

Workwell Small Business Audit



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Workwell Small Business Audit

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Introduction

The Workwell Program and Small Business Audit introduces you to an organized way to approach health and safety in a small business environment. The Workplace Safety and Insurance Board (WSIB) would like to thank Workplace Safety and Prevention Services for their valuable contribution to the development of this health and safety tool.

The WSIB and its Prevention System partners, The Ministry of Labour (MOL) and Health and Safety Associations (HSAs), are committed to enhancing health and safety in the small business community of Ontario. We are enthusiastic about the interest in this program to date and the use of this tool by small business owners and managers to help them create effective safety management programs in order to protect themselves and their workers.

The principles guiding the approach to health and safety are:

- Employers are primarily responsible for protecting their workers from harm under the *Occupational Health and Safety Act*.
- Safety is everyone's responsibility in the workplace.
- Risk is always part of life because nature, people and our inventions are not perfect.
- Risk can be reduced by paying attention to potential hazards, causes of incidents and then changing our actions.
- There is usually more than one way to prevent an incident.
- Our perception of risk is not always accurate.

What is a small business?

Workwell considers a small business to be any company that employs less than twenty workers at the time the company is selected for a Workwell evaluation. If the company has twenty or more workers at the time of the first audit visit, the Workwell Evaluator will use the Core Health and Safety Audit as it is more appropriate for larger sized companies. Please note that owners are not considered workers for the purpose of classifying a company as a small business.

What is a safety audit?

Safety audits are a tested and proven method to ensure that small businesses have the right programs in place to reduce incidents and risk to their workers. The Workwell Small Business Audit is designed to promote safety and eliminate incidents in your small business. A safe business improves productivity and profitability.

Why create a safety audit for small business?

- To provide practical safety management tools for small business.
- To ensure that safety management practices are in compliance with the *Workplace Safety and Insurance Act*.
- To establish a safety audit to serve as the common tool for health and safety professionals, the small business community and Workwell Evaluators.
- To provide small business with a practical approach to safety in their operation.
- To make small businesses aware of their obligations under the *Occupational Health and Safety Act* and react accordingly.

Please note: *If you are selected to be audited by the Workwell Program for any reason, you are required by law to go through the audit process.*

The benefits of the small business audit process

One of the many benefits of successfully completing the Workwell Small Business Audit process means you have a health and safety management system in place, reducing the risk of injury, illnesses and fatalities in your workplace. Reducing or eliminating hazards in a small business is particularly important since family members typically work in small business, often turning a workplace tragedy into a family tragedy as well. Other benefits include:

- Greater peace of mind knowing that your workplace is healthy and safe.
- Improved morale and productivity among workers knowing their workplace is safe.
- Avoiding possible WSIB insurance premium surcharges
- Stable or reduced WSIB insurance premiums.
- Reduced or elimination of workplace injuries, illnesses and fatalities (one worker gets killed on the job approximately every two days in Ontario).
- Increased compliance with the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act*.
- Reduced liability and legal exposure.

Clearance Certificates

To help protect you and your company, you should request that contractors, etc., provide a WSIB Clearance Certificate as a term of contract or before any work begins. Asking for this certificate will protect you if the contractor or worker has an incident while on your premises. Your business may be liable for the cost of an incident if the workers company is not insured. A WSIB Clearance Certificate shows that workers of contractors and other companies that perform work for you are insured through the WSIB and that their account is in

order. Small business owners and contractors can obtain Clearance Certificates by calling (416) 344-1012 or toll-free at 1-800-387-8638. You can also fax us at (416) 344-3410 or toll-free at 1-877-849-4882. To help us serve you better, please provide us with the following information:

- company name and account number
- contractor name and account number
- business activity
- location where to send the certificate (fax or address)

There is no cost to obtain a clearance certificate.

The Workwell Small Business Audit Process

How does a company get selected for a Workwell audit?

Each year the WSIB identifies companies that have a poor health and safety record in terms of cost, incident frequencies and/ or severity compared to similar operations. In most cases, these companies will be experiencing more lost time injuries than similar businesses, have higher compensation costs and more severe injuries than their business peers. The information that Workwell uses to select companies for evaluation is based on the incident reports submitted by employers, workers and physicians.

What happens next?

Workwell must notify, in writing, companies that have been selected for an evaluation. After the selection process, Workwell mails a notification package to selected companies. Workwell shares the selection list with the Health and Safety Associations and Ministry of Labour as our Prevention System Partners.

***Please note:** Workwell is required to release the names and addresses of selected companies to requesting parties under the Freedom of Information and Protection of Privacy Act. You may receive calls from private health and safety consultants who have requested the list.*

Shortly after you receive the notification package, your Workwell evaluator will contact you and arrange the first appointment to begin the audit process. Once the date and time is set you will receive a “confirmation of evaluation” letter from your evaluator. Your notification letter will contain the name and contact information for your evaluator and please feel free to contact them at your convenience.

Preparing for the first visit

The more you do to prepare for the first audit the better. While it is true that most companies do better on the second evaluation than the first, working towards passing the first evaluation reduces risk in the workplace faster and may bring a quick completion to the Workwell process, saving time and money. Once you are notified, compare your existing health and safety system to what the Small Business Audit Tool requires and, if need be, start working on improvements. Again, you are encouraged to contact your Health and Safety Association for expert advice and help.

The first visit

The evaluator will briefly outline the audit process and learns more about the specifics of your business. The evaluator then works with the owner and/or manager and the worker Health and Safety Representative to examine the health and safety program of the business. Using the Workwell Small Business Audit to conduct the assessment, the evaluator will examine health and safety documents, including policies and procedures, observe work practices in action, tour the workplace(s) and conduct interviews with workers. A typical first audit usually lasts a full day. Workwell appreciates how busy the typical small business person is and you are not expected to spend the entire amount of time with the evaluator but to make yourself available when needed.

After the first visit, a first audit report will be prepared and sent to the company. Our Prevention System Partners also receive a copy of the first audit report. The report will identify those safety program components that are in place and recommend improvements needed to implement an effective, sustainable health and safety management system. More information on your sector-specific HSA and the MOL is at the back of this document. Your evaluator is always available to discuss the report with you in person, via e-mail or over the telephone.

What Does the Workwell Evaluator Look For?

The Workwell evaluator will verify the existence, application, implementation and enforcement of the applicable sections of the Small Business Audit during the first and second audit.

