.	Provides information for families and investigators.
Inform senior management and, when necessary, the OHS Division. Do not disturb the accident scene until the investigation is complete, or an OHS Officer has said otherwise.	Meets regulatory requirement for notification when there has been a critical injury, when a worker has lost consciousness, or following any other situation as defined by legislation.

Step 2: Secure the scene and identify witnesses

After the injured have been tended to and there is no further threat, your next priority is to secure the scene and identify potential witnesses.

Witnesses can disperse quickly and never be seen again. This is especially true when passers-by have witnessed an incident, for example, at a construction site. A good witness can provide an accurate description of the incident.

It's important to identify and interview anyone who saw the incident or was in the vicinity immediately before, during, or after the incident—including any workers who may have been injured.

What You Do	Why You Do It
Control the crowd. Ask someone to assist. Ask onlookers whether they know how the incident happened. Identify witnesses. Tell them that their help will be needed later. If the incident occurred in a room, keep onlookers outside. Post someone outside until a barricade can be erected.	Stabilizes the situation, slowly bringing it back to normal. While a crowd can hinder an investigation and needs to be controlled, it can also provide valuable witnesses.
Secure area until the investigation is completed. Physically isolate the incident by locking, taping or fencing off the area.	Ensures that the scene and evidence will not be disturbed. Allows investigators to go back to the scene and assess what may have been missed or overlooked.
If possible, ask emergency crews to leave material where they found it. Only move and remove what is absolutely necessary to assist the injured or to protect property from further damage.	Helps investigators to establish facts rather than make assumptions.
List those directly involved in the incident. If the public is involved, go to them first as they will likely be first to leave.	For future contact.
Ask those first on the scene to help develop a witness list and approach those witnesses immediately.	Best chance at finding out who else was in the vicinity at the time of the incident.

What You Do	Why You Do It
Tell all witnesses that the purpose of the investigation is fact-finding, not fault-finding. Tell them that their help is needed to prevent the incident from happening again.	Witnesses may be reluctant to participate. They may be afraid of being blamed or feel they must point a finger at one of their co-workers. Assuring witnesses will encourage them to come forward and volunteer information.
Arrange interviews for as soon as possible.	More information is forthcoming when memories are still fresh.
Ask each witness for a list of who may have seen or have knowledge of the incident. Contact these witnesses if necessary.	Extends network of information.

Step 3: Survey the scene

Survey the incident scene as soon as possible. This is especially critical when the incident happened outdoors because evidence such as slip, tire, or impact marks can be wiped out by weather conditions.

Your objectives in surveying the scene include:

- collecting and double-checking evidence
- confirming witness statements
- determining inconsistencies
- establishing the cause

Use measuring tape, camera, and sketches to record the scene as found.

Subject	Considerations
Weather: • Conditions • Temperature • Visibility	Extreme high or low temperatures or high winds may put workers in danger. Poor light may limit workers' vision and restrict communication. Glare or bright flashes of light can temporarily blind workers.
Incident surroundings: • Are there marks that could provide clues to the incident? • Anything out of the ordinary?	Skid marks or scratches on the floor can be keys to more evidence and contribute significantly to the investigation.
Work site: • Were floor and work areas clear and dry? • Was there a risk of slipping? • Could debris cause trips and falls? • Was the work area too confined? • Was access clear and open?	Slippery floors may not give workers or equipment proper footing. Lack of space may create additional materials handling hazards or make workers work closer to the equipment than recommended.
Equipment, materials and tools: • Confirm location in relation to injured worker • Match damage or other marks on equipment or tools to damage or marks on floors and walls. Are they consistent? • Check safety devices such as guardrails and safety catches. • Are machinery controls on or off? • Photograph and record nameplate data, such as weights and load limits. • Check for equipment malfunction. • Check for structural damage as well as damage to equipment, piping, etc.	Safety guards are often removed. Establish consistency. Verify that what was said is correct. If not, there may be some problem with machine, equipment, or someone's familiarity with machine or equipment.

Step 4: Prepare a report

When all of the information has been collected and reviewed, and the causes of the incident have been identified, it is time to make recommendations for corrective actions to prevent similar occurrences.

