



# OCCUPATIONAL HEALTH & SAFETY TOOL FOR COMMUNITY LEAGUES

Health & Safety Representative  
Joint work site Health & Safety Committee

August 2019



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## Introduction

### What is this resource?

This resource is to be used by a community league in order to understand and put into action, the government issued, Occupational Health and Safety (OHS) Act, Regulations & Code.

All of the information in the documents has been taken from the OHS Act, Regulations & Code.

The online versions of the OHS Act, Regulations & Code can be found here:

<https://www.alberta.ca/ohs-act-regulation-code.aspx>

**Please note:** Reading these documents alone will not necessarily put you in compliance with the legislation. They are meant as a resource & tool to supplement the OHS Act, Regulations & Code. Edmonton Federation of Community Leagues & Organizing with Katie, its employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of these documents.

### OHS Contact Centre Number:

1-866-415-8690

(780-415-8690 in the Edmonton area)

Deaf or hard of hearing

Edmonton 780-427-9999

Other locations 1-800-232-7215

Occupational Health and Safety website contact information:

<https://www.alberta.ca/ohs-complaints-incidents.aspx>

### What is the importance of OHS?

Having either a health and safety representative or health and safety committee is required by law. Those who fail to comply with the OHS Act, Regulations or Code are guilty of an offence. The health and safety of all people at a workplace needs to be the top priority.

## **How to use this resource**

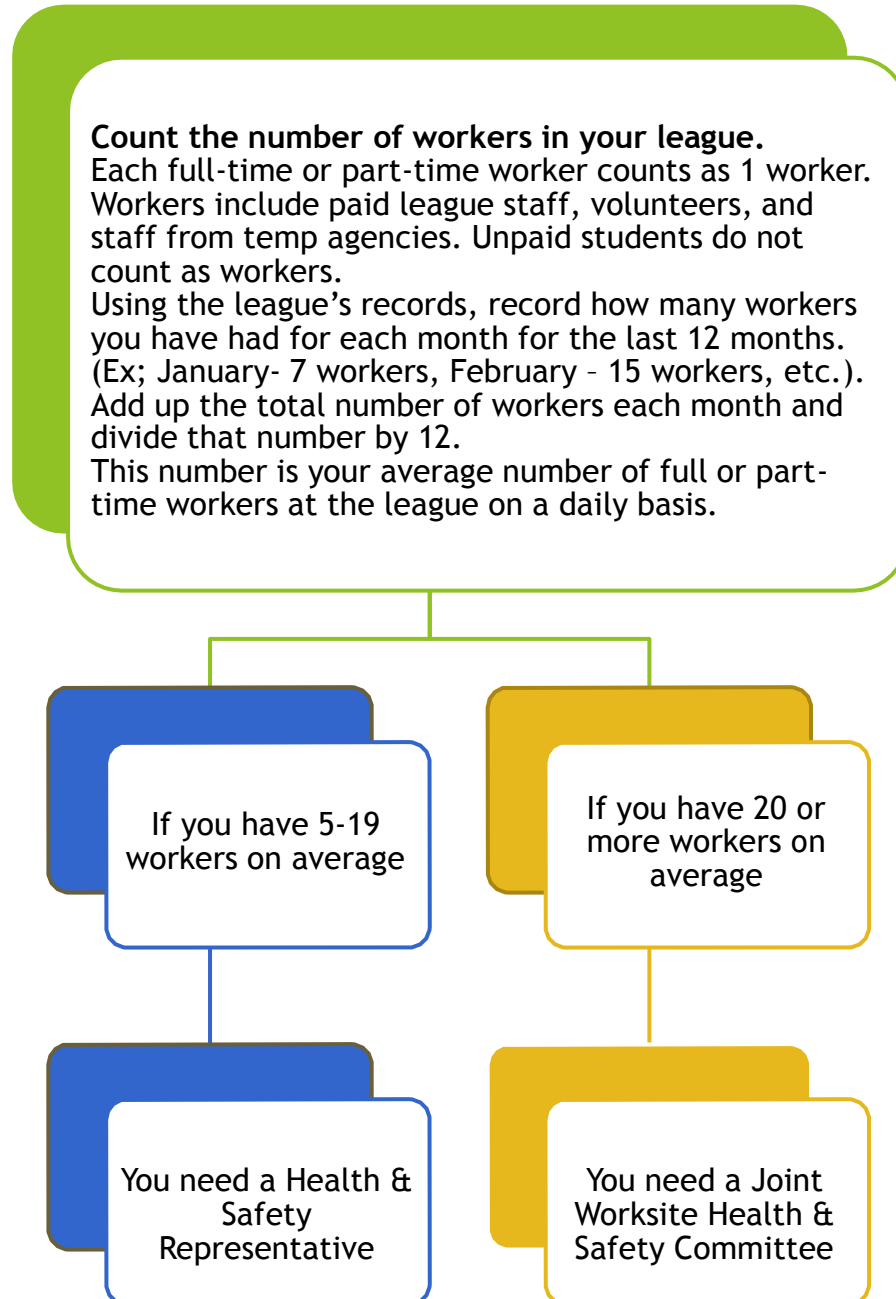
First, this resource walks a league through the process of figuring out if a health and safety representative or a committee is required. Following that, there are two main “how-to” sections, one for representatives and one for committees. Use only the applicable section and templates, depending on your league’s needs.



## Health & Safety Representatives and Committees

The law requires all leagues to have either a **Health and Safety Representative** or a **Health and Safety Committee** to address health and safety concerns in the league.

### Do you need a Representative or Committee?



## Choosing a Health & Safety Representative

The representative is chosen by the workers they represent, not the employer. Workers could pick this person by discussing it at a meeting or by holding a vote. The employer must be able to prove it was the workers who made the decision.

## Establishing a Health & Safety Committee

The committee should have at least 4 people. Half or more committee members should represent workers who are not managing the work site. These members are selected by the workers they represent.

The employer members of the committee are chosen by the employer.

### Co-chairs

The committee must have at least 2 co-chairs.

- a worker co-chair is chosen by workers
- an employer co-chair is chosen by employer

To be eligible a worker member of the committee, a person must work at the league where the committee is established.

### Eligibility for Committee Members

To be selected as a **worker** or an **employer** member of the committee, a person must work at the work site where the committee is established.

## Health & Safety Representative - Job Description

A Health and Safety Representative works with the employer (or a person who is chosen to work on the employer's behalf).

The Representative helps to support Albertan's 3 basic rights in protecting their health and safety.

### **Right to know**

All employers must tell workers about potential hazards and give access to basic health and safety information on-site.

### **Right to participate**

All workers are involved in health and safety discussions.

### **Right to refuse dangerous work**

Workers may refuse to perform dangerous work and are protected from being punished for using this right.

A Health & Safety Representative's duties **include:**

#### *PLANNING and PROGRAMS*

- *review and remain familiar with OHS Act, Code, & Regulations*
- *ensure copies of these 3 documents are available at the league*
- *develop and promote safety measures to protect workers*
- *ensure measures are effective*
- *consult with employer to establish a Health & Safety Policy*
- *consult with employer to develop and implement a violence prevention plan and a harassment prevention plan*
- *review plans periodically*
- *develop and promote education programs and information concerning health and safety*

#### *WHILE AT THE LEAGUE*

- *make recommendations to employer to improve league health and safety*
- *identify hazards*
- *help employer look for and solve safety concerns*
- *help prevent injury and illness*
- *receive concerns and complaints about health and safety of workers*
- *participate in league inspections periodically*
- *participate in work refusals*

- *cooperate with OHS officer exercising duties with the code, act, and regulations*
- *participate in investigation of serious injuries and incidents at the league*
- *maintain records in connection with concerns and complaints*
- *protect personal information*
- *any other duties that might be stated in the OHS Act, Regulations and Code*

#### **TRAINING AND MEETINGS**

- *take part in health and safety training and help with training of new workers*
- *meet with the employer periodically*
- *help promote awareness and interest in health and safety*
- *create a system to hold people accountable for health and safety*

### **Training**

The employer must provide the Health & Safety Representative with training about the duties of the job. The representative can take 16 hours or the number of hours worked during two shifts to attend training programs, seminars, or courses.

### **Time Away**

Health & Safety Representatives can take time away from their regular duties:

- amount of time the representative determines is necessary to prepare for each meeting with the employer
- time required to attend each meeting
- time required to attend approved health and safety training
- time the representative determines is necessary to carry out duties under the OHS Act, Regulation and Code.

### **Is this a paid position?**

Representatives are deemed to be working while receiving mandatory training or performing health and safety work and still receive their regular rate of pay.

### **Term of Office**

The representative serves a term of one year and can continue serve until another person is selected or appointed.

## Health & Safety Committee Member - Job Description

A Health & Safety Committee is a group of workers and employer representatives working together to identify and solve health and safety concerns at the league.

The role of the committee is to advise and assist, not assume managerial responsibilities for health and safety at the league.

Each committee member is responsible for understanding their own roles and responsibilities. The committee helps support Albertan's 3 basic rights in protecting their health and safety.

### **Right to know**

All employers must tell workers about potential hazards and give access to basic health and safety information on site.

### **Right to participate**

All workers are involved in health and safety discussions, including participation in health and safety committees.

### **Right to refuse dangerous work**

Workers may refuse to perform dangerous work and are protected from being punished for using this right.

The committee should have at least 4 people. Half or more committee members should represent workers who are not managing the work site. These members are selected by the workers they represent.