“D” – DOCUMENTATION	“O” – OBSERVATION	“I” – INTERVIEW
<p style="text-align: center;">Saw/attached</p> <p>The Evaluator will review copies of the operation’s safety program documentation. Documentation may include rules, procedures, inspection reports, training records and meetings, if safety committees are used.</p>	<p style="text-align: center;">Inspection</p> <p>Observation informs the Evaluator about how well the safety program standards are being implemented. Observations may include notice boards, labels, signs, work activity, machinery operation, orderliness or use of personal protective equipment or clothing.</p>	<p style="text-align: center;">Workforce</p> <p>The Evaluator will discuss the entire evaluation process with management and workforce representatives. During the site walk-about, the Evaluator may informally speak with the workers to appraise safety practices.</p>

Please note: To successfully pass the Workwell audit process on the first audit a score of 75% or more must be awarded by the evaluator. If 75% is not achieved a second audit will occur.

The interim visit

The results and recommendations of the first audit can be confusing. Your evaluator will contact you shortly after the first audit results are sent to you and see if there is anything we can do to help. While we do try to see everyone in person, your evaluator may contact you by telephone based on geography and scheduling efficiencies. Of course, you may contact your evaluator at any time if you have any questions.

The second visit

For businesses that do not obtain a passing score of 75% on the first audit, a second audit will be booked for six months in the future. The small business has this time to address all recommended improvements. Your Evaluator and HSA are excellent resources to help you improve your health and safety management system.

The second audit will look at all the sections of the first audit that did not receive a passing grade. The evaluator typically does not look at sections that were scored positively in the first audit unless information comes to light that indicates those activities are no longer occurring. Again, the evaluator looks for documentation, implementation and observable safe work practices in assessing the workplace. If a score of 75% or higher is achieved on the second audit, the Workwell process is over. Should the small business score less than 75%, a premium surcharge is applied to the company.

Financial penalty

The premium surcharge can range between 10% (for a score of 74.9%) and 75% (for a score of 0%) of the premiums paid to the WSIB in the year the business was selected by Workwell. The premium surcharge is capped at a maximum of \$500,000.

Surcharge Calculation Example:

The % surcharge is calculated using the formula $[75-(\text{Score} \times .8678)]/100$. Assuming an evaluation score of 50%, the premium surcharge would be 31.6% of the annual premiums paid in the selection year. $[75-(50 \times .08678)] = 31.6\%$.

Rights of appeal

The results of the second audit can be appealed if a passing grade is not achieved. Please contact your Evaluator to find out more about the appeal process.

Workwell Small Business Audit Tool

1. Health and Safety Policy Statement

Total Points Available = 590

1.1 *The employer has a Health and Safety Policy.*

				Total Section Points = 10			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
1.1(a)	The company has a health and safety policy statement signed by the employer.	<p>Policy contains:</p> <ul style="list-style-type: none"> • Commitment to preventing occupational illness and injury in the workplace. • Responsibility of employer to implement and maintain a safe and healthy work environment. • Manager/Supervisor responsibilities to ensure that healthy and safe work conditions are maintained in his/her assigned work area. • Worker responsibilities to work safely following legislated and employer safe work procedures/practices. 	<ul style="list-style-type: none"> • Demonstrates the employer's commitment to health and safety in the workplace. • Confirms that all workers have responsibilities for health and safety in the workplace. • Section 25 (2) (j) of the Occupational Health and Safety Act (OHSA). • Refer to section 1 of the Sample Templates booklet for guidance. 	5	0	N/A	Documented/ Observed (D/O)
1.1(b)	The policy is current and posted in a conspicuous place in the workplace.	<ul style="list-style-type: none"> • Policy must be current, updated on an annual basis. 	<ul style="list-style-type: none"> • Section 25 (2) (k) of the OHSA. 	5	0	N/A	D/O

Section 1 Resources

http://www.labour.gov.on.ca/english/hs/ohsaguide/ohsag_appa.html

[http://www.wsib.on.ca/wsib/wsibobj.nsf/LookupFiles/FactSheet_English5136A/\\$File/5136A_Your_Guide_to_Developing_A_WHS.pdf](http://www.wsib.on.ca/wsib/wsibobj.nsf/LookupFiles/FactSheet_English5136A/$File/5136A_Your_Guide_to_Developing_A_WHS.pdf)

2. Health and Safety Responsibilities

2.1 *The employer has established health and safety responsibilities for managers, supervisors, workers, health and safety representatives.*

				Total Section Points = 60			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
2.1(a)	Safety responsibilities have been defined for managers, supervisors, workers, part time workers.	Responsibilities to include: <ul style="list-style-type: none"> Managers/Supervisors: Section 25, 26 and 27 of the OHSA and any employer specific health and safety responsibilities. Workers: Section 28 of the OHSA and any employer specific health and safety responsibilities. 	<ol style="list-style-type: none"> Identifying specific health and safety responsibilities increase the likelihood that each party meets the expectations resulting in a healthy and safe operation. Sections 25, 26, 27 and 28 of the OHSA. Refer to section 2 of the Sample Templates booklet for guidance. 	30	0	N/A	D/I
2.1(b)	The employer has developed responsibilities for a health and safety representative.	Responsibilities to include: <ul style="list-style-type: none"> Making recommendations to the employer regarding health and safety issues. Conducting monthly inspections of the workplace. 	<ul style="list-style-type: none"> To ensure legislated compliance and identify roles and responsibilities of the health and safety representative. Section 8 of the OHSA. Refer to section 2 of the Sample Templates booklet for guidance. 	30	0	N/A	D/I

Section 2 Resources http://www.labour.gov.on.ca/english/hs/faq/faq_3.html

<http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/ReferencePreventionLaw>

WSIB Sample Template and Guidelines Book

3. Posted Health and Safety Materials

3.1 *The employer has the following documents conspicuously posted and/or available at the workplace:*