The incident investigation report should be signed by the lead investigator and dated, and should contain the following information:

- Location, date and time of incident—and weather conditions, if relevant
- Description of incident, including people, equipment, material, and machinery involved
- Names and addresses of any injured workers, and the nature of the injuries
- Names and addresses of other people involved in the incident
- Name and address of workplace owner
- Materials damage, including costs
- Names and addresses of witnesses
- Name of attending physician, if any
- Name of First Aid attendant, if any
- Immediate and underlying causes contributing to the incident
- Recommendations for corrective action

The recommendations for corrective action made in the report must be evaluated and implemented by those with authority in the workplace.

Sample Workplace Inspection Checklist

Location: Date/Time of Inspection:

Inspectors:

No.	Item	Status		
1	**Floors**			
.1	Floors clean and clear of waste	☐ S	☐ U	☐ N/A
.2	Good traction/condition – safe footing	☐ S	☐ U	☐ N/A
.3	Signs posted to warn of wet floors	☐ S	☐ U	☐ N/A
.4	No tripping hazards	☐ S	☐ U	☐ N/A
.5	No worn or loose flooring or carpet	☐ S	☐ U	☐ N/A
.6	No protruding objects (nails, wires)	☐ S	☐ U	☐ N/A
2	**Stairways & Aisles**			
.1	Aisles unobstructed - clearly marked	☐ S	☐ U	☐ N/A
.2	Mirrors installed at blind corners	☐ S	☐ U	☐ N/A
.3	Aisles not congested	☐ S	☐ U	☐ N/A
.4	Aisles wide enough for normal traffic	☐ S	☐ U	☐ N/A
.5	File drawers not left open as obstructions	☐ S	☐ U	☐ N/A
.6	Escape routes not congested	☐ S	☐ U	☐ N/A
.7	Escape routes meet provincial standard	☐ S	☐ U	☐ N/A
.8	Lighting adequate – walkways well lit	☐ S	☐ U	☐ N/A
.9	Emergency lighting functioning correctly	☐ S	☐ U	☐ N/A
.10	No faulty stair treads	☐ S	☐ U	☐ N/A
3	**Equipment & Machinery Maintenance**			
.1	Equipment/Machinery not damaged	☐ S	☐ U	☐ N/A
.2	Machine guards in place and effective	☐ S	☐ U	☐ N/A
.3	Tools in proper operating condition	☐ S	☐ U	☐ N/A
.4	Drip pans/absorbent material available	☐ S	☐ U	☐ N/A
.5	Furniture in proper operating condition	☐ S	☐ U	☐ N/A
.6	Ladders in good operating condition	☐ S	☐ U	☐ N/A
.7	Ladders properly placed or stored	☐ S	☐ U	☐ N/A
4	**Waste Disposal**			
.1	Adequate number of containers	☐ S	☐ U	☐ N/A
.2	Appropriate containers for toxic or flammable waste	☐ S	☐ U	☐ N/A
.3	Waste containers located where waste produced	☐ S	☐ U	☐ N/A
.4	Waste containers emptied regularly	☐ S	☐ U	☐ N/A
.5	Waste chemicals handled properly	☐ S	☐ U	☐ N/A

STATUS: S = Satisfactory; U = Unsatisfactory; N/A = Not Applicable (or not observed)