The employer members of the committee are chosen by the employer.

## **Co-chairs**

The committee must have at least 2 co-chairs.

- a worker co-chair is chosen by workers
- an employer co-chair is chosen by employer

To be eligible a worker member of the committee, a person must work at the league where the committee is established.

## **Eligibility for Committee Members**

To be selected as a **worker** or an **employer** member of the committee, a person must work at the work site where the committee is established.

A Health & Safety Committee's duties **include:**

*PLANNING and PROGRAMS*

- review and remain familiar with OHS Act, Code & Regulations
- ensure copies of these 3 documents are available at the league
- create a terms of reference
- develop and promote safety measures to protect workers
- make sure measures are effective
- consult with establishing a health & safety program
- consult with establishing a health & safety policy
- consult with establishing a violence and harassment prevention plan
- put plans into action and review
- develop and promote education programs and information concerning health and safety

*WHILE AT THE LEAGUE*

- identify hazards
- help employer look for and solve safety concerns
- help prevent injury and illness
- receive concerns & complaints about health and safety of workers
- participate in league inspections periodically
- participate in work refusals
- cooperate with OHS officer exercising duties with the code, act, and regulations
- participate in investigation of serious injuries and incidents
- maintain records in connection with concerns and complaints
- protect personal information
- any other duties that might be stated in the OHS Act, Regulations and Code
- make recommendations to employer to improve league health and safety
- maintain an effective committee

*TRAINING AND MEETINGS*

- take part in health and safety training and help with train new workers
- hold meetings and take minutes
- make meeting minutes available
- meet quorum
- help promote awareness and interest in health and safety
- create a system to hold people accountable for health and safety

## **Training**

The employer must provide the co-chairs of the committee with training about their job duties. Employers can take 16 hours or the number of hours worked during two shifts to attend training programs, seminars or courses.

## **Time Away**

Committee members can take the following time away from their regular duties:

- amount of time committee members determine is necessary to prepare for each meeting with the employer
- time required to attend each meeting
- time required to attend approved health and safety training
- time that the member determines is necessary to carry out their duties under the OHS Act, Regulation and Code.
- Training is mandatory for co-chairs and recommended for committee members

## **Is this a paid position?**

Committee members are considered to be working while receiving mandatory OHS training, or performing committee work and still receive their regular rate of pay.

## **Term of Office**

Members of a health and safety committee serve a term of one year and may continue to serve until another person is selected or appointed. There is no limit to how long a person is on the committee.

## How-To Resource Guide - Health & Safety Representative

The Health & Safety Representative works with the employer or someone the employer designates such as a manager or supervisor to act on their behalf. This person will have the knowledge and authority to take action over health and safety matters.

An officer, is someone who is sent from OHS, who may be required to help out if an incident occurs.

### **Employers must:**

- consult and cooperate with the representative to develop policies, procedures and codes of practice for the league
- provide representatives with a reasonable opportunity to tell workers about health and safety matters
- allow representatives to examine records, policies, procedures, codes of practice, reports required under OHS legislation
- give information or documents addressed to the representative as soon as possible after it is received
- post the name and contact information of the Health & Safety representative in a visible place
- keep current copies of the OHS Act, regulations and code readily available for reference by workers and the representative

### **Contacting the Representative**

Workers need to be able to contact the representative with a concern or question. The employer should post the representative's name and contact information.

### **Don't Discriminate**

No one will discriminate against a worker for following the OHS Act, Code or Regulations.

### **Training**

- the employer must make sure the representative gets trained in the role the representative can take time away to attend health and safety training programs, seminars and courses
- representative must give reasonable notice
- can take either 16 hours or the length of time, or it would take to work 2 shifts (whatever is the greater amount)



There are 2 mandatory training courses:

- HSC/HS representative prerequisite course (Part 1) – 2-hour course, provided free of charge
- HSC/HS representative training course (Part 2) – 6 to 8-hour course, provided by designated training agencies

You can access the course information here:

<https://www.alberta.ca/health-safety-committee-representative-training.aspx>

Approved agencies can be found here:

<https://ohs-pubstore.labour.alberta.ca/edu009>

## **Plans & Policies**

### **Health & Safety Policy**

The representative will work with the employer to develop a Health & Safety Policy and put it into action (*see an example of a Health & Safety Policy in template section*).

Violence and harassment are considered hazards in the league. The employer must develop a violence prevention plan (*see an example of a Violence and Harassment Prevention Plan in the template section*).

### **Review of plans**

An employer must review the violence and harassment prevention plans and the harassment prevention plan. If necessary, they must revise the plans in consultation with the Health & Safety Representative.

Review the violence and harassment prevention plans when:

- an incident occurs
- when the representative recommends it every three years.

### **Make recommendations to improve health and safety**

If the representative sees something that can be improved in order to make the league safer or healthier, they should recommend it to their employer in writing.

In Alberta, the employer must resolve the issue within 30 days or respond in writing within the 30 days and say how and when the concern will be dealt with, and if anything will be done in the meantime. If the employer doesn't agree with the representative's concern or recommendations, they must give reasons why.

## Help Identify Hazards at the league

Along with the employer, the representative identifies existing and potential hazards.

### Types of Hazards to Consider

- Safety - inadequate machine guards, unsafe league conditions or practices
- Biological - bacteria, molds
- Chemical - ineffective control measures, improper work procedures, unsafe storage or disposal
- Ergonomic - repetitive and forceful movements, awkward positions arising from improper work stations or methods
- Physical - noise, vibration, temperature extremes, radiation or pressure
- Psychosocial - stress and violence

### Controlling Hazards

The employer is required to make sure everyone knows of existing or potential hazards at the league that may affect them.

### Preparing a Hazard Report

When a hazard is found:

- prepare a report of the results of a hazard assessment (*see templates section for sample report*)
- assessments need to be repeated if a new process is introduced or if a work process changes
- an employer must involve affected workers in the hazard assessment

The purpose of hazard control is to eliminate or minimize the chance of incident, injury, and harmful exposure. The best method is to control at the source. This means removing or reducing the hazard before it reaches the worker.

If an existing or potential hazard is discovered during a hazard assessment, an employer must try to:

- eliminate the hazards, or
- if elimination is not reasonable, control the hazard.

## Investigations of incidents and injuries

All incidents should be investigated. Investigations are required by law. Investigations must be conducted with the participation of the representative.

## **Types of Incidents**

1. Incidents with no visible injury or damage (near-accidents or close calls)
2. Property Damage Incidents
3. Minor Injuries (reported injuries less than serious)
4. Serious or Major Injury

## **Types of incidents reportable to the government**

Serious injuries or incidents and Potentially Serious Incidents (PSI)

### **When reporting you need to provide**

- location of injury or incident
- time and place of injury or incident name of employers involved
- name, job title, and phone numbers of the site contact description of what happened

### **Serious Injuries**

- result in the death of a worker
- worker admitted to hospital (doesn't include being assessed in an emergency room)
- involve an unplanned explosion, fire, or flood collapse of a crane, derrick or hoist
- collapse or failure of a building or structure

### **Scene of a serious incident**

Don't disturb the scene unless an OHS officer gives permission, you must attend to an injured or killed worker, or you need to prevent further injuries.

If an injury or incident occurs at a work site, an officer may investigation of the injury or incident.

They have many rights such as attending the scene, entering the league where the injury or incident occurred and to ask for copies of any documents, books, records or information surrounding the incident.

### **Root Causes**

A root cause is considered the most basic reason, which if eliminated, would prevent a problem from happening again. The purpose of an investigation is to find the root cause(s).

## **Investigation Incident Process**

The representative and the employer will:

- evaluate the scene
- gather physical evidence of problem record evidence
- gather facts about the sequence of events
- interview witnesses
- re-enact the incident, if necessary, and if it can be done safely analyze facts
- determine the root cause(s) as far as possible recommend corrective action(s)
- follow up on actions taken
- evaluate the effectiveness of changes

## **Prepare Written Report**

After the investigation and analysis is complete:

- list all possible causes
- confirm that each conclusion is supported by the evidence explain or remove any conclusions based on assumptions
- complete investigation forms as required (WCB Alberta, internal, other, etc.) ensure that a copy of the report is readily available and provided to an officer if necessary
- provide a copy of the report to the representative
- employer must keep report for at least 2 years after a serious injury or incident

*(See an example of an Investigation Report in the template section)*

## **Potentially Serious Incidents (PSI)**

A PSI is any event where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for a serious injury. A PSI does not necessarily mean an injury occurred.

When determining whether an incident is a PSI, consider the following

- actual circumstances of the incident (person, place, time, work practices being followed)
- hazards present at the time of the incident
- slightly different circumstances (timing, distance, body position, etc.) that may have resulted in a serious injury
- similar incidents that have occurred within the league in the past 2 years that resulted in a serious injury

PSI Online Reporting Service: [www.alberta.ca/report-potentially-serious-incidents.aspx](http://www.alberta.ca/report-potentially-serious-incidents.aspx)

## Resolving Health & Safety Concerns

The representative will receive questions, comments, or concerns from workers.

The following discusses the steps for resolving these issues.

### Step 1: Validate the Concern

Review the issue to be sure it is a health and safety matter, not labour management. Sometimes it can be both. The representative should focus on the health and safety issues only.

### Step 2: Determine the Best Solution

Some concerns will need an item, action, or policy. The representative should examine the entire issue and recommend a solution that resolves the safety concern (but it may not be the specific action the worker requests).