				Total Section Points = 40			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
3.1(a)	<i>Occupational Health and Safety Act .</i>	<ul style="list-style-type: none"> • Posted in a high traffic area (worker entrance, near time clock, bulletin board). • Accessible to all workers. 	<ul style="list-style-type: none"> • Section 25 (2)(i) of the OHSA 	5	0	N/A	D/O
3.1(b)	Appropriate industry regulation(s).	<ul style="list-style-type: none"> • In a high traffic area (worker entrance, near time clock, bulletin board). • Accessible to all workers. 	<ul style="list-style-type: none"> • Section 25(2)(i) of the OHSA 	5	0	N/A	D/O
3.1(c)	WHMIS Regulation and Material Safety Data Sheets (MSDS).	<ul style="list-style-type: none"> • Readily available to all workers. • MSDSs are current, no more than 3 years old. 	<ul style="list-style-type: none"> • Section 25(2)(l) of the OHSA 	5	0	N/A	D/O
3.1(d)	Designated Substances Regulation <i>(*Joint Health and Safety Committee required).</i>	<ul style="list-style-type: none"> • Accessible to all workers on site. 	<ul style="list-style-type: none"> • Section 25(2)(i) of the OHSA • (* Section 9(2)(c) of the OHSA) 	5	0	N/A	D/O
3.1(e)	Occupational Health and Safety explanatory materials.	<ul style="list-style-type: none"> • Accessible to all workers. 	<ul style="list-style-type: none"> • Section 25(2)(i) of the OHSA 	5	0	N/A	D/O

(continued)

3.1 *The employer has the following documents conspicuously posted and/or available at the workplace:*

Total Section Points = 40

				SCORE			
ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify	
3.1(f)	Form 82 – <i>In Case of Injury At Work</i> Poster.	Posted at: <ul style="list-style-type: none"> • First aid station(s). • In a high traffic area (worker entrance, near time clock, bulletin board). 	<ul style="list-style-type: none"> • Defines what is required in the first aid kit to ensure adequate supplies in the event first aid is required. 	5	0	N/A	D/O
3.1(g)	First Aid Regulation 1101.	<ul style="list-style-type: none"> • Available at the first aid station(s). 	<ul style="list-style-type: none"> • Section 25(2)(i) of the OHSA 	5	0	N/A	D/O
3.1(h)	Emergency Services numbers.	Emergency Numbers to include: <ul style="list-style-type: none"> • 911 (if available) as well as local phone numbers for police, fire and ambulance. • Poison control centre. • Ministry of Labour. • Ministry of Environment (1 800 268-6060). • Utilities and internal contact numbers. 	<ul style="list-style-type: none"> • Quick response to emergencies can eliminate or reduce injuries, loss of life and mitigate financial loss. 	5	0	N/A	D/O

Section 3 Resources

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900860_e.htm

<http://www.labour.gov.on.ca/english/hs/pubs/whmis/index.php>

<http://www.labour.gov.on.ca/english/hs/jhsc/index.html>

<http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/InCaseOfInjuryPoster>

WSIB Sample Templates and Guidelines Book

4. Health and Safety Standards and Procedures

4.1 *The employer has identified workplace health and safety hazards and implemented controls for those hazards.*

				Total Section Points = 140			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
4.1(a)	Identify work place health and safety hazards.	<ul style="list-style-type: none"> • Identify and list one of the following: <ul style="list-style-type: none"> – All occupations and/or jobs, and, – Common hazards in the work environment. • List the main activities involved with each occupation or job or where common hazards exist. • Identify health hazards and/or safety hazards for the main activities. 	<ul style="list-style-type: none"> • Optimum protection of workers, equipment, material and environment can be attained when hazards are identified and eliminated or reduced. • OHSa Section 25(2) (a) and (h). • Refer to section 4 of the Sample Templates booklet for guidance. 	50	0	N/A	D/I
4.1(b)	Implement health and safety hazard controls.	<ul style="list-style-type: none"> • Develop, define and implement controls to address health and/or safety hazards identified. 	<ul style="list-style-type: none"> • Ensures that workplace activities are performed with maximum safety. • OHSa section 25(2) (a), (d) and (h). 	50	0	N/A	D/I/O

4. Health and Safety Standards and Procedures

4.2 *The employer has developed and implemented standards and procedures for:*

				Total Section Points = 140			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
4.2(a)	Injury/illness reporting.	Procedure to be in writing and include: <ul style="list-style-type: none"> • Nature of the injury/illness. • When to report (timeframe). • How to report (verbal, form). • Person(s) assigned to investigate the injuries/incidents. 	<ul style="list-style-type: none"> • Ensures that workers are aware that injuries/illnesses must be reported and employer is aware of any injuries/illnesses suffered at work. • Refer to section 4 of the Sample Templates booklet for guidance. 	5	0	N/A	D/I
4.2(b)	Hazard reporting.	<ul style="list-style-type: none"> • Definition of hazardous condition or act. • When to report (timeframe). • How to report (verbal, form). 	<ul style="list-style-type: none"> • Involving and empowering workers promotes buy-in with the health and safety initiatives. • Ensures that the employer is aware of hazards in the workplace. • Section 28(1)(d) of the OHSA. • Refer to section 4 of the Sample Templates booklet for guidance. 	10	0	N/A	D/I

(continued)

4.2 *The employer has developed and implemented standards and procedures for:*

Total Section Points = 140				
SCORE				
	Yes	No	N/A	Verify
4.2(c)	5	0	N/A	D/O

	ELEMENT	REQUIREMENTS	RATIONALE
	Emergency evacuation plan.	Plan includes procedures for likely emergencies including: <ul style="list-style-type: none"> • Fire. • Gas Leak. • Chemical Spill. Plan includes: <ul style="list-style-type: none"> • Responsibilities for employer, supervisors and workers for likely emergencies. • Floor plan of the workplace. • Worker assembly point outside of the workplace where headcount will take place. • Planned and scheduled drills. 	<ul style="list-style-type: none"> • Developing and implementing a plan can prevent or minimize loss. • Refer to section 4 of the Sample Templates booklet for guidance.

