GETTING STARTED ON SAFETY:

A Roadmap For Your Small Business

SIMPLE SAFETY SOLUTIONS

Grow Your Business

Attention to health and safety (H&S) is not just about obeying the law and being socially responsible, it makes good business sense.

What The Law Says

Ontario's *Occupational Health and Safety Act (OHSA)* states that employers must take every reasonable precaution to protect workers, provide information and instruction, and to ensure that workers properly use or wear the required equipment. Employers require a health and safety representative (between 6 and 19 workers) or a Joint Health and Safety Committee (JHSC) for 20 or more. If you hire workers (including family members) or are an independent operator in construction, you must register with the Workplace Safety and Insurance Board (WSIB).

Be Prepared For New Workers

Minimum age requirements, competent supervision and management commitment equates to a safe and successful workplace. Make sure every worker knows their rights before they start the job. Provide a thorough orientation to the workplace, including the safety rules and requirements. Every worker and supervisor in Ontario must receive health and safety awareness training.

Don't know where to start?

Call a WSPS Duty Consultant. Our professionals are on hand to address your health and safety concerns and provide you with up-to-date OHS legislation information.

Workplace Safety & Prevention Services®

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1. DEVELOP YOUR POLICIES

Health & Safety Policy

Employers with 6+ workers are required to write and post an H&S policy. Your workplace will need other program elements to support this policy and to establish an effective Internal Responsibility System.

Violence & Harassment

Ontario employers are required to have workplace violence and harassment policies and programs. This includes a risk assessment (for violence), procedures and training.

2. BE IN THE HAZARDS KNOW

Hazards

Managing workplace hazards should be a priority for every business owner. By eliminating or controlling hazards, you can help prevent work-related injury, illness and property damage.

3. GET YOUR TEAM UP TO SPEED

Duties & Responsibilities

The Ontario *Occupational Health and Safety Act* (*OHSA*) is clear that you, as the employer, have the greatest responsibility with respect to health and safety in the workplace. However, the OHSA also outlines duties for other workplace parties, because everyone has a role to play in safety.

H&S Rep & Inspections

Workplaces with 6-19 employees are required to have a worker H&S representative who can help identify workplace hazards and make recommendations to you, the employer.

Joint Health and Safety Committee

A Joint Health and Safety Committee (JHSC) must be established in a workplace with 20 or more employees. A JHSC is also required if, workers may be exposed to a designated substance, or if the MOL has issued an order to have a JHSC. The JHSC helps to identify workplace hazards and recommends improvements to the employer.

Training & Orientation

While the Ministry of Labour specifies certain minimum training requirements, as the employer, you still have a duty to take every reasonable precaution to protect the health and safety of your workers. This includes identifying hazards and providing appropriate training.

4. NAVIGATING INJURIES

First Aid

Every workplace is required to have a first aid station (stocked with items appropriate for the size of business) and to ensure that someone trained in first aid is in charge of that station.

Injury Reporting

Reporting requirements related to workplace injury or illness vary depending on the severity and nature of the incident.

Return to Work

A return to work program provides injured workers with suitable and available work, enabling them to perform modified duties until they can return to their regular job or role.

For more information contact Workplace Safety & Prevention Services

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