### Step 3: Make Specific Recommendations

Be sure to specify who will act on the concern and when.

## Work Site Inspections

Inspections are the law. It is a planned walkthrough of the league to identify hazards. The representative helps to plan, conduct, report, and monitor inspections.

Inspections allow the representative to

- ask workers and supervisors about their concerns
- gain more knowledge about jobs
- identify existing and potential hazards determine
- causes of hazards recommend ways to fix them

Under the OHS Act, an officer may be present at the inspection and can exercise a series of rights.

### How often does an inspection occur?

There is no specific time period. The representative may choose to increase the number and frequency of inspections depending on:

- history of injuries and incidents
- size of the work site
- number of workers
- types of equipment and processes
- number of work shifts (especially if activities vary depending on the shift)
- introduction of new processes or machinery
- the employer can help the representative plan and schedule inspections and assist with the development of inspections checklists

## Recommended Inspection Procedure

- get an overall impression from the entrance of the room while checking for problem areas
- stand in the centre of the room. Check the entire perimeter and everything over shoulder height. Concentrate on high storage and hanging items
- Inspect station-by-station, machine-by-machine: This should be done in a pattern (e.g. clockwise from outside to centre of the room)
- clearly describe each hazard in your notes ask questions, but do not disrupt work

*(See an example of “Inspection Procedure” in the Template Section)*

## Inspection Tips

- make your rough notes on a floor plan, or create a list of workstations customize a checklist for your league
- allow a week between the inspection and the committee meeting so that small items can be fixed.

## The Inspection Process

Your inspection should take between 1 and 4 hours. If it is taking longer, the area should be split into several smaller areas.

## Steps for a Work Refusal

A worker has the right to refuse to work if they believe, in good faith, their safety (or the safety of a co-worker) is in danger.

If a worker believes that assigned work is dangerous, they will:

- report refusal and the reason for the refusal to the employer as soon as possible if it can't be fixed right away, the employer and representative will inspect it if safe to do so
- after inspection, the employer will write a report of the refusal, the inspection, and what was done about it
- a copy of the report goes to the worker and the representative
- the report shouldn't contain any of the worker's personal information
- if the dangerous condition is not fixed after an inspection, the worker who refused to perform the work, or any person present during the inspection, may file a complaint with an officer
- the worker who reported the work refusal can continue to refuse work until dangerous condition is fixed and another worker can't be assigned to do the work until it is no longer a danger
- once safe, if the employer assigns another worker to do the work, the employer

will advise the worker of the first worker's refusal and the reasons for it. The employer will also say why they believe the work is no longer dangerous, and remind the worker they still have a right to refuse to do it

### **The Representative's Role in Work Refusals**

The Health & Safety Representative and the worker may be asked to join the employer during the inspection. If neither the worker who refused to the work or the Health & safety representative is available, then another worker will be selected by the refusing worker to stand in for them to complete the inspection.

### **Stop work orders**

When an officer feels workers are in danger, they will order that work to be stopped, or for a specific person to leave work. The employer will be given specific safety measures in writing to remove the danger or to protect the person.

If a worker is ordered to stop work, the worker may be given other work by the employer. In any case, they will still get paid.

### **Stop Use order**

When an officer feels equipment is unsafe and doesn't comply with the OHS code, they may order it to stop being used. A worker may refuse to use the equipment if they feel it is dangerous to their health and safety.

### **Employer Responsibility for Dangerous Conditions**

When the employer knows of a condition at the work site that may be dangerous to the health and safety of a worker, they should not permit any worker to do that work until it is fixed.

### **Holding Meetings**

The employer meets with the representative regularly to discuss health and safety matters. There is no set number of meetings the representative needs to hold. A representative may call a special meeting with an employer if an urgent concern at the league comes up.

## **Meeting Guidelines**

- choose a time to meet regularly
- Postpone meetings for emergency reasons only meet at a location that is free from interruptions stay on schedule/time

## **Meeting Agenda**

The agenda serves as a guide to keep the meeting on topic and organize the discussion.

## **Meeting Minutes**

The representative does not need to take minutes of the meetings or keep them. This is optional:

When drafting the minutes, make sure to:

- record date and time of meeting, where the meeting took place, and the first and last names of people present
- briefly highlight facts leading to recommendations and decisions
- a copy must be given to the employer and posted or sent electronically to everyone at the league within 7 days of the meeting.

Copies of the meeting minutes must be kept for 2 years and be available to a committee member or OHS officer when requested.

(See example of "Meeting Minutes" in Template Section)



## How-To Resource Guide - Health & Safety Committee

The Health & Safety Committee is a group of workers and employer representative working together to deal with health and safety concerns at the league.

The purpose is to encourage worker and employer participation in decisions and provide input on OHS matters at the league.

### **Employers must:**

- consult and cooperate with the health and safety committee to exchange information on health and safety matters and to resolve health and safety concerns
- develop policies, procedures and codes of practice that health and safety concerns raised by workers, and health and safety are resolved in a timely manner
- allow committee to examine records, policies, procedures, codes of practice, reports required under OHS legislation
- allow the committee to inform workers about health and safety matters
- post the names and contact information of the Health & Safety committee in a visible place
- keep a current paper or downloaded, electronic copies of this Act, the regulations and the OHS code are readily available for reference by workers and the health and safety representative
- give any documents addressed to the committee to them as soon as possible report to the government if an incident or injury falls into specific categories

The role of the committee is to advise and assist, not assume manager duties for health and safety in the league.

An officer, is someone who is sent from OHS, who may be required to help out if an incident occurs.

### **Don't Discriminate**

- no person shall discriminate against a worker for following the OHS Act, Code or Regulations or if they have to testify under it
- if a person has to give information to the committee, an employer or an OHS officer
- if they are doing duties as a committee or assisting with those duties
- taking reasonable action to protect health and safety

### **Contacting Committee**

Workers need to be able to contact the committee with concern or question. The employer must post names and contact information of committee members.

## Training

The employer must make sure the committee co-chairs get trained in the role. Committee co-chairs can take time away to attend health and safety training programs, seminars and courses. Other committee members may also be allowed to take training and are encouraged to take the same 2-part training as the co-chairs.

Co-chairs must give reasonable notice

Can take either 16 hours or whatever it would take to work 2 shifts, whatever is the greater amount.

There are 2 mandatory training courses:

- HSC/HS representative prerequisite course (Part 1) – 2-hour course, provided free of charge
- HSC/HS representative training course (Part 2) – 6 to 8-hour course, provided by designated training agencies

You can access the course information here:

<https://www.alberta.ca/health-safety-committee-representative-training.aspx>

Approved agencies can be found here:

<https://ohs-pubstore.labour.alberta.ca/edu009>

The employer is responsible for the cost of training as well as for compensating workers for the time spent in training.

Training is only required once, even when members change employers.

## Plans & Policies

As a committee you must create a **Terms of Reference**.

**A Health & Safety Program** adapted to your specific league may also be required.

A Terms of Reference makes sure each group of people and their concerns in the league are properly represented. It also establishes a process for replacing a committee member during a membership term, and resolving committee disputes if an agreement can't be made on a recommendation.

(See example of “Health & Safety Program” in Template Section)

## **Make recommendations to improve health and safety**

If a committee member sees something that can be improved in order to make the league safer or healthier, they should recommend it to their employer in writing.

In Alberta, the employer must resolve the issue within 30 days or respond in writing within the 30 days and say how and when the concern will be dealt with, and if anything will be done in the meantime. If the employer doesn't agree with the representative's concern or recommendations, they must give reasons why.

## **Maintaining an Effective Committee**

- list duties available to each member including the co-chairs
- make sure everyone understands those duties
- make sure everyone is carrying out their specific duties
- outlining what members have authority to do and making sure they stay within those limits

## **Help Identify Hazards at the League**

Along with the employer, the committee identifies existing and potential hazards

### **Types of Hazards to Consider During Work Site Inspections**

- Safety - inadequate machine guards, unsafe league conditions or practices
- Biological - bacteria, molds
- Chemical - ineffective control measures, improper work procedures, unsafe storage or disposal
- Ergonomic - repetitive and forceful movements, awkward positions arising from improper work stations or methods
- Physical - noise, vibration, temperature extremes, radiation or pressure
- Psychosocial - stress and violence

### **Hazard Control**

The employer is required to make sure everyone knows of existing or potential hazards at the league that may affect them.

### **Preparing a Hazard Report**

When a hazard is found:

- prepare a report of the results of a hazard assessment
- record methods used to control or eliminate the hazards identified
- record the date

- ensure the hazard assessment is repeated within reason, to prevent the development of unsafe and unhealthy working conditions, when a new work process is introduced, and when a work process changes

The objective of hazard control is to eliminate or minimize the chance of incident, injury, and harmful exposure. The best method is to control at the source. This means removing or reducing the hazard before it reaches the worker.

(See example of “Hazard Assessment Report” in Template Section)

If an existing or potential hazard to workers is discovered during a hazard assessment, an employer must try to:

- eliminate the hazards
- if elimination is not reasonable, control the hazard
- an employer must involve affected workers in the hazard assessment and in the process for controlling or eliminating the hazard

## **Investigations of incidents and injuries**

All incidents should be investigated. Investigations are required by law.