(continued)

Section 4 Resources

WSIB Sample Templates and Guidelines Book

Confined Space Regulation: http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_050632_e.htm

4.2 *The employer has developed and implemented standards and procedures for:*

				Total Section Points = 140			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
4.2(d)	Confined space.	<ul style="list-style-type: none"> • A review of workplace activities has been performed to determine whether confined spaces exist in the workplace. • If a confined space exists or workers enter confined spaces, standards and a procedure must be developed and include: <ul style="list-style-type: none"> – Who can perform entry. – Personnel required. – Testing requirements. – Conditions of entry. – Means of communication. – Personal protective equipment requirements. – Rescue equipment and personnel. – Reporting (permit system). – Worker training requirements. 	<ul style="list-style-type: none"> • Confined space definition: A space in which, because of its construction, location, contents, or work activity, the accumulation of a hazardous gas, vapor, dust, or fume or the creation of an oxygen-deficient or oxygen-enriched atmosphere may occur. • Confined Space Regulation 632/05 Industrial Regulation 851/90 sections 67-71. • Construction Regulation 231/91 sections 60-63. • Refer to section 4 of the Sample Templates booklet for additional guidance. 	10	0	N/A	D/I
4.2(e)	Worker use of personal protective equipment (PPE).	<ul style="list-style-type: none"> • What is required. • What is acceptable. • Who must wear what (include exceptions if any apply). • When must it be worn (include exceptions if any apply). • Who supplies PPE. 	<p>When workers understand the need for protecting themselves, they are likely to apply such protection, reducing the likelihood of suffering a work related injury or illness.</p> <ul style="list-style-type: none"> • Industrial Regulations Sections 79-86. • Construction Regulations Sections 21-26. • Refer to section 4 of the Sample Templates booklet for guidance. 	10	0	N/A	D/I/O

5. Health and Safety Representative

5.1 *The workplace health and safety representative has been elected, and the process for recommendations has been defined.*

				Total Section Points = 10			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
5.1(a)	Selection of the worker health and safety representative.	The following should be defined in a written procedure: <ul style="list-style-type: none"> • Selection process for the health and safety representative. • Replacement process for the health and safety representative. 	<ul style="list-style-type: none"> • To ensure legislated compliance, as well as to involve and empower workers to participate in health and safety program initiatives. • Sections 8(1) and 8(5) of the OHSA. • Refer to section 5 of the Sample Templates booklet for guidance. 	5	0	N/A	D/I
5.1(b)	Recommendations documented and sent to the employer.	A procedure for submission of written recommendations should explain: <ul style="list-style-type: none"> • Who it is to be sent to. • When it should be sent. • How it is to be sent. • How and when the employer is required to respond. 	<ul style="list-style-type: none"> • Provides a system that diminishes miscommunication creating less likelihood that safety issues will remain outstanding. • Section 8(12) of the OHSA • Refer to section 5 of the Sample Templates booklet for guidance. 	5	0	N/A	D/I

Section 5 Resources

WSIB Sample Templates and Guidelines Book

<http://www.labour.gov.on.ca/english/hs/jhsc/index.html>

6. Health and Safety Education/Training

6.1 The employer's health and safety training program consists of the following:

				Total Section Points = 90			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
6.1(a)	Applicable legislation.	<p>All workers, including management and supervisors, receive training in the following:</p> <ul style="list-style-type: none"> • Sections 8, 25,26,27, 28 of the OHSA. • Right to refuse unsafe work . • Records of training must be maintained that include signatures of workers, dates of training, trainer's signature and material covered during the training. • Evaluate the training. 	<ul style="list-style-type: none"> • Trained workers gain knowledge of legal rights and responsibilities that apply to their work. This will motivate them to carry out safe work practices. Respect for the employer is gained because the importance of the health and safety of the workers is demonstrated through training for all. • Section 25(2)(a) and (h) of the OHSA. 	20	0	N/A	D/I
6.1(b)	Designated substances. <i>(*Joint Health and Safety Committee Required)</i>	<ul style="list-style-type: none"> • If a Control Program is required then the employer must develop a training program for supervisors and workers on: <ul style="list-style-type: none"> – The health effects, and – The measures and procedures required under the designated substance program. • Records of training must be maintained that include signatures of workers, dates of training, trainer's signature and material covered during the training. • Evaluate the training. 	<ul style="list-style-type: none"> • Trained workers recognize that there are toxic substances that need special precautions. Employer demonstrates the importance of the well being of workers who may be exposed to these substances. • Section 25(2)(a) and (h) of the OHSA. • Section 9(2)(c) of the OHSA. 	10	0	N/A	D/I

(continued)

6.1 *The employer's health and safety training program consists of the following:*

				Total Section Points = 90			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
6.1(c)	Material handling.	<ul style="list-style-type: none"> • Training for all workers should include: <ul style="list-style-type: none"> – Manual lifting techniques. – Musculoskeletal diseases (MSDs). – Use of mechanical lifting devices (for all workers that will use mechanical lifting devices). • Forklift training by a competent training provider. • Records of training must be maintained that include signatures of workers, dates of training, trainer's signature and material covered during the training. • Evaluate the training. 	<ul style="list-style-type: none"> • Trained workers receive knowledge in the proper methods and precautions to lift, move, carry, support and remove materials manually and with material-handling devices. • Section 25(2)(a) and (h) of the OHSA. 	10	0	N/A	D/I

(continued)

6.1 *The employer's health and safety training program consists of the following:*

				Total Section Points = 90			
				SCORE			
ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify	
6.1(d)	Initial job instruction and orientation.	<ul style="list-style-type: none"> • Training required for all workers, including management and supervisors on: <ul style="list-style-type: none"> – Health and safety policy. – Health and safety responsibilities and rules (See 6.1(a) and (c)). – Injury/illness reporting procedure. – Hazard reporting procedure. – Emergency/rescue plan(s). – Early and safe return to work. – Health and safety representative. – Hazards involved in the work. – Personal protective equipment (PPE). – Workplace Hazardous Materials Information System (WHMIS). • Records of training must be maintained that include signatures of workers, dates of training, trainer's signature and material covered during the training. • Evaluate the training. 	<ul style="list-style-type: none"> • Trained workers are introduced to the company safety program and expectations required of them. • Gives a basic grounding in health and safety knowledge. • The orientation process provides an opportunity for the employer to demonstrate that they care and to lay the groundwork for the desired attitude, skills and knowledge. • Initial job instruction provides the worker with the knowledge of "how to" perform the activity properly hence transforming an inexperienced worker into a safe and skillful worker. • Section 25(2)(a) and (h) of the OHSA 	20	0	N/A	D/I

(continued)

6.1 *The employer's health and safety training program consists of the following:*