No.	Item	Status		
5	**Storage**			
.1	Storage areas appropriate for materials being stored	☐ S	☐ U	☐ N/A
.2	Material stacked securely and accessible	☐ S	☐ U	☐ N/A
.3	Bins/racks provided where material cannot be safely stacked	☐ S	☐ U	☐ N/A
.4	Materials stored so as not to interfere with work areas	☐ S	☐ U	☐ N/A
.5	Storage areas clearly marked	☐ S	☐ U	☐ N/A
6	**Emergency Equipment**			
.1	Extinguishers inspected annually and tags signed	☐ S	☐ U	☐ N/A
.2	Extinguishers not obstructed and easily identified	☐ S	☐ U	☐ N/A
.3	Extinguishers appropriate for the types of fire they must control	☐ S	☐ U	☐ N/A
.4	Sprinklered rooms clear of stored materials 12" from ceiling	☐ S	☐ U	☐ N/A
.5	Emergency lighting in place and operating properly	☐ S	☐ U	☐ N/A
.6	First aid kits present and complete	☐ S	☐ U	☐ N/A
.7	Eye wash stations present with fluid in date	☐ S	☐ U	☐ N/A
7	**Lighting**			
.1	Lamp reflectors clean	☐ S	☐ U	☐ N/A
.2	Lighting adequate for work being performed	☐ S	☐ U	☐ N/A
8	**HVAC System**			
.1	No persistent odours or fumes	☐ S	☐ U	☐ N/A
.2	Area heating appropriate for occupancy	☐ S	☐ U	☐ N/A
.3	Humidity appropriate for occupancy	☐ S	☐ U	☐ N/A
.4	Ventilation openings properly screened	☐ S	☐ U	☐ N/A
9	**Hazardous Materials/Dangerous Goods**			
.1	Hazardous materials and dangerous goods have been identified	☐ S	☐ U	☐ N/A
.2	Hazardous materials inventory completed	☐ S	☐ U	☐ N/A
.3	MSDSs available for all hazardous materials	☐ S	☐ U	☐ N/A
.4	Materials and goods properly stored (appropriate segregation)	☐ S	☐ U	☐ N/A
.5	Materials and goods properly labeled	☐ S	☐ U	☐ N/A
10	**Sanitation – Washrooms**			
.1	Washrooms clean	☐ S	☐ U	☐ N/A
.2	Fixtures not damaged or leaking	☐ S	☐ U	☐ N/A
.3	Soaps/paper towels/toilet paper present	☐ S	☐ U	☐ N/A

STATUS: S = Satisfactory; U = Unsatisfactory; N/A = Not Applicable (or not observed)

No.	Item	Status		
11	**Sanitation – Food Preparation Areas**			
.1	Consumables properly stored	☐ S	☐ U	☐ N/A
.2	Food residues properly discarded	☐ S	☐ U	☐ N/A
.3	Food preparation areas clean	☐ S	☐ U	☐ N/A
.4	Crumb traps cleaned	☐ S	☐ U	☐ N/A
.5	Cleaning materials stored away from food storage/ preparation areas	☐ S	☐ U	☐ N/A
.6	Small appliances unplugged when not in use	☐ S	☐ U	☐ N/A
.7	Cleaning cloths in sanitary condition	☐ S	☐ U	☐ N/A
.8	Sink faucets and drains operating correctly	☐ S	☐ U	☐ N/A
.9	Fridge interior clean – no food residue	☐ S	☐ U	☐ N/A
12	**Security**			
.1	Security locks functioning properly	☐ S	☐ U	☐ N/A
.2	Doors and windows secured after hours	☐ S	☐ U	☐ N/A
.3	Emergency plan posted	☐ S	☐ U	☐ N/A
.4	Confidential materials not left unattended	☐ S	☐ U	☐ N/A
.5	Confidential papers properly disposed of	☐ S	☐ U	☐ N/A
13	**Electrical Safety**			
.1	Extension cords for temporary use only	☐ S	☐ U	☐ N/A
.2	Wall outlets not damaged	☐ S	☐ U	☐ N/A
.3	No exposed or bare wires	☐ S	☐ U	☐ N/A
.4	Breaker panel covers closed	☐ S	☐ U	☐ N/A
.5	Power cords not to cross walkways	☐ S	☐ U	☐ N/A
.6	Temporary cords taped in place	☐ S	☐ U	☐ N/A
.7	Power cords and plugs in good condition	☐ S	☐ U	☐ N/A
14	**General Housekeeping**			
.1	Wall and ceiling fixtures fastened securely	☐ S	☐ U	☐ N/A
.2	Damaged fixtures/equipment clearly marked	☐ S	☐ U	☐ N/A
.3	Paper and waste properly disposed of	☐ S	☐ U	☐ N/A
.4	Desk and file drawers closed when not in use	☐ S	☐ U	☐ N/A
.5	File cabinets filled from the bottom up	☐ S	☐ U	☐ N/A
.6	File cabinet drawers not overloaded	☐ S	☐ U	☐ N/A
.7	Materials not stacked on desks or chairs	☐ S	☐ U	☐ N/A
.8	Filing stools and wastebaskets not placed where they may be tripping hazards	☐ S	☐ U	☐ N/A
15	**Other**	☐ S	☐ U	☐ N/A
.1		☐ S	☐ U	☐ N/A
.2		☐ S	☐ U	☐ N/A
.3		☐ S	☐ U	☐ N/A
.4		☐ S	☐ U	☐ N/A
.5		☐ S	☐ U	☐ N/A
.6		☐ S	☐ U	☐ N/A