### **Types of Incidents**

1. Incidents with no visible injury or damage (near-accidents or close calls)
2. Property Damage Incidents
3. Minor Injuries (reported injuries less than serious)
4. Serious or Major Injury

### **Types of incidents reportable to the government**

Serious injuries or incidents and Potentially Serious Incidents (PSI)

### **When reporting you need to provide**

- location of injury or incident
- time and place of injury or incident name of employers involved
- name, job title, and phone numbers of the site contact
- description of what happened

### **Serious Injuries**

- result in the death of a worker
- worker admitted to hospital (doesn't include being assessed in an emergency room)
- involve an unplanned explosion, fire, or flood collapse of a crane, derrick or hoist
- collapse or failure of a building or structure

### **Scene of a serious incident**

Don't disturb the scene unless an OHS officer gives permission, you must attend to an injured or killed worker, or you need to prevent further injuries.

If an injury or incident occurs at a work site, an officer may investigate the injury or incident.

They have many rights such as attending the scene, entering the league where the injury or incident occurred and to ask for copies of any documents, books, records or information surrounding the incident.

### **Root Causes**

A root cause is considered the most basic reason, which if eliminated, would prevent a problem from happening again. The purpose of an investigation is to find the root cause(s).

### **Investigation Incident Process**

The co-chair and the employer will:

- evaluate the scene
- gather physical evidence of problem record evidence
- gather facts about the sequence of events
- interview witnesses
- re-enact the incident, if necessary, and if it can be done safely analyze facts
- determine the root cause(s) as far as possible recommend corrective action(s)
- follow up on actions taken
- evaluate the effectiveness of changes

### **Prepare Written Report**

After the investigation and analysis is complete:

- list all possible causes
- confirm that each conclusion is supported by the evidence
- explain or remove any conclusions based on assumptions
- complete investigation forms as required (WCB Alberta, internal, other, etc.) ensure that a copy of the report is readily available and provided to an officer if necessary
- provide a copy of the report to the committee

- employer must keep report for at least 2 years after a serious injury or incident

*(See an example of an Investigation Report in the template section)*

### **Potentially Serious Incidents (PSI)**

A PSI is any event where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for a serious injury. A PSI does not necessarily mean an injury occurred.

When determining whether an incident is a PSI, consider the following

- actual circumstances of the incident (person, place, time, work practices being followed)
- hazards present at the time of the incident
- slightly different circumstances (timing, distance, body position, etc.) that may have resulted in a serious injury
- similar incidents that have occurred within the league in the past 2 years that resulted in a serious injury

PSI Online Reporting Service: [www.alberta.ca/report-potentially-serious-incidents.aspx](http://www.alberta.ca/report-potentially-serious-incidents.aspx)

### **Resolving Health & Safety Concerns**

The committee will receive questions, comments, or concerns from workers. The following discusses the steps and some helpful tips for resolving these issues.

#### **Step 1: Validate the Concern**

Review the issue to be sure it is a health and safety matter, not labour management. Sometimes it can be both. The committee should focus on the health and safety issues only.

#### **Step 2: Determine the Best Solution**

Some concerns will need an item, action, or policy. The representative should examine the entire issue and recommend a solution that resolves the safety concern (but it may not be the specific action requested by the worker).

#### **Step 3: Make Specific Recommendations**

Be sure to specify who will act on the concern and when.

## Work Site Inspections

Inspections are required by law. They are a walkthrough of the league to determine if there are any hazards. The representative helps to plan, conduct, report, and monitor inspections.

Inspections allow the committee to:

- ask workers and supervisors about their concerns
- gain more knowledge about jobs and tasks
- identify existing and potential hazards determine the underlying causes of hazards recommend ways to fix it

Under the OHS Act, an officer may be present at the inspection and can exercise a series of rights. An officer may request the co-chair to be there or someone the co-chair selects.

### How often does an inspection occur?

Inspections are to be conducted at least 4 times a year, before meetings. The committee may choose to increase the number and frequency of inspections depending on:

- history of injuries and incidents size of the work site
- number of workers
- types of equipment and processes
- number of work shifts (especially if activities vary depending on the shift)
- introduction of new processes or machinery

### Recommended Inspection Procedure

- get an overall impression from the entrance of the room while checking for problem areas
- stand in the centre of the room. Check the entire perimeter and everything over shoulder height. Concentrate on high storage and hanging items
- inspect station-by-station, machine-by-machine: This should be done in a pattern (e.g. clockwise from outside to centre of the room)
- clearly describe each hazard in your notes ask questions, but do not disrupt work

*(See an example of "Inspection Procedure" in the Template Section)*

### Inspection Tips

- make your rough notes on a floor plan, or create a list of workstations customize a checklist for your league
- allow a week between the inspection and the committee meeting so that small items can be fixed

## **The Inspection Process**

Depending on the size and processes in the area, your inspection should take between 1 and 4 hours. If it is taking longer, the area should be split into several smaller areas.

## **Work Refusals**

A worker has the right to refuse to work if, in good faith, they believe their safety (or the safety of a co-worker) is in danger.

### **Role of the Committee Members in Work Refusals**

The committee helps to resolve the work refusal.

If a worker believes that assigned work is dangerous, they will:

- report refusal and the reason for the refusal to the employer as soon as possible if it can't be fixed right away, the employer and committee co-chair will inspect it, if safe to do so
- after inspection, the employer will give a written report of the refusal, the inspection, and what was done about it
- the employer will give a copy of the report to the worker and the committee
- the report shouldn't contain any of the worker's personal information
- if the dangerous condition is not fixed after an inspection, the worker who refused to perform the work, or any person present during the inspection, may file a complaint with an officer
- the worker who reported the work refusal can continue to refuse work until dangerous condition is fixed and another worker can't be assigned to do the work until it is no longer a danger
- once safe, if the employer assigns another worker to do the work, the employer will advise the worker of the first worker's refusal and the reasons for it. The employer will also say why they believe the work is no longer dangerous, and remind the worker they still have a right to refuse to do it

### **Stop work orders**

When an officer feels workers are in danger or there are activities that might be dangerous, they will order that work to be stopped, or for a specific person to leave work. The employer will be given specific safety measures in writing to remove the danger or to protect the person.



If a worker is ordered to stop work, the worker may be given other work by the employer. In any case, they will still get paid.

### **Stop Use order**

When an officer feels equipment is unsafe and doesn't comply with the OHS code, they may order it to stop being used. A worker may refuse to use the equipment if they feel it is dangerous to their health and safety.

### **Employer Responsibility for Dangerous Conditions**

When the employer knows of a condition at the work site that may be dangerous to the health and safety of a worker, they should not permit any worker to do that work until it is fixed.

## **Meetings**

The health and safety committee will meet within 10 days of being established and then quarterly (4 times a year) during normal working hours.

A co-chair may call a special meeting if an urgent concern at the league comes up or if an officer requests them to. Co-chairs alternate chairing the meetings.

Co-Chair must make sure:

- minutes are recorded
- copies of minutes approved by the committee are given to the employer within 7 days after the meeting
- copies are posted for everyone at the league to view within 7 days after the meeting
- employer keeps the meeting minutes for 2 years and has them readily available to the committee if they need them

### **Meeting Guidelines**

- choose a time to meet regularly
- set a meeting time that is convenient for all committee members postpone
- meetings for emergency reasons only
- meet at a location that is free from interruptions stay on schedule/time

### **Meeting Agenda**

The agenda serves:

- as a guide so that members come to the meeting prepared to organize the discussion

## **Meeting Minutes**

These are a written record of what happened at the meeting

When drafting the minutes, make sure to:

- record date and time of meeting, where the meeting took place, and the first and last names of people present
- any hazards discussed and recommendations made to fix them

(See an example of “Meeting Minutes” in Template Section)

## **Confidential Information**

Confidential information should not be given out – except for administrating the OHS Act, Regulations, or Code.

## **Reaching Quorum**

If some members are away, the meeting can still take place. But if decisions have to be made you need what is called a quorum.

To reach this:

- one-half of the members must be there
- both worker and employer members are represented and at least half are representing the workers
- it is not a valid meeting or count as valid committee business if you don't have a quorum present

## Health & Safety Templates

A health and safety policy is a set of principles to follow in everyday activities in order to protect and maintain health and safety of workers at the league.

These policies should be written in consultation with the health and safety committee or representative. Ultimately, the employer is responsible for content.

The first 10 policies are all requirements of a complete **Health & Safety Program**. This only applies to you if you have a health and safety committee.

If you are a representative you can consult the policy templates for items such as the Health and Safety Policy as well as the Violence and Harassment Prevention Plans.

### **Items included in a Health and safety program:**

- Health and Safety Policy
- OHS duties of employers, representatives and committee members, supervisors, workers
- inspection schedule & procedures
- hazard assessment & control
- procedure for investigating incidents, injuries and refusals to work
- procedures for worker participation in work site health and safety, including inspections and work refusals
- emergency response plan
- procedures for when another employer or self-employed person is working at the work site
- health and safety orientation and training for workers and supervisors
- procedures for reviewing & revising policies and health and safety program

### **Other Policy Items:**

- health and safety meetings procedure
- funds
- communication policy
- workplace harassment & violence prevention plans

## Health & Safety Policy Template

League Name:

### Statement of commitment to Health & Safety

\_\_\_\_\_ is committed to the safety and health of our workers. Management is committed to doing everything possible to prevent illness and injuries in order to maintain a safe and healthy work environment. The league will also be committed to keeping others who enter the property, including the general public, safe.