				Total Section Points = 90			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
6.1(g)	Health and safety representative.	<ul style="list-style-type: none"> • Formalized training required in: <ul style="list-style-type: none"> – Roles. – Responsibilities. – Duties of representative. – Conducting incident investigations. – Conducting workplace inspections. • Records of training must be maintained that include signatures of workers, dates of training, trainer's signature and material covered during the training. • Evaluate the training. 	<ul style="list-style-type: none"> • People require knowledge in order to perform efficiently and effectively. 	10	0	N/A	D/I
6.1(h)	Emergency preparedness and response.	<ul style="list-style-type: none"> • Training for all workers in the firm's emergency/rescue plan(s). • Records of training must be maintained that include signatures of workers, dates of training, trainer's signature and material covered during the training. • Evaluate the training. 	<ul style="list-style-type: none"> • Section 25(2)(a) and (h) of the OHSA. 	5	0	N/A	D/I
6.1(i)	Lock out/tag out.	<ul style="list-style-type: none"> • Workers servicing or maintaining machinery need to be trained on proper lock out/tag out procedures. 	<ul style="list-style-type: none"> • Proper lock out/tag out procedures significantly reduce risk during maintenance or repair of machinery. 	5	0	N/A	D/O/I

(continued)

6.1 *The employer's health and safety training program consists of the following:*

Total Section Points = 90			
SCORE			
Yes	No	N/A	Verify

	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
6.1(j)	Pre-use inspections.	Training for all workers that will conduct pre-use inspections of any vehicle or equipment in: <ul style="list-style-type: none"> • How to conduct the pre-use inspection. • The firm's pre-use inspection procedure. • The firm's procedure for documenting and follow up for pre-use inspections. • Records of training must be maintained that include signatures of workers, dates of training, trainer's signature and material covered during the training. • Evaluate the training. 	<ul style="list-style-type: none"> • People require knowledge in order to perform efficiently and effectively. • Contributes to the identification of potential hazards and unsafe conditions. 	10	0	N/A	D/I

7. First Aid Requirements

7.1 *The employer complies with the First Aid Regulation with respect to:*

				Total Section Points = 55			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
7.1(a)	Availability of first aid kits.	<ul style="list-style-type: none"> Located within quick and easy access for all workers. Available in mobile equipment. 	<ul style="list-style-type: none"> Prompt treatment can reduce the severity of the injury/illness. Regulation 1101 Section 1(3). 	10	0	N/A	D/I/O
7.1(b)	Required contents in the first aid kits.	<ul style="list-style-type: none"> Each first aid kit must be adequately stocked with supplies. 	<ul style="list-style-type: none"> Proper treatment can reduce the severity of the injury/illness. Regulation 1101 Section 2(1). 	10	0	N/A	D/I/O
7.1(c)	Number of trained/qualified first aiders.	<ul style="list-style-type: none"> Must be a qualified first aider on every shift. 	<ul style="list-style-type: none"> Proper treatment can reduce the severity of the injury/illness. Regulation 1101 Section 1(2). 	10	0	N/A	D/I/O
7.1(d)	First aid treatment/advice recorded.	<ul style="list-style-type: none"> The first aid attendant records in a treatment/advice logbook. 	<ul style="list-style-type: none"> Recording can provide vital information when reviewing trends in the workplace. Regulation 1101 Section 5. 	5	0	N/A	D/I/O
7.1(e)	First aid certificates posted.	<ul style="list-style-type: none"> The first aid certificates of qualified first aid attendant(s) on duty is/are posted. 	<ul style="list-style-type: none"> Informs injured or ill workers of who to summon for treatment. Regulation 1101 Section 1(1) (ii). 	5	0	N/A	D/I/O
7.1(f)	First aid kit inspection record.	<ul style="list-style-type: none"> Establish an inspection schedule. Assign responsibility for inspections. Minimum quarterly. 	<ul style="list-style-type: none"> Ensures that supplies are always available for treatment. Proper treatment can reduce the severity of the injury/illness. Regulation 1101 Section 6. 	5	0	N/A	D/I/O

(continued)

7.1 *The employer complies with the First Aid Regulation with respect to:*

				Total Section Points = 55			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
7.1(g)	Stretcher and blanket(s) compliance.	<ul style="list-style-type: none"> Every employer employing more than fifteen (15) and less than 200 workers in any one shift at a place of employment shall provide and maintain at least one stretcher and two blankets. 	<ul style="list-style-type: none"> An injured worker can be removed from the incident scene preventing further harm. A blanket can prevent shock reducing the potential severity of injury. Regulation 1101 Section 10(1). 	5	0	N/A	D/I/O
7.1(h)	Transportation to hospital, doctor's office or worker's home is provided when necessary.	Procedure addresses: <ul style="list-style-type: none"> Preferred method of transportation. What to do if worker refuses provided transportation. 	<ul style="list-style-type: none"> Ensures that the injured or ill worker is safely transported to his/her chosen destination. Section 38(1) of the WSIA. 	5	0	N/A	D/I

Section 7 Resources

WSIB Sample Templates and Guidelines Book

First Aid Regulation: <http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/FAP>

8. Health and Safety Inspections

8.1 *Inspections conducted by the health and safety representative include the following:*

				Total Section Points = 80			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
8.1(a)	Workplace Inspections are conducted monthly and documented.	<ul style="list-style-type: none"> Inspection reports should be kept for at least two years. 	<ul style="list-style-type: none"> Inspection and detection activities will identify opportunities for improving workplace health and safety. Section 8(6) of the OHSA. 	20	0	N/A	D
8.1(b)	A standard recording system.	<ul style="list-style-type: none"> A standard recording form is used for each inspection and documents. Prioritization of the hazards is recorded. 	<ul style="list-style-type: none"> The report is a means to communicate information and avoid time wasting duplication of effort. Prompts follow-up actions and provides continuity between inspections. Assists in preparing and performing next inspection. Reminds people what they have to do and when to do it. 	5	0	N/A	D
8.1(c)	Inspection reports are reviewed and action taken by management.	<ul style="list-style-type: none"> Management signs/initials review of inspections. Management responses, recommendations are recorded and returned to the inspector(s). 	<ul style="list-style-type: none"> Acts as a status report on the state of workplace health and safety. Offers owners/managers an opportunity to provide input and assist with making decisions related to workplace activities. Actions taken to correct hazards demonstrate due diligence. 	20	0	N/A	D/I

8. Health and Safety Inspections

8.2 Operator pre-use inspections are performed as follows:

				Total Section Points = 80			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
8.2(a)	Pre-use inspection procedure.	<ul style="list-style-type: none"> • Develop a procedure that includes the following: <ul style="list-style-type: none"> – List of equipment to be inspected – When the inspections are to be completed – Who will complete the inspections – What is done with the completed inspection forms – How deficiencies found during the inspection will be addressed • Pre-use inspections should be performed for: <ul style="list-style-type: none"> – Mobile equipment such as: automobiles, forklifts, cranes, etc. – Production equipment such as: shears, presses, saws, etc. 	<ul style="list-style-type: none"> • A written procedure ensures that there is a process to be followed and nothing gets overlooked. • Informs and reminds workers of their responsibilities. • Inspections by workers will assist in identifying wear and tear due to daily usage. • Contributes to the identification of potential hazards and unsafe conditions. • Assists in preventing costly breakdowns. 	10	0	N/A	D/I/O

