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Assess



Control

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AUDITING . . . a very positive process

There are many advantages of health and safety audits, and many tools available to workplaces to assist them to perform audits.

To 'audit' is to examine in a systematic and objective manner. Most of us are familiar with financial audits where business procedures are measured against a defined standard. The process of health and safety audits is similar in that they measure whether program elements meet legislated requirements and that everything possible is being done to ensure the safety of employees.

Audits are rarely welcomed, but in actual fact, an audit can be a very positive process for a company. It not only points out deficiencies that can be corrected in a timely way, but also documents positive actions. Audits may be conducted internally or externally.

Internal audits are often performed by trained company personnel and done frequently enough to ensure that policies and procedures are being followed, and that equipment remains safe. All results remain within the company and are used for internal planning purposes.

An external audit is one that is done by an outside agency or individual. It may be a mandated review that is ordered because the targeted company's health and safety and/or injury record is not up to standard. It may also be an audit that is requested by an organization in order to maintain certification (i.e. ISO).

The most common external audit is done by the Workplace Safety and Insurance Board (WSIB), and is called a **Workwell Audit**. This audit involves a Workwell auditor from the WSIB conducting an in-depth review of many critical aspects of health and safety and assessing how it is managed within the organization. A passing mark is 75%, and there are two chances to pass. After the first visit, the auditor provides a detailed list of what needs to be done, and allows six months for it to be completed. If there is no pass mark on the second audit, a fine will result. WSIB's guide is an excellent audit tool and is downloadable off their web site (see page 4, Where Is It On the Web?).

Internal audit tools can be obtained from most of the Health and Safety Associations, and are often similar to the Workwell Audit format. The International Organization for Standardization (ISO) has published a series of audits that include management systems and environmental issues. The Canadian Standards Association (CSA) has developed a new tool to examine health and safety management issues, but it is still under review.

Annual comprehensive audits of the entire program will keep employers on track. In addition, reviews of individual elements on a more frequent basis will ensure that they continue to meet established standards.

Advantages of audits are many, not the least of which is to avoid legal and financial consequences. If the health and safety program is audited on a regular basis, and changes are made to correct deficiencies, there is an ongoing record to support 'due diligence'. The ultimate advantage is a smoothly running program that promotes and ensures the safety and health of all employees.

by Patricia V. Story, RN, COHN(C), Occupational Health Consultant

How much TRAINING is enough?

One of the first questions participants in health and safety courses often ask is ... "How do I know what training is needed for my job?"

Employers need to first identify hazards which could reasonably result in significant harm to a worker. Decisions on training should then be made based on the major hazards that were identified for each particular job. The review needs to focus on who may be harmed, and the appropriate controls required. One of the many ways to protect a worker is through information, instruction, and supervision (OHS Act Sec. 25(2)(a)). Assessing the risks in a workplace is best done with input from the Joint Health and Safety Committee, or the Health and Safety Representative.

Workplace safety training is often overlooked, but may be the most critical element of any business. It should be the first step to ensuring a safe work environment, in the form of a workplace orientation. Properly completed and documented training will reduce the likelihood of injuries and the possible legal issues that could result in the event an injury should occur. Safety training is mandated for some industries, but recommended for all companies where worker safety is a concern.

"...Tell me and I will forget.
Show me and I will remember.
Involve me and I will understand..."
Confucius

The *Occupational Health and Safety Act*, established in 1979, states (Sec. 25(2)(h)) that the employer must take all precautions reasonable to protect the worker. The *Act* holds workers, supervisors and employers responsible for a safe workplace. It is impossible for a worker to do his/her work completely and safely if he/she has not been properly trained. The employer must ensure that the training is available. Training must meet the minimum requirements set out in legislation, comply with recognized industry standards, and represent best practice. Supervisors must ensure that workers work safely and put into practice, what they have learned.

The Workplace Safety and Insurance Board (WSIB) has divided the workplaces in Ontario into 12 different sectors. Each sector has its own Safe Workplace Association (SWA). Each SWA has identified courses and information sessions that the sectors should consider. The listing of the SWAs can be found at the WSIB website, at www.wsib.on.ca/wsib/wsibsite.nsf/public/PartnersHealthandSafety#HealthSafety. For example, the Construction Safety Association lists 28 training requirements on their web page at www.csa.org/Uploadfiles/Magazine/VOL13NO3/training.htm. This list includes fall protection, chain saw training and fire safety. Did you know, that anyone who is expected to use a fire extinguisher is required to be trained in its use?

As well, employers need to prepare their supervisors by providing health and safety due diligence training for them. Due diligence training will familiarize new supervisors and managers with their legal duties and accountabilities under the *Act* and Regulations. Supervisors will learn about their responsibilities for training workers.

"The training goal is to make workers aware of hazards they may encounter in the workplace. It is also to increase awareness of the potential effects of such hazards."
Construction Safety Association.

In essence, what you don't know, CAN hurt you.

by Sandy Boudah, Associate

DID YOU KNOW?