Following the OHS act, code & regulations as a minimum standard for safety:

The employer \_\_\_\_\_ will make every effort to ensure a safe and healthy league and commit to eliminating possible injuries and illness for all workers.

All supervisors and managers \_\_\_\_\_ will be responsible for ensuring that their employees are trained in approved work procedures to do their job without incidents and injuries and to ensure that employees follow safe work methods.

All supervisors and managers will cooperate with the health and safety representative or joint worksite occupational health and safety committee (*choose one*) to provide a safe and healthy league.

All workers are responsible for following the company's safety rules as well as cooperating with the health and safety representative or joint worksite occupational health and safety committee (*choose one*).

All workers have a duty to identify hazards, and will report any unsafe or harmful league acts or conditions that occur to the employer or health and safety representative or joint worksite occupational health and safety committee (*choose one*) as soon as possible.

All people in the league are required to support the healthy and safety policy and are accountable to the league's health and safety performance.

\_\_\_\_\_ has a goal of a healthy, injury-free league for all workers.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*The safety policy should be dated and signed by the senior executive of league*

## **OHS Duties of Employers, Representatives or Committee Members, Supervisors, Workers Policy**

### **Employers (or managers acting on their behalf) will:**

- consult and cooperate with representatives and committees to develop policies, procedures and codes of practice for their work sites
- develop and implement a violence prevention plan and a harassment prevention plan
- review the violence and harassment prevention plans when an incident happens, when the representative or committee recommends it, or every three years
- ensure health and safety concerns are resolved in a timely manner
- provide representative and committees with reasonable opportunity to inform workers on health and safety matters
- allow representatives and committees to examine records, policies, procedures, codes of practice, or reports required under legislation.
- give information or documents addressed to the representative or committee as soon as possible after it is received
- make sure workers are aware of health and safety rights and duties
- make sure workers are not subject to harassment or violence at the league
- make sure workers are supervised by a person who is trained in, competent and familiar with OHS Act, regulations and code

### **Supervisors will:**

- take all precautions necessary to protect the health and safety of every worker under their supervision
- make sure workers are not subject to harassment or violence at the league
- advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the league
- report concerns about an unsafe or harmful work site act or condition that occurs or has occurred, to the employer

### **Workers will:**

- protect the health and safety of themselves and other people at the league
- cooperate with their supervisors and employers to protect the health and safety of themselves and others
- refrain from causing or participating in harassment or violence
- be familiar and comply with the requirements of the OHS Act, Regulation and Code as it relates to their work
- cooperate with any person exercising a duty imposed by the OHS Act, regulations, or code

- be familiar with the OHS program, know their rights and responsibilities, and understand how to handle concerns
- suggest ways to make the league safer and healthier and know their concerns/suggestions will be taken seriously without discriminatory action

**The Representative/Committee will:**

- assist the employer in implementing health and safety policy and programs
- help identify hazards, evaluate risks and recommend next steps to control them
- respond to worker health and safety concerns and suggestions
- promote cooperation between employer and workers on health and safety issues
- make recommendations for improvement to the employer
- develop and promote ways to protect workers, and to check that the steps taken were effective
- cooperate with an occupational health and safety officer when that officer is exercising duties under the OHS Act, the Regulations and the OHS Code
- develop and promote educational and informational programs about health and safety
- inspect the work site at least once before each quarterly meeting to identify uncontrolled health and safety hazards
- attend health and safety meetings

**Health & Safety Representatives/Committees have authority to:**

ask the employer to provide information about work site hazards  
 carry out work site inspections  
 participate in serious injury and incident investigations  
 participate in resolving health and safety complaints  
 participate in resolving work refusals  
 recommend action items

**Representative or committee members will keep accurate records on:**

- incidents and injuries
- receiving concerns and complaints
- actions taken to resolve concerns and complaints
- work refusals
- work site inspections
- recommendations made
- other matters relating to committee duties

**Individual Committee Members will: (If applicable)**

Committee members will work together to identify their specific duties. Duties depend on the resources available, such as safety specialists on staff, or persons with incident investigation experience.

Outline specific duties of committee members here, based on your league:

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## Hazard Assessment & Control Policy

The employer, the representative, or committee as well as the workers are committed to identifying Hazards in the league- also called a Hazard Assessment.

The representative/committee will report any hazards, incidents or illness in the league to a supervisor or manager as soon as possible.

The employer will inform the representative/committee of any existing or potential hazards that may affect any people at the league. Workers will report any hazards, incidents or illness in the league to a supervisor or manager as soon as possible. Workers will be involved in determining hazards and helping to control them.

### General Types of Hazards

- Safety - unsafe league conditions or practices
- Biological - bacteria, molds
- Chemical - ineffective control measures, improper work procedures, unsafe storage or disposal
- Ergonomic - repetitive and forceful movements, awkward positions arising from improper work stations or methods
- Physical - noise, vibration, temperature extremes, radiation or pressure
- Psychosocial - stress and violence

### Hazards identified that are specific to league:

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If an existing or potential hazard to workers is identified during a hazard assessment, the employer will eliminate the hazards or control the hazard if it can't be eliminated.

The league will aim to control hazards at the source to eliminate or minimize the chance of incident, injury, and harmful exposure to workers.

When a hazard is found the employer will prepare a report containing the date, the results of a hazard assessment, and methods used to control or eliminate the hazard.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_



# Formal Hazard Assessment and Control Template

Job/position/work type:					
Assessment performed by: (names)					
Tasks (List <b>all</b> tasks/activities of the job/position)	Hazards (List <b>all</b> existing and potential health and safety hazards)	Severity	Likelihood	Risk	Controls (List the controls for each hazard: Elimination, Engineering, Administrative, Personal Protective Equipment)
		S x L = R			

**Severity:**

How serious could the consequences be?  
**3** – It could kill you or cause a permanent disability, today or over time.  
**2** – It could send you to the hospital.  
**1** – It could make you uncomfortable.

**Likelihood:**

How likely is it going to happen?  
**3** – It is highly likely.  
**2** – It might happen.  
**1** – It is unlikely.

**Risk:**

Calculate the risk of hazards actions.  
 Severity x Likelihood = Risk

\*Sourced from GOA

## Investigation of Incidents, Injuries & Work Refusals Policy

The league recognizes work site investigations are required by law. All incidents will be investigated to find the root cause and prevent a similar incident from happening again. Representatives or committee co-chair will participate in investigating and will accompany an OHS officer if required.

Procedure for investigating incidents of injuries and work refusals

### The objective of the investigation

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### Who participates in the investigation?

The investigation will take place in the presence of the worker and a representative/ member of the committee, if it is reasonable to do so and it does not create a danger to health and safety.

When an incident or injury occurs, the employer will investigate with the participation of the representative or committee and then provide a written report that includes the time, place and nature of the injury. The incident report will be given to a Director of Inspection as soon as possible. The employer will keep report for at least 2 years after the serious injury or incident occurs at the league.

### The representative or committee will:

- analyze facts
- determine the root cause(s) as far as possible
- recommend corrective action(s)
- follow up on actions taken
- evaluate the effectiveness of changes

All persons in the league will not disturb or conduct work at the scene of an injury or incident, or move equipment or documents that may be related to the incident unless:

- attending to persons injured or killed
- preventing further injuries or incidents
- protecting property that is endangered as a result of the injury or incident

## Inspections (including workers participation)

The employer will schedule regular inspections of the league and work processes to identify hazards.

The representative or committee will decide on the frequency of inspections by using the following criteria:

- type of league
- the work performed
- hazards discovered
- size of league
- number of workers

The committee, if applicable, will inspect the workplace quarterly before meetings.

Determine here when you will inspect the league and how frequently:

\_\_\_\_\_ will inspect the league at these times:

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

# Sample Injury or Incident Investigation Report For Employer/Prime Contractor

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Type of incident:

- serious injury                       serious incident                       first aid     medical aid
- potentially serious incident     property damage                       production loss
- Other \_\_\_\_\_

Required immediate reporting to Government of Alberta,  
Occupational Health and Safety **1-866-415-8690**     YES     NO

Date and time reported:

Worker job title: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_     AM     PM

Incident reported to:  first aider     supervisor     another worker  
 health & safety committee member     health & safety representative  
 other (job title) \_\_\_\_\_

Location of incident: \_\_\_\_\_

Witness job title:

Were statements taken:

1. \_\_\_\_\_     YES (attached)     NO
2. \_\_\_\_\_     YES (attached)     NO
3. \_\_\_\_\_     YES (attached)     NO

Report reviewed by:

- supervisor     health & safety committee member     health & safety representative  
 employer     prime contractor     other (job title) \_\_\_\_\_



# Sample Injury or Incident Investigation Report

## For Employer/Prime Contractor

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Direct cause (action, event or force that is the immediate or primary agent which led to the incident):

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Indirect cause (did not directly cause the incident but contributed to the outcome):

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Root cause (the basic conditions that allowed each of the direct/indirect causes to occur):

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Corrective action taken:

Assigned to:

Completed on:

Corrective action taken:	Assigned to:	Completed on:

# Sample Injury or Incident Investigation Report

For Employer/Prime Contractor

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## Witness Statement Template

Witness job title: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Date of statement: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Where were you when the incident occurred?

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Describe what you saw heard, smelled, felt or tasted **immediately before** the incident?

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Describe what you saw heard, smelled, felt or tasted **during** the incident?

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Describe what you saw heard, smelled, felt or tasted **immediately after** the incident?