(continued)

8.2 Operator pre-use inspections are performed as follows:

				Total Section Points = 80			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
8.2(b)	A standard recording form.	<p>For each piece of equipment, a customized recording form may be required. The form should include:</p> <ul style="list-style-type: none"> • Parts/items to be inspected on that piece of equipment. • Identify if part/item is satisfactory or deficient. • Document any specific deficiencies. • Inspector’s initials. • Date of inspection. • Actions taken to correct deficiencies. 	<ul style="list-style-type: none"> • The report is the means to communicate information and avoid time wasting duplication of effort. • Ensure that program requirements are being applied. • Provides a permanent record to assist with identifying improvement opportunities and prompting follow-up actions. 	5	0	N/A	D/I/O
8.2(c)	Inspection reports are reviewed and action taken by management.	<ul style="list-style-type: none"> • There must be documentation to indicate that corrective action is taken before the use of unsafe equipment. • Management review must be documented (e.g., sign off on pre-use inspection forms). 	<ul style="list-style-type: none"> • Provides workers with safe operating equipment, maintaining health, safety and quality effectiveness. • Ensures that the corrective action(s) taken are adequate and have resolved the problem. 	20	0	N/A	D/I/O

Section 8 Resources

WSIB Sample Templates and Guidelines Book

Workplace Hazards: http://www.labour.gov.on.ca/english/hs/faq/faq_4.html

Health and Safety Representative Guideline: http://www.labour.gov.on.ca/english/hs/ohsaguide/ohsag_5.html

9. Preventive Maintenance

9.1 *The employer has a preventive maintenance program that includes:*

				Total Section Points = 20			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
9.1(a)	An equipment inventory list.	<ul style="list-style-type: none"> Develop a procedure for preventive maintenance that includes an inventory of items that require scheduled servicing such as company vehicles, forklifts, cranes, production equipment, heating/ventilation/air conditioning system, other employer identified equipment. 	<ul style="list-style-type: none"> Ensures that all equipment is included. Section 25(1)(b) of the OHSA. 	10	0	N/A	D/I/O
9.1(b)	Schedule of required maintenance.	<ul style="list-style-type: none"> Procedure includes schedule for service for each item (daily/weekly, etc.) as required by manufacturer's instructions, industry standards, legislated requirements. 	<ul style="list-style-type: none"> Ensure the equipment is maintained as recommended. Increases the likelihood of program being maintained and sustained. 	10	0	N/A	D/I/O

Section 9 Resources WSIB Sample Templates and Guidelines Book

10. Injury/Incident Investigations

10.1 The employer's written injury/incident investigation procedure includes:

				Total Section Points = 30			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
10.1(a)	Investigation and review of all injuries/incidents.	Immediate investigation of: <ul style="list-style-type: none"> • Fatalities. • Critical injuries. • Lost time. • Property damage (when damage is caused by an incident). • Fire. 	<ul style="list-style-type: none"> • Every injury/incident should be investigated to determine loss and or loss potential and to identify preventive measures to prevent reoccurrence. 	10	0	N/A	D/I
10.1(b)	Responsibilities.	Written procedure defines: <ul style="list-style-type: none"> • Who is responsible for conducting the investigation. • Time frame for completion of investigation. 	<ul style="list-style-type: none"> • Assigning responsibilities ensures that the procedure is followed. • The worker health and safety representative has a right to inspect the accident scene where a critical injury or death occurred. • Section 8(14) of the OHSA. 	5	0	N/A	D/I
10.1(c)	Incident report.	<ul style="list-style-type: none"> • Standard recording form that includes date; time; location; person/ equipment involved; incident details (nature of injury; illness or damage); witnesses; contributing factors to incident; recommendations for corrective action. • Considerations for privacy legislation should be indicated on the form. 	<ul style="list-style-type: none"> • Ensures that a permanent record exists that can assist in identifying and completing corrective action, can be used to analyze trends. 	5	0	N/A	D/I

(continued)

10.1 *The employer's written injury/incident investigation procedure includes:*

Total Section Points = 30			
SCORE			
Yes	No	N/A	Verify
10	0	N/A	D/I

	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
10.1(d)	Corrective action taken by management	Written procedure to define: <ul style="list-style-type: none"> • Who is responsible for ensuring corrective action is taken. • Corrective action is taken and documented. • Recorded on standard form. 	<ul style="list-style-type: none"> • In order to eliminate further incidents, corrective actions must be identified and completed. 	10	0	N/A	D/I

Section 10 Resources WSIB Sample Templates and Guidelines Book

11. Return to Work

11.1 *The employer maintains a documented early and safe return to work (ESRTW) program that includes:*

				Total Section Points = 20			
				SCORE			
	ELEMENT	REQUIREMENTS	RATIONALE	Yes	No	N/A	Verify
11.1(a)	Roles and responsibilities.	Written program to include responsibilities of employer, supervisor, worker, health care provider.	<ul style="list-style-type: none"> Assigning ownership improves the likelihood of success. Ensures consistent administration of the program which is vital to achieving the desired results. Sections 40 – 42 of the WSIA. 	5	0	N/A	D/I
11.1(b)	Provisions for modified work.	Written program to specify ESRTW options: <ul style="list-style-type: none"> Safe duties in own department/job. Safe duties in another department/job. Other available work. 	<ul style="list-style-type: none"> Impresses upon a worker that he/she is valued. The employer will experience fewer workplace disruptions. Section 41 of the WSIA. 	5	0	N/A	D/I
11.1(c)	Contact log.	Written program includes: <ul style="list-style-type: none"> Requirement to maintain worker progress log. Standard form to be used as worker progress log. 	<ul style="list-style-type: none"> Ensures that the worker's progress is reviewed and documented. 	5	0	N/A	D/I/O
11.1(d)	Reporting requirements to WSIB.	Written procedure specifies: <ul style="list-style-type: none"> Wage changes. Change in duties/duration of program. Failure to co-operate. End of program. 	<ul style="list-style-type: none"> Meets the WSIA requirements for reporting. 	5	0	N/A	D/I/O