STATUS: S = Satisfactory; U = Unsatisfactory; N/A = Not Applicable (or not observed)

Sample Task Analysis Worksheet

Task to be Analyzed: Date:

Location / Site: Completed by:

Basic Task Steps	Potential Significant Hazards	Hazard Control Methods
List the five to ten steps required to complete the task. Make sure you identify the steps in the sequence they are performed.	List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what could go wrong.	List the control methods required to eliminate, isolate or minimize the risk of injury arising from the identified hazard.

To help identify hazards for each step, ask:

- can any body part get caught in or between objects?
- can I be struck by or against anything?
- can I slip, trip or fall?
- can I strain or sprain a muscle from lifting/pulling/pushing?
- is there possible exposure to extreme heat or cold?
- is excessive noise or vibration a problem?
- is there a danger from falling objects?
- is lighting a problem?
- can weather conditions affect safety?
- can I come in contact with an energy source?
- can I come in contact with a hazardous substance?
- are there dusts, fumes or vapours in the air?

SAMPLE INCIDENT REPORT

For Internal Use

This form must be completed within 24 hours of the Supervisor learning of the incident

☐ Injury: ☐ First Aid ☐ Medical Aid	☐ No Injury ☐ Hazardous Situation

THIS SECTION TO BE COMPLETED BY THE EMPLOYEE

Who was hurt? ☐ Employee ☐ Visitor ☐ Contractor ☐ Other	Last name:	First Name:	Phone or Extension:
	Job Title:	Department:	Supervisor:
	Date & Time of Incident:	Date Reported:	Type of Incident: ☐ Slip*, trip or fall ☐ Struck by / against object ☐ Over exertion ☐ Repetitive strain ☐ Electrical contact ☐ Exposure to hazardous material ☐ Other (describe)
Description of Incident:			
*If this was a SLIP, describe footwear:			
Witnesses to the incident: (names and phone numbers)			
What was the injury (indicate what part of the body):			
Did you see a medical professional? ☐ Yes ☐ No If YES, please provide name, address and phone number:		Treatment of Injury: ☐ First Aid ☐ Family Doctor ☐ Walk-in Clinic ☐ Emergency Room ☐ Other (describe)	

THIS SECTION TO BE COMPLETED BY THE SUPERVISOR

Contributing Factors: What conditions contributed to the incident?

☐ Unsafe equipment	☐ Inadequate illumination	☐ Not or improperly guarded	☐ Hazardous environment
☐ Insufficient training	☐ Improper position/posture	☐ Insufficient care	☐ Infraction or unsafe practice
☐ Failure to use PPE	☐ Operating without authority	☐ Failure to lockout	
☐ Other (Explain)			

Explanation of contributing factors:

Details of property damage (if any):

To your knowledge, has the employee had a previous similar injury or has this similar hazard been reported before? ☐ Yes ☐ No ☐ N/A

Corrective Measures: Actions taken to prevent a reoccurrence (more than one item may apply):

☐ Request job safety analysis	☐ On-the-job training	☐ Perform housekeeping	☐ Review PPE
☐ Improve work procedure	☐ Check with manufacturer	☐ Re-training of person(s)	☐ Constructive Discipline
☐ Repair or replace equipment	☐ Install safety guard/device	☐ Reassignment of person	☐ Other (Explain)

Explanation of corrective measures:

Signature of Employee Reporting Incident:	Date:	Signature of Supervisor:	Date:

Notes