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# Sample Injury or Incident Investigation Report

For Employer/Prime Contractor

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## Witness Statement Template

Draw a sketch of the incident scene to help describe your observations or show where you were.

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Any additional comments about the incident?

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## **Emergency Response Plan (ERP)**

An ERP identifies what people, resources and procedures are needed to deal with emergencies.

It needs to include:

- emergency response plan for responding to an emergency that may require rescue or evacuation
- how an employer will involve affected workers in establishing the emergency response plan

# Emergency Response Plan – Template (Sample)

Company:

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Address or Location:

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Completed by:

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Date:

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

	The nearest emergency services are located at:		
	Fire Station:		

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

\*Sourced from Government of Alberta

## Procedure for self-employed person or another employer working at the league

Leagues with multiple employers and/or self-employed persons will work together to coordinate their health and safety responsibilities.

All health and safety procedures will be communicated by the employer to self-employed people at the league.

Plans for monitoring self-employed people:

*May include inspections or check-ins that the procedures for health and safety are being followed.*

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

\*Sourced from Government of Alberta

## Multiple employers or self-employed persons at the work site - Additional Considerations

### Coordinating health and safety for multiple work site parties:

Examples of OHS program components that may require a coordinated, site-specific approach include:

- Hazard assessments
- Emergency response plans
- Inspection procedure and schedule
- Health and safety orientation and training for workers and supervisors
- Procedures for investigating incidents, injuries and refusals to work
- Others, depending on the work being performed at the work site and the work site parties involved

### Criteria for evaluation and selection of other employers and self-employed persons:

When hiring other employers or self-employed persons, the employer must consider health and safety criteria in the selection process.

Evaluation and selection procedures with pass/fail criteria may be developed in consultation with the HSC or HS representative. Alternatively, a third party health and safety evaluation service or audit tool may be utilized.

The employer may request documentation such as:

- Health and safety program handbook or manual
- Health and safety policy
- Safe work policies and procedures
- WCB information (premium rate statement, clearance letter, employer report card)
- Certificate of Recognition (COR)
- Health and safety program audit results
- Hazard assessments
- HSC meeting minutes
- Safety meeting minutes, toolbox talks, or pre-job tailgate meeting records
- Worker and supervisor training and certification records
- Other, depending on the work being performed at the work site and the work site parties involved

This documentation may form part of a contractor pre-qualification process that the employer uses to ensure that other employers and self-employed persons equipped to address the health and safety requirements of the job.

### Regular Monitoring

The procedures for monitoring other employers and self-employed persons at the work site could include:

- Defining regular intervals, depending on the type and nature of the work being done at the work site.
  - Note: If there is an HSC at the work site, the HSC must inspect the work site at least once before each quarterly meeting. This is the minimum requirement for inspections by the HSC; an employer can exceed that minimum.
- Scheduled formal inspections and occasional visual checks (scheduled and unscheduled).
- Assess the employer's performance against their own written procedures, work site specific health and safety policies, as well as the *OHS Act*, Regulations and Code
- Processes for dealing with non-compliances

*Please note: These are suggested processes and should be modified to suit individual employer's needs depending on the type and duration of the work being done.*

**\*Sourced from Government of Alberta**

## Procedures for Reviewing and Revising the OHS Program

The health and safety program will be reviewed every 3 years unless something comes up that means there could be hazards to workers.

The committee will review this policy every \_\_\_\_\_ weeks.

Name of person(s) who will review program:

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Description of how program will be reviewed:

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

## Health and Safety Meetings

The committee will discuss the following issues at health and safety meetings:

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The representative or committee will:

- meet at a set frequency
- set a meeting time that is convenient for all committee members
- try to have full attendance at each meeting
- postpone meetings for emergency reasons only
- meet at a location that is free from interruptions
- run a well-organized meeting that stays on schedule

When drafting the meeting minutes, committee will make sure to:

- record issues and recommendations
- briefly highlight facts leading to recommendations and decisions
- a copy must be given to the employer and posted or sent electronically to everyone at the league within 7 days of the meeting.

## Sample Meeting Agenda

1. Roll call (members in attendance)
2. Introduction of visitors
3. Approval of Minutes
4. Business Arising from the minutes (including progress reports on outstanding items)
5. Reports (inspection, injuries/illnesses, statistics)
6. New business (itemized)
7. Educational session
8. Time, date, place of next meeting
9. Adjournment

\*sourced from Government of Alberta



## Sample: Health & Safety Committee Meeting Minutes

**XYZ Inc.**

**Health & Safety Committee Meeting Minutes, 9 – 11 AM, April 19<sup>th</sup>, 2018**

**Present:** Jared Smith, Sue Jones, Jean Murray, Jane Hills, Mary Right and Peter Hill.

**Absent:** Joe Shin

### 1. Review of Minutes

Minutes from the last meeting were approved without changes.

### 2. Review of Action Items

All action items were completed as planned.

### 3. Incidents/Injuries

An injury, which occurred on March 29<sup>th</sup>, 2018, was discussed: Individual slipped and fell in the warehouse. The incident was reviewed and the incident investigation results were discussed. Recommendations for addressing the unsafe condition in the warehouse have already been implemented. The floors will be washed on a regular basis and inspected once per shift.

### 4. Work Site Inspection Reports

Inspection report from the past month was discussed. Follow up steps were recorded and tracked on the health and safety committee follow up log. Overall the area was in good shape.

### 5. Worker Concerns

A worker reported a smell, probably due to poor air circulation in the west end of the office complex. The health and safety committee has recommended air testing in that part of the building. Jared will be putting together a recommendation to the employer.

### 6. New Business

The issue of ongoing WHMIS training for workers was discussed. Brochures from several outside companies that offer this type of training on the computer were reviewed. Mary will follow up with ABC Inc. to get more information on their training and will report back to the committee at the next meeting.

### 7. Recommendation for Action

- a. Air testing be conducted in that area to identify any potential causes of smell.
- b. An outside firm be used to conduct the air monitoring.
- c. The committee would appreciate a written reply to this recommendation and planned action.

### 8. Next Meeting: July 19<sup>th</sup>, 2018, 9-11am, Boardroom



**Funds (if applicable)**

The following funds will be made available to support health and safety in the league:

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## Communication Policy

The representative/committee and employer will promote and communicate the OHS program within the league by incorporating it into regular league duties and actions:

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Here are some suggestions:

- include health and safety policy in a new employee's job descriptions and tell them it is a condition of employment when being hired on
- hold regular safety talks
- post signs at the league
- write articles about the policy in company newsletters
- post on the internal website
- refer to it in job manuals

The league will take the following actions to communicate the health and safety policy or program:

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## **Workplace Harassment and Violence Prevention Plan**

The league will define league harassment and violence in all forms, including domestic and sexual violence.

Requirements of employers:

- investigate incidents of violence and harassment and take corrective action
- develop separate violence and harassment prevention plans
- review plans at least one every 3 years
- advise workers of treatment options if harmed by violence or harassment
- workers are entitled to wages and benefits while attending treatment programs

## Sample workplace harassment prevention policy

The management of insert company name is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including list who this policy applies to, especially if it applies to people other than workers such as customers, clients, other employers, supervisors, workers and members of the public, etc.

insert company name as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns. *(Consider specifying and expanding upon the components of the harassment prevention procedures here.)*

Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person. *(Consider providing more information about how to report incidents and other procedures here.)*

Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner. *(Consider providing more information about how incidents and complaints will be investigated and/or dealt with here.)*

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.

Signed: *(Signature of the highest management level)*

Date:

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

## Workplace harassment prevention procedures - template

This worksheet may help to develop the harassment prevention procedures for your workplace.

<b>Company name:</b> <b>Date:</b>	
<b>Elements of harassment prevention</b>	<b>Procedures</b> <i>(Use the questions and tips below to help develop effective procedures)</i>
<b>Hazard identification and assessment</b> <i>(Hazard identification and assessment is at the foundation of preventing injuries and illness - it is also a requirement under the Alberta OHS Code, part 2)</i>	<i>(Is the health and safety committee or representative involved in the hazard assessment and control process? If your work site is exempt from having a committee or representative, are workers involved in the process? As part of the company's hazard assessment process, are existing and potential hazards relating to harassment identified?)</i>  <input type="checkbox"/> <i>review the hazard assessment and control forms completed for each job or position, while considering the hazard of harassment)</i>
<b>Identify controls to prevent workplace harassment</b> <i>(Using the results of the hazard assessment, determine possible controls for the hazards identified)</i>	<i>(Are measures put in place to eliminate or control each hazard identified in the company's hazard assessment?)</i>  <input type="checkbox"/> <i>refer to the hazard assessment and identify measures to eliminate or control each hazard</i> <input type="checkbox"/> <i>information of hazards and controls can be used to develop safe work procedures for each job or position)</i>
<b>Develop safe work procedures</b> <i>(Detailed work procedures provide workers information they need relating to harassment at the workplace)</i>	<i>(Do the safe work procedures address the hazards and controls identified for each job or position?)</i>  <input type="checkbox"/> <i>refer to the company's hazard assessment and control when developing or updating safe work procedures)</i>