Section 11 Resources

Return to Work Information: <http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/ReturnToWork>

Return to Work Plan: <http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/employersrtwplans>

Glossary of terms

Activity	A set of actions required to complete a job.
Assessments	Formal review of an activity or job to determine all associated hazards.
Assigned Work Area	An area where a supervisor/manager has direct responsibility over the activities and/or workers.
Available	Common workplace location(s) where all workers can freely access the information at anytime.
Basic Certification	As legislated in Section 9(12) of the <i>Occupational Health and Safety Act</i> .
Biological Agent Hazards	Organisms that adversely affect the body or a part of the body and its function.
Chemical Agent Hazards	Liquids, dust, gas vapors or fume having basis in chemistry that adversely affects the human physiology.
Common Hazards	Hazards that are common to different activities/jobs/occupations.
Confined Space	A fully or partially enclosed space, not designed or constructed for continuous human occupancy, in which atmospheric hazards may not occur because of its construction, location, contents or because of the done in it.
Continuous Improvement Plan	A document outlining a timetable for the firm to implement its health and safety goals/objectives.
Contractor	A person or employer entering into a remuneration contract to perform a specific service for another person or employer.
Contributing Factor	An action and/or a condition that occurred or existed at the time of the injury or incident.
Control Program	Established process to reduce worker exposure to a Designated Substance and monitor the worker's exposure levels. Includes worker medical surveillance.
Controls	An administrative, mechanical or electronic device that regulates actions in the workplace.
Corrective Action	An action to eliminate undesired behaviour/actions.
Critical Injury	As defined in Ontario Regulation 834/90 and required under OHSA.
Designated Substances	Specific chemicals that, due to their hazards, are regulated in Ontario for their use, handling, exposure control and training.
Discipline	An action to correct undesired behaviour/actions.
Worker	Any and all individuals employed by the firm, either full or part-time. Inclusive of President, CEO, Managers, Supervisors, Workers.

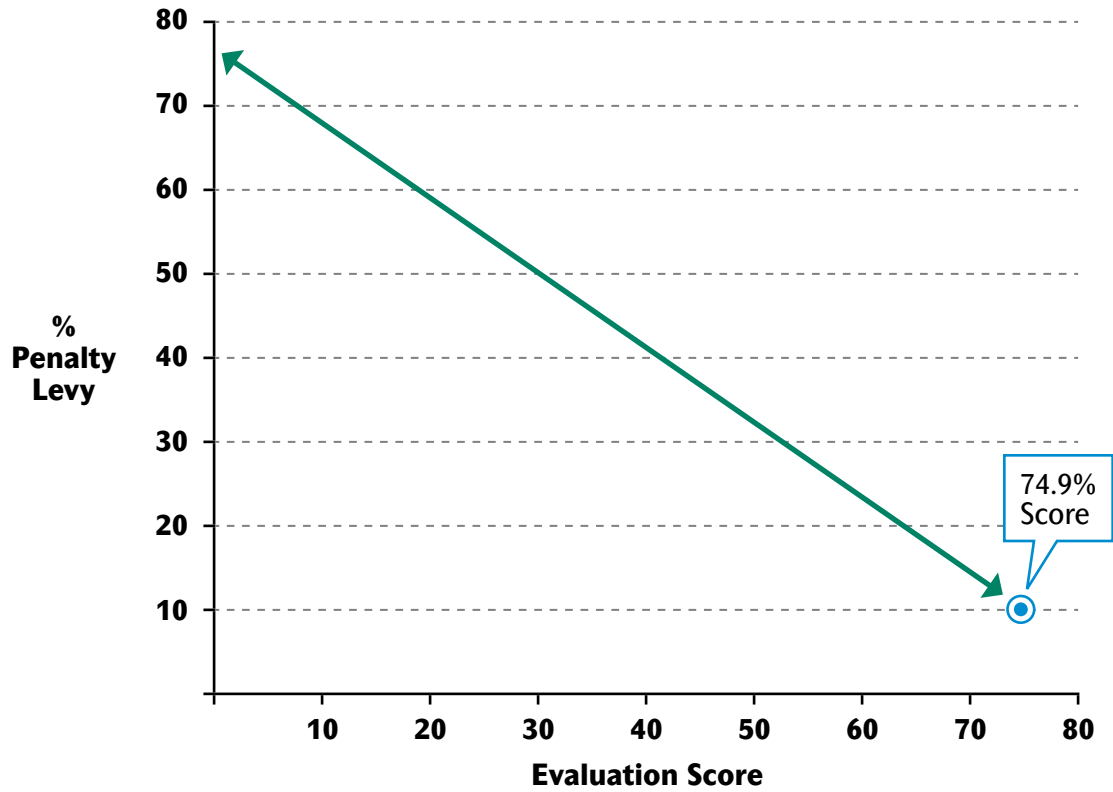
Worker Certifications	Worker certifications/competencies refers to standards, licenses and qualifications that an employer requires of workers, e.g. lift truck/cranes, vehicle drivers (AZ, DZ), electrical/plumbing/HVAC tickets, cutter-skidder and Trades Qualification and Apprenticeship Act requirements.
Employer	The workplace party controlling the activities of the workplace and the worker.
Environmental Release	An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.
Executive Management	Senior management such as plant manager, vice-presidents, CEOs, presidents and/or owners.
Fatality	An injury that results in loss of life.
First Aid Attendant	An individual who meets the qualification requirements of WSIA – Regulation 1101 and who has been assigned by the employer to respond to injuries that occur in the workplace.
First Aid Regulation	Regulation 1101 of the WSIA.
First Aid Room	A designated area that complies with the requirements of WSIA – Regulation 1101 and provides privacy.
Form 82 “ In Case of Injury/Disease”	A WSIB poster listing the responsibilities of both the employer and worker when an injury occurs in the workplace.
Functional Abilities Form	A WISB form to be used to determine what physical limitations an injured worker has so that early and safe return to work can be facilitated.
Hazardous condition/act	Physical states (conditions) or actions, which deviate from what would be considered acceptable or normal which, lead to or cause loss.
Health and Safety Program	A strategic approach to loss prevention that includes documentation, implementation, administration, evaluation and revision.
Health and Safety Representative	An individual who is selected and/or elected by the workers they will represent.
Health Care	An injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work nor a wage loss.
Health Care Professional	An accredited person employed in a WSIB recognized medical field who is providing medical care for an injured worker.
Health Hazards	Any chemical, biological or physical agent that compromises the health of a person.
Hot Work	Any process that may generate an uncontrolled spark or flame that could be a danger to a workplace.
Incident	An event that results in injury to people and/or damage to the environment, equipment, property and/or material.