The Safe Communities Partnership is embarking on a new initiative - Safety Solutions for Not-for-Profit Organizations.

The goal of the "**Safety Solutions for Not-for-Profit Organizations**" is to bring organizations to a standard level of workplace safety. The not-for-profit organizations will learn to develop workplace policies and programs, which will allow the companies to reduce their potential exposure to injuries. The training will also provide a forum to network with other businesses and a variety of health and safety professionals. The Ontario Trillium Foundation and the Department of Human Resources and Skills Development have provided funding for this program.

For more information, please contact Donna Boston-McLean (705)253-2256

WELLNESS/HEALTH TIP

In case of emergency, put your cell on **I.C.E.**

Most Canadians carry no next of kin details; yet many carry a mobile phone. There is no simpler way of letting the emergency services know whom to contact should you be involved in an accident than by using **I.C.E.**

Standing for **In Case of Emergency, I.C.E.** will allow ambulance crews and police officers to quickly contact a nominated person, who can be informed of the incident. It is a good idea to attach a sticker on the back of your Cell Phone so emergency personnel know what **I.C.E.** means and that you programmed **I.C.E.** into your phone. This I.C.E Alert Sticker could also be placed on your Health Insurance card and Drivers Licence.



I.C.E. is not very effective by itself, if you suffer from critical allergies or medications, then you should also have a Med Alert Card™.

FINES

TORONTO, Ont.-on August 25, 2005, the Brady Mechanical Systems Ltd., a construction contractor that installed mechanical systems for buildings based in Toronto, was fined a total of \$150,000 on August 25, 2005 for violations of the Occupational Health and Safety Act Sections 25(1)(c) and 25(2)(a) and for violation of the Regulation for Construction Projects Section 48(1)(a) that resulted in one fatality and minor injuries to seven other workers.

On August 22, 2002, a large air handling unit was being lifted onto a concrete pad on the 14th floor of a building under construction in Toronto. The top of a standpipe had to be removed in order to get the unit into place. The standpipe had been pressurized to test for leaks approximately seven to ten days prior to the incident, but the pressure had not been relieved following the test. A worker stood over the standpipe to pull it off as another worker loosened a coupling. An explosion resulted as pressurized air and water escaped. The worker over the standpipe was struck by the standpipe, resulting in fatal injuries. Seven other workers were also injured.

A Ministry of Labour investigation found that Brady Mechanical Systems Ltd. did not have any written procedures for the pressure testing of pipes and the workers were not trained by the employer on procedures and precautions to use while pressure testing pipes.

In addition to the \$150,000 fine the court imposed a 25-per-cent victim fine surcharge, under the Provincial Offences Act.

SUPERIOR HEALTH & SAFETY CONFERENCE

Best Western, Gr. Northern Rd.,
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MAY 9 & 10, 2006



Come visit us at our booth!
Health & Safety Professionals Inc.

Learn More - Be Prepared Today for Tomorrow

FALL TRAINING SCHEDULE

Basic Certification Training

October 25, 26, 27

November 22, 23, 24

Health & Safety Supervisor Training NEW 2 DAY COURSE

November 15, 16

Indoor Air Quality & Ventilation Oct 4

Stress in the Workplace

Oct 4

Prevention of Musculoskeletal Injury Oct 5

Slips, Trips & Falls Oct 6

Violence in the Workplace

Oct 6

Confined Spaces Nov 2

Lockout Machinery/ Safe Machine Guarding Nov 2

WHMIS Nov 3

Heat Stress & Cold Stress

Nov 29

Emergency Preparedness

Nov 29

Managing Organizational Change Dec 1

In-house sessions and dates are available. Please contact us.

Where is it on the Web?

Health & Safety Professionals Inc.

- visit our website for course details, schedules and registration forms.

www.hspinc.ca

Workwell Audit The Workplace Safety & Insurance Board (WSIB) has an excellent audit tool which is available on their website at www.wsib.on.ca/wsib/wsibsite.nsf/public/workwell follow the link Workwell Core Health and Safety Audit (821k, pdf) for a downloadable copy.

Safe Workplace Association (SWA) has suggestions as to courses and information sessions your sector should consider. For a list of SWAs visit www.wsib.on.ca/wsib/wsibsite.nsf/public/partnershealthandsafety#healthsafety

I.C.E. (In Case of Emergency) For more information check out the following websites www.solutionsathand.ca and www.livingwillcards.com

PUBLICATION INFORMATION

This newsletter is intended as an information overview of health and safety issues. While we strive to publish accurate information, the contents of this publication are not intended as legal or professional advice.

The information and recommendations contained in Safety In Action have been compiled from sources believed to be reliable. However, HSPI makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances.

This publication may be reproduced in its original form.

COMPANY INFORMATION

Health and Safety Professionals Inc. is a Northern Ontario consulting and training firm. We are a WSIB approved provider of Basic Certification training; as well, our Supervisor Training Program meets Algoma Steel's requirements for Construction Supervision. We are committed to professionalism; excellence; timely and efficient service and customer satisfaction.