<p><b>Report incidents</b></p> <p><i>(Procedure for how, when and to whom)</i></p>	<p><i>(Do the procedures include details for workers to know how to report an incident, when they should report and to whom they report?)</i></p> <ul style="list-style-type: none"> <li>☐ <i>include information such as the company's incident reporting form or other reporting mechanisms (e.g. verbal)</i></li> <li>☐ <i>the type of information to be collected (e.g. details of the incident including date(s), frequency, location(s), name(s) of the worker and others involved in or witness(es) to the incident, any supporting documents)</i></li> <li>☐ <i>designate the reporting contact person of incidents or complaints</i></li> <li>☐ <i>the person designated as the reporting contact should not be under the direct control of the alleged harasser</i></li> <li>☐ <i>the person designated as the reporting contact should not be the alleged harasser of the worker</i></li> <li>☐ <i>advise the worker to report to the police as appropriate)</i></li> </ul>
<p><b>Investigate and document incidents</b></p> <p><i>(Who is responsible for follow-up and what that entails)</i></p>	<p><i>(Are all reported incidents of workplace harassment documented and investigated? Do the procedures include guidance on confidentiality and disclosure of information?)</i></p> <ul style="list-style-type: none"> <li>☐ <i>identify who is responsible to conduct the investigation (e.g. internal or external investigator)</i></li> <li>☐ <i>set target timeline to complete an investigation (e.g. within 90 days)</i></li> <li>☐ <i>detail the investigation process (e.g. interviewing parties involved, opportunity for alleged harasser(s) to respond to the allegations, collect and review any relevant documents, etc.)</i></li> <li>☐ <i>how are the corrective actions being implemented</i></li> </ul>
<p><b>Informing parties involved</b></p> <p><i>(Procedures for how, when, what and to whom)</i></p>	<p><i>(How and when will the parties involved be informed of the results of the investigation and corrective action to be taken? Who will be informed? What information will be disclosed? Do the procedures include guidance on confidentiality and disclosure of information)</i></p> <ul style="list-style-type: none"> <li>☐ <i>identify who are the parties involved (e.g. the complainant, the person alleged to have committed the harassment, union officials who make the complaint)</i></li> <li>☐ <i>employer will not disclose the circumstances related to the incident or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law</i></li> <li>☐ <i>include guidance on what can be disclosed that is in line with the established policy)</i></li> </ul>



<p><b>Worker support</b> <i>(Assistance to worker after an incident)</i></p>	<p><i>(What supports are available to workers?)</i></p> <ul style="list-style-type: none"> <li>☐ <i>advise worker to consult a health professional of the worker's choice for treatment or referral</i></li> <li>☐ <i>information about the employee assistance program (EAP) as a source of support</i></li> <li>☐ <i>workers are entitled to wages and benefits for the time they receive treatment)</i></li> </ul>
<p><b>Worker communication and training</b> <i>(Who gets what training, when?)</i></p>	<p><i>(How are the workers trained? Does the training include policy and procedures, recognizing hazards, controlling hazards, reporting incident, obtaining worker assistance/support, investigating and documenting incident?)</i></p> <ul style="list-style-type: none"> <li>☐ <i>workers may be trained during orientation in the company's workplace harassment prevention policy and procedures</i></li> <li>☐ <i>ongoing training is provided, as new work processes or conditions arise, or when new hazards are identified)</i></li> </ul>
<p><b>Program administration and continuous improvement</b> <i>(Document, review and revise of the harassment prevention plan)</i></p>	<p><i>(Are all aspects of the harassment prevention plan tracked and maintained? What is the process for reviewing and revising of the plan?)</i></p> <ul style="list-style-type: none"> <li>☐ <i>the harassment prevention plan is readily available to workers</i></li> <li>☐ <i>record-keeping of incidents, investigations, worker training, etc.</i></li> <li>☐ <i>have a process to review and revise the plan</i></li> <li>☐ <i>involve the health and safety committee or representative when review and revise the plan</i></li> <li>☐ <i>if the work site is exempt from having a committee or representative, involve workers in the process</i></li> <li>☐ <i>consider monitoring trends for continuous improvements to the plan)</i></li> </ul>

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## Sample workplace violence prevention policy

The management of insert company name is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies to list who this policy applies to, especially if it applies to people other than workers such as visitors, clients, delivery persons and volunteers, etc..

insert company name as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Violence, whether at a work site or work related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

In support of this policy, we have put in place workplace violence prevention procedures. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns. *(Consider specifying and expanding upon the components of the workplace violence procedures here.)*

Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats. *(Consider providing more information about how to report incidents and other procedures here.)*

Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner. *(Consider providing more information about how incidents and complaints will be investigated and/or dealt with here.)*

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. Employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

Signed: *(Signature of the highest management level)*

Date:

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

## Workplace violence prevention procedures - template

This worksheet may help to develop the violence prevention procedures for your workplace.

<p><b>Company name:</b></p> <p><b>Date:</b></p>	
<p><b>Elements of violence prevention</b></p>	<p><b>Procedures</b>  <i>(Use the questions and tips below to help develop effective procedures)</i></p>
<p><b>Hazard identification and assessment</b></p> <p><i>(Hazard identification and assessment is at the foundation of preventing injuries and illness - it is also a requirement under the Alberta OHS Code, part 2)</i></p>	<p><i>(Is the health and safety committee or representative involved in the hazard assessment and control process? If your work site is exempt from having a committee or representative, are workers involved in the process? As part of the company's hazard assessment process, are existing and potential hazards relating to violence identified?)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>review the hazard assessment and control forms completed for each job or position, while considering the hazard of violence</i></li> <li><input type="checkbox"/> <i>include all forms of workplace violence, such as physical assault/aggression, threat of violence, domestic violence, sexual violence.</i></li> <li><input type="checkbox"/> <i>include information related to the risk of violence presented by members of the general public which is likely encounter by the workers</i></li> <li><input type="checkbox"/> <i>include information related to specific or general threats of violence or potential violence)</i></li> </ul>
<p><b>Identify controls to prevent workplace violence</b></p> <p><i>(Using the results of the hazard assessment, determine possible controls for the hazards identified)</i></p>	<p><i>(Are measures put in place to eliminate or control each hazard identified in the company's hazard assessment?)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>refer to the hazard assessment and identify measures to eliminate or control each hazard</i></li> <li><input type="checkbox"/> <i>information of hazards and controls can be used to develop safe work procedures for each job or position)</i></li> </ul>

<p><b>Disclosing information</b> <i>(Procedure for employer on what information can be disclosed)</i></p>	<p><i>(Do the procedures provide details on what can be disclosed? Do the procedures include guidance on confidentiality and disclosure of information in line with the established policy?)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the involved parties of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or where it is required by law.</i></li> <li><input type="checkbox"/> <i>will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence)</i></li> </ul>
<p><b>Develop safe work procedures</b> <i>(Detailed work procedures provide workers information they need to stay safe in a violent workplace situation)</i></p>	<p><i>(Do the safe work procedures address the hazards and controls identified for each job or position?)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>refer to the company's hazard assessment and control when developing or updating safe work procedures</i></li> <li><input type="checkbox"/> <i>how to respond in a violent workplace situation</i></li> <li><input type="checkbox"/> <i>include measures and procedures for workers to summon immediate assistance when an incidents occurs (e.g. alarms, cell phones, positioning workers within distance to readily offer each other assistance)</i></li> </ul>
<p><b>Report incidents</b> <i>(Procedure for how, when and to whom)</i></p>	<p><i>(Do the procedures include details for workers to know how to report an incident, when they should report and to whom they report?)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>include information such as the company's incident reporting form or other reporting mechanisms</i></li> <li><input type="checkbox"/> <i>the type of information to be collected (e.g. the details of the incident, name(s) of the worker and others involved in or witness(es) to the incident, date of incident)</i></li> <li><input type="checkbox"/> <i>advise the worker to report to the police as appropriate)</i></li> </ul>

<p><b>Investigate and document incidents</b></p> <p><i>(Who is responsible for follow-up and what that entails)</i></p>	<p><i>(Are all reported incidents of workplace violence documented and investigated? Do the procedures include guidance on confidentiality and disclosure of information?)</i></p> <ul style="list-style-type: none"> <li>☐ <i>identify who is responsible to conduct the investigation</i></li> <li>☐ <i>set timeframes for investigations</i></li> <li>☐ <i>detail the investigation process</i></li> <li>☐ <i>how are the corrective actions being implemented)</i></li> </ul>
<p><b>Informing parties involved</b></p> <p><i>(Procedures for how, when, what and to whom)</i></p>	<p><i>(How and when will the parties involved be informed of the results of the investigation and corrective action to be taken? Who will be informed? What information will be disclosed? Do the procedures include guidance on confidentiality and disclosure of information)</i></p> <ul style="list-style-type: none"> <li>☐ <i>identify who the involved parties (e.g. the complainant, the person alleged to have committed the harassment, union officials who make the complaint)</i></li> <li>☐ <i>will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the involved parties of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or where it is required by law.</i></li> <li>☐ <i>will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.</i></li> <li>☐ <i>include guidance on what can be disclosed that is in line with the established policy)</i></li> </ul>
<p><b>Worker support</b></p> <p><i>(Assistance to worker after an incident)</i></p>	<p><i>(What supports are available to workers?)</i></p> <ul style="list-style-type: none"> <li>☐ <i>Advise worker to consult a health professional of the worker's choice for treatment or referral</i></li> <li>☐ <i>information about the employee assistance program (EAP) as a source of support</i></li> <li>☐ <i>workers are entitled to wages and benefits for the time they receive treatment)</i></li> </ul>

<p><b>Worker communication and training</b></p> <p><i>(Who gets what training, when?)</i></p>	<p><i>(How are the workers trained? Does the training include policy and procedures, recognizing hazards, controlling hazards, reporting incident, obtaining worker assistance/support, investigating and documenting incident?)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>workers may be trained during orientation in the company's workplace violence prevention policy and procedures</i></li> <li><input type="checkbox"/> <i>ongoing training is provided, as new work processes or conditions arise, or when new hazards are identified)</i></li> </ul>
<p><b>Program administration and continuous improvement</b></p> <p><i>(Document, review and revise of the violence prevention plan)</i></p>	<p><i>(Are all aspects of the violence prevention plan tracked and maintained? What is the process for reviewing and revising of the plan?)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>the violence prevention plan is readily available to workers</i></li> <li><input type="checkbox"/> <i>record-keeping of incidents, investigations, worker training, etc.</i></li> <li><input type="checkbox"/> <i>have a process to review and revise the plan</i></li> <li><input type="checkbox"/> <i>involve the health and safety committee or representative when review and revise the plan</i></li> <li><input type="checkbox"/> <i>if the work site is exempt from having a committee or representative, involve workers in the process</i></li> <li><input type="checkbox"/> <i>consider monitoring trends for continuous improvements to the plan)</i></li> </ul>

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## Quick Resource Tip Sheet

All of the information based in these documents is from the Occupational Health and Safety Act, Regulations & Code.