Injury	An event that results in physical harm to a worker.
JHSC	Joint Health and Safety Committee.
Job	An assigned set of activities that an individual must perform.
Legislation	Law that governs how activities must be performed.
Lock-Out	A written method to ensure that a machine or process that is shut down for maintenance or other procedure is secured against accidental start-up or movement for the duration of the procedure. Block-out includes the insertion of a solid device to prevent movement. Blank-out includes the control of piping systems through lock out of valves and/or removal of pipe and insertion of a blanking plate over pipe openings as appropriate to the circumstances.
Loss Potential	The probability of harm to people or damage to the environment, equipment property and/or material will occur under certain circumstances.
Lost Time	A work-related injury that results in the injured worker missing scheduled time from work resulting in a wage loss.
MSDS	Material Safety Data Sheet(s).
Main Activity	All of the activities of a workplace that make up a job or process. (Tasks that happen occasionally, are not attached to a process or job and pose little hazard are not included as a main activity).
Major Hazard	Any activity or biological, physical or chemical hazard that has the potential to cause death, critical injury, or lost time.
Manager	A person who is in charge of a workplace or has authority over a worker (usually at a level higher than a supervisor).
Minor Hazard	Any activity or biological, physical or chemical hazard that has the potential to cause injury requiring first aid or no treatment injuries.
Moderate Hazard	Any activity or biological, physical or chemical hazard that has the potential to cause injury requiring medical services but not so great as to cause a lost time injury.
Modified Equipment	Repairing/redesigning equipment and machinery or changing a method or process.
Modified Process	Significantly changing workflow or equipment or layout.
MOL	Ministry of Labour.
Near Miss	An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.
Non-Routine Work	Activities that are not generally performed on a regular basis.
Objective	Desired health and safety outcome over a pre-determined period.
Occupation	A title provided to workers who perform specific activities.

Occupational Illness	Means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired.
OHSA	Occupational Health and Safety Act.
Organization	Includes all components of a business operation such as but not limited to, production, maintenance, administration and satellite operations.
Performance Accountability	A system that determines whether there has been compliance to a pre-established set of expectations.
Physical Agent Hazards	Physical force that adversely affects the body. Examples of main physical agents hazards include, noise, heat, cold, vibration, electromagnetic fields, ionizing and non-ionizing radiation, and lasers.
Posted	In a highly visible location where the information comes to the attention of workers.
Preventive Maintenance	A system that attempts to eliminate injury/incident caused by malfunctioning equipment through a proactive approach.
Primary Telephone	Telephones that would most likely be used by workers in the event of an emergency.
Property Damage	An event where contact is made between two objects resulting in alteration to one or both of the objects.
Qualified Person	Means a person because of knowledge, training and experience has acquired the skills to organize specific activities.
Qualified Worker	A worker because of knowledge, training and experience has acquired the skills to perform specific activities.
Rationale	The benefits that one should expect to derive when applying a process.
Safe Operating Procedures (SOP)	A set of instructions for a job, process or machine that when correctly followed will provide optimum safety to the worker.
Safe Work Practices	Activities performed in a manner that minimizes the likelihood of injury/incident.
Safe Work Procedures	An established method to perform activities to minimize the likelihood of injury/incident.
Safety Hazard	Any condition or work activity that has the potential to result in injury, illness, or property damage.
Safety Observation	An exercise that requires an individual to watch workers perform activities.
Senior Management	Managers who exercise less than 75% of their duties with the general workforce.

Stretcher	A carrying device that complies with Regulation 1101 and also enables and ensures the safe transportation of an individual from one destination point to another destination point.
Substandard Act	An action that may increase the likelihood of injury/incident.
Substandard Condition	A condition that may increase the likelihood of injury/incident.
Supervisor	A person who is in charge of a workplace or has authority over a worker.
Supplied Labour	Workers that are hired through an Employment Agency or a like source. The workers perform activities at and for an employer other than the Employment Agency or like source.
Trained	An individual who has received training.
Training	A systematic approach to explain and demonstrate to another individual the safe and proper way to perform an activity.
Transitional Work	When an injured worker while active in an Early and Safe Return to Work Program is temporarily performing activities other than their pre-injury activities during the recovery period of their work-related injury.
Visitor	A person temporarily entering the workplace and may be admitted to areas generally off limits to the public. A visitor usually is on business but is not under contract.
WHMIS	Workplace Hazardous Materials Information System (federally and provincially regulated).
Work Environment	The physical confines to which a worker is exposed during their workday.
Work Hardening	When an injured worker while active in an Early and Safe Return to Work Program is partially performing some of their pre-injury activities until being able to completely perform their pre-injury activities.
Worker	A person who is in the direct employ of an employer or who is working as a worker under a contract of employment.
WSIB	Workplace Safety and Insurance Board.
WSIB Clearance Certificate	A document issued by the WSIB upon request, verifying that a firm's account is in "Good Standing" with the WSIB.

Surcharge Explanation



Surcharge Calculation:
[75 - (evaluation score x 0.8678)] x base assessment

Health and Safety Resources and Assistance

We want you to succeed.

Let the WSIB and its health and safety partners help you get there.

Visit the WSIB website at www.wsib.on.ca. Find resources and information about WSIB programs at www.prevent-it.ca. Or call the Prevention Hotline at 1-800-663-6639.

For information in French, call 1-888-921-9742. For information in other languages, call 1-800-465-5606.

For Telephone Services for the Deaf (TTY): 1-800-387-0050.

Health and Safety Associations

Find resources and links to Ontario's workplace Health and Safety Associations and other system partners at <http://www.wsib.on.ca/wsib/wsibsite.nsf/public/Partners>.

A portion of your WSIB insurance premium funds the Health and Safety Association. Your sector-specific association can be an invaluable source of help, expertise and advice as you build your health and safety management system.

Ministry of Labour

For information about Ontario's workplace health and safety laws and regulations visit the Ministry's web site at www.labour.gov.on.ca.

To call the office near you, check the provincial listings of the blue pages in your local telephone book.