The Act, Regulations & Code can be found here:

<https://www.alberta.ca/ohs-act-regulation-code.aspx>

### **OHS Contact Centre Number:**

1-866-415-8690

(780-415-8690 in the Edmonton area)

Deaf or hard of hearing

Edmonton 780-427-9999

Other locations 1-800-232-7215

Readers can also contact the Contact Centre through the Occupational Health and Safety website at:

<https://www.alberta.ca/ohs-complaints-incidents.aspx>

The following are sections of the code that may apply to leagues. This is meant to be a quick reference guide. Please refer to the official government manuals or the OHS contact centre for further explanation.

Those who fail to comply with the OHS Act, Regulations or Code are guilty of an offence.

## **Hazards & Substances**

If a worker may be exposed to a harmful substance at the league, an employer must identify the health hazards associated with the exposure.

Employers must make sure the worker who might have been exposed to a harmful substance at the league:

- knows of the health hazards associated with exposure to that substance
- knows about measurements made of airborne concentrations of harmful substances at the work site
- is trained in any procedures the employer has put in place to minimize the worker's exposure to harmful substances

### **Worker overexposure**

If a worker is exposed to more than the exposure limit of a substance, the employer must immediately:

- identify what caused the overexposure
- protect the worker from any further exposure
- control the situation so that no other workers are exposed to the substance at airborne concentrations that are more than the occupational exposure limit
- explain to the worker the nature and extent of the overexposure

An employer must inform the Health & Safety Representative or Committee in writing that the worker has been exposed to more than the occupational exposure limit of a substance, and of the steps taken to control the overexposure.

### **Harmful Substances**

An employer must ensure that workers do not eat, drink or smoke tobacco in a part of a workplace contaminated by a harmful substance.

### **General provisions for asbestos, silica, coal, dust, and lead**

An employer must minimize the release of asbestos, silica, coal dust and lead into the air as much as possible.

### **Release of asbestos**

If it is determined that asbestos fibers may be released in a building, the building is in



an unsafe condition. The employer must take all necessary steps to correct the unsafe condition.

### **Fire and Explosion Hazards**

A person must not smoke or use an open flame in a workplace where a flammable substance is stored, handled or used.

A person must not store contaminated rags used to clean or wipe up flammable substances unless it is in a covered container with a clear label.

### **Contaminated Clothing and Skin**

If a worker's clothing is contaminated with a flammable or combustible liquid, the worker must not have any spark or open flame.

The worker must remove the clothing as soon as possible and make sure it is decontaminated before wearing it again.

If a worker's skin is contaminated with a flammable or combustible liquid, the worker must wash their skin as soon as possible.

## **Equipment & Vehicles**

An employer must ensure that all equipment used at a work site is maintained in a condition that will not compromise the health or safety of workers using it.

### **General Protection of Workers**

If work is to be done that may endanger a worker, the employer must ensure the worker is competent and trained to do the work safely, or is under the direct supervision of a worker who is.

If equipment is broken, has a defect, or will not be able to perform its intended function, the worker will immediately report the equipment to the employer.

### **Powered Mobile Equipment**

A worker must not operate powered mobile equipment unless they are trained to and the employer has given them permission.

A worker in training can operate the equipment under the supervision of a worker that is allowed to operate it. Operators and passengers must use seat belts or any other safety equipment. Operator must make sure the equipment is safe and no one will be in danger by starting it.

Keep the floor free of materials or objects that could be a tripping hazard or interfere with operating the equipment safely.

### **Working on ice**

If a worker is to work on ice and the water beneath the ice is more than 1 metre deep at any point, an employer must ensure the ice will support the load placed on it.

The employer must test the ice before work begins and as much as necessary to make sure it's safe for the worker.

## Space

### Housekeeping

An employer must make sure:

- a league is kept clean and free from materials or equipment that could cause workers to slip or trip
- lighting at a work site is sufficient so work can be done safely
- there are emergency lighting in place so if lights fail, people can still leave safely

### Entrances, Walkways, Stairways and Ladders

The employer is responsible for:

- making sure all workers can enter and exit the league safely at all times
- ensure that a work area's entrances and exits are in good working order
- entrances and exits are free from any obstructions that might put workers in danger
- if a worker can't exit from a regular door, there is a secondary way to exit that the worker knows about

### Walkways, runways and ramps

An employer must ensure that a walkway, runway, or ramp is:

- strong enough to support the equipment and workers who may use it is at least 600 millimetres wide
- has the appropriate toe boards and guardrails required
- has sufficient traction to allow workers to move on it safely

### Stairways

An employer must ensure that a stairway with 5 or more risers has the appropriate handrail required by the code.

### Ladders

A person must not paint a wooden ladder but it may be preserved with a transparent protective coating.

### Portable Ladders

In general, a worker must not perform work from either of the top two rungs, steps, or cleats of a portable ladder unless the manufacturer's specifications allow the worker to do so.

A worker must ensure that:

- a portable ladder is secured against movement and placed on a base that is stable
- the base of an inclined portable ladder is no further from the base of the wall or structure than one-quarter of the distance between the base of the ladder and the place where the ladder contacts the wall.

## Washrooms

An employer must not place unreasonable restrictions on a worker's use of the washroom.

An employer must ensure that an adequate supply of drinking fluids is available to workers at a workplace and must include safe drinking water. If there is no drinking fountain, an adequate supply of single-use drinking cups is provided in a sanitary container by water supply.

An employer must ensure that a work site has the correct number toilets for each sex, in separate toilet facilities.

A work site may have only one toilet facility for the use of both sexes if:  
the total number of workers at the work site is never more than 10  
the door to the toilet facility can be locked from the inside

Number of workers of the sex	Minimum number of toilets for that sex
1 - 10	1
11 - 25	2
26 - 50	3
51 - 75	4
76 - 100	5
> 100	6 plus 1 for each additional 30 workers of the sex in excess of 100

*From OHS Safety Code*

## Sinks/Hand Cleaning

An employer must make sure that at least one wash basin or hand cleaning facility is

provided in a washroom.

### **Supplies and Waste**

An employer must keep toilet paper available at each toilet and hand cleaning agents at each sink. A covered disposal container for feminine hygiene products must be placed near each toilet used by women.

An employer must ensure that a lunch room, change room, toilet, urinal, and sinks are clean and in working order.

## **First Aid**

An employer must provide first aid services, supplies and equipment and a first aid room at the workplace. The room may be used for other services if it is maintained appropriately to provide first aid.

### **Location of first aid**

An employer must make sure first aid services, first aid equipment, supplies and the first aid room are:

- located at or near the work site they are intended to serve, and available and accessible during all working hours
- maintained in a clean, dry and serviceable condition, clearly labelled and protected

Signs must be posted at easy-to-see places at the worksite to indicate where the first aid services, equipment and supplies are. Have a plan to make sure workers can call for first aid services.

### **Emergency transportation**

Employer must make sure there is a plan in place to transport injured or ill workers from the work site to the nearest health care facility.

### **First aid providers**

An employer must ensure that the number of first aiders at a work site and their qualifications and training comply with “Low Hazard Work” in the OHS code.

An employer must ensure that the first aiders at a work site have successfully completed a first aid training course approved by a Director of Medical Services and hold a valid certificate in first aid.

An employer must keep a record of workers at a work site who are first aiders.

## Reporting & Information

If a worker has an acute illness or injury at the work site, the worker must report the illness or injury to the employer as soon as is possible.

An employer must record every acute illness or injury that occurs at the workplace. The records must include the following:

- the name of the worker
- the name and qualifications of the person giving first aid a description of the illness or injury
- the first aid given to the worker
- the date and time of the illness or injury
- the date and time the illness or injury was reported where at the work site the incident occurred
- the work-related cause of the incident, if any

The employer must retain the records kept under this section for three years from the date the incident is recorded.

### **First aid records access**

If someone has a person's first aid records, they must make sure no one has access to them, unless the worker gives written permission or they can't be identified in them.

### **Disclosure of personal information**

A Health and Safety Representative or Committee must not disclose a worker's personal health information unless required by law.