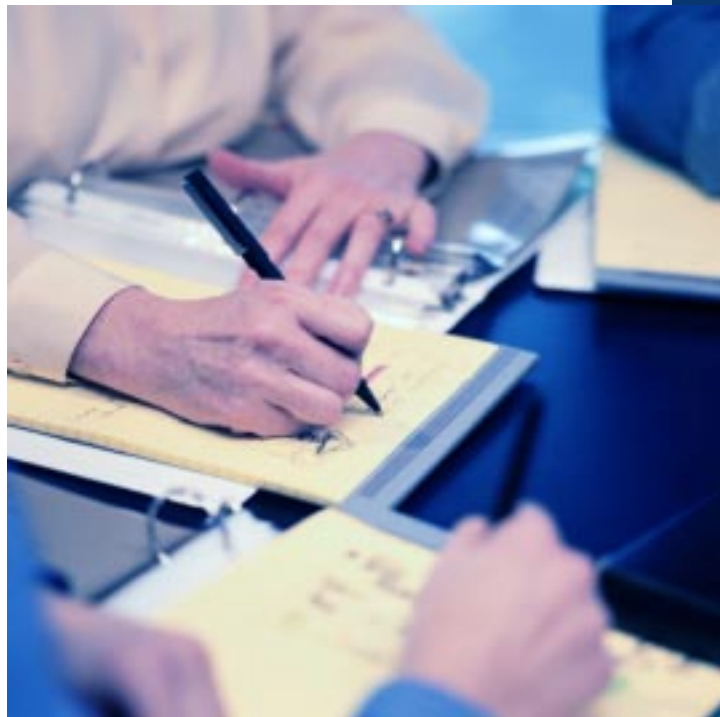


INFORMAL SAFETY PROGRAM FOR SMALL BUSINESS



**Provided by;
Industry Services
Small Business**

**WORKERS'
COMPENSATION
BOARD**
OF BRITISH COLUMBIA



PREFACE

“Due diligence” means to take all reasonable care in all circumstances of the workplace to protect the health and safety of all workers. This is the standard of care required to comply with the Occupational Health and Safety Regulation and orders made under the BC Workers Compensation Act and enforced by the WCB.

This program is designed to help you eliminate accidents and control potential hazards in your workplace. It will provide you with the tools to make accident prevention part of your standard operating procedures and to control the costs and suffering associated with workplace incidents. All or part of the provided material may have to be expanded and/or customized to meet the needs of your site.

*Note: The information in this document is applicable to most, but not all, small businesses.
It is not a substitute for the WCB Occupational Health and Safety Regulation.
You will need to refer to the Regulation for additional requirements that apply to your particular business.*

SAFETY PROGRAM

Policy Statement

The management of _____ will provide a safe and healthy workplace for all employees and others that may visit or enter our facilities. Our firm will establish a Health and Safety Program designed to prevent injuries and disease and hold it equal to other business values. We are responsible for providing the necessary instruction in health and safety and for addressing unsafe situations in a timely manner. All workers and service contractors are required to work safely and to know and follow our company rules for safe work

SIGNATURE OF MANAGEMENT

DATE

RULES AND PROCEDURES

General Site Rules, Safe Work Procedures and Job Rules will be written and posted in appropriate areas of the Site.

INSTRUCTION AND SUPERVISION

Employer/Supervisors will:

a) Orientation

Give general orientation to new workers and contractors prior to entering the workplace.

b) Instruction

Instruct workers in General Site Rules, Safe Work Procedures and Job Rules (e.g. safety headgear and safety footwear, guardrails/fall protection, WHMIS, etc.)

c) Training

Provide training in jobs requiring extra skill or knowledge as well as those with demonstrated higher risk of injury (e.g. manual handling). Equipment & machinery operators must demonstrate that they can do the job safely before being allowed to operate without direct supervision.

d) Supervision

Observe workers, work practices, and equipment operation and initiate corrective action when necessary.

e) Documentation

Keep a written record of instruction, training and corrective measures taken on the forms provided.

f) Safety Training

Ensure members of the joint committee or worker Health & Safety representative receive the required 8 hours of WCB approved training per year.

WORKSITE INSPECTIONS AND FOLLOW-UP

Ensure that Safety inspections of the work site are done on a regular basis by a supervisor or a worker representative knowledgeable with the work process. Identify all unsafe practices and conditions that could cause injury and take corrective measures to remedy all serious hazards or unsafe work practices immediately. All work site inspections should be recorded and copies of previous inspection reports are reviewed prior to each worksite inspection to ensure follow-up is done.

ACCIDENT/INCIDENT INVESTIGATIONS

All incidents that result in injury requiring medical treatment, any incidents of violence or incidents that could cause serious injury or death shall be investigated. A person knowledgeable with the work process shall carry out investigations with if reasonably available participation from the employer, supervisor or worker representative. Information shall be recorded on the form provided and supervisors or worker representative shall review the reports with all workers. The Prevention Division of WCB shall be notified immediately of any accident resulting in life threatening injury, death or any accident resulting from a major structural failure.

SAFETY MEETINGS/SAFETY COMMITTEE

Conduct regular monthly safety meetings with workers to review accident investigation reports and inspection reports. Review and discuss unsafe work practices, conditions and safety concerns by management and workers. Management will take action on all items discussed. A record will be kept of the meeting and action taken. A copy of the safety meeting minutes shall be posted for reference by workers.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM

Management will ensure that:

- a) All controlled products on site are identified with supplier or workplace labels.
- b) Material Safety Data Sheets (MSDS) for the products are up to date and made available to workers and the First Aid Attendant.
- c) All workers receive education and training to safely store, handle, use, or dispose of these products.

FIRST-AID

Management shall ensure that first-aid services, supplies and equipment as required by the Occupational Health and Safety Regulation, are available to workers on all shifts. Workers shall be instructed in the procedure for summoning first-aid. Workers shall promptly report all injuries to the first-aid attendant. A treatment record book shall be maintained.

HEARING CONSERVATION PROGRAM

Noises above 85 decibels, combined with long exposure can permanently damage hearing. The management shall ensure that:

- a) Noise is reduced or controlled at the source, where practical.
- b) Workers are informed about the noise hazard and the risk of hearing loss.
- c) Noise hazard signs are posted in areas, which require hearing protection.
- d) Hearing protective devices are provided to and used by all workers exposed to excess noise levels.
- e) Annual hearing tests are conducted for all workers exposed to excess noise levels.

RECORDS AND STATISTICS

The following records and statistics shall be maintained:

First-aid records, WCB inspection reports, accident/incident investigation reports, material safety data sheets, worksite inspection reports, safety meeting minutes, hearing test records, safety and health talk records, employee orientation forms, equipment log book and training records.

MANAGEMENT ACTIVITIES

Management shall:

- a) Lead by setting a good example.
- b) Participate in safety meetings and the safety committee (when applicable).
- c) Hold supervisors and workers accountable to maintain the Occupation Safety & Health Program.
- d) Set reasonable health and safety goals and objectives.

RESOURCES

For further useful information including example checklists and forms that can be used for managing health and safety in your business.

Visit the Small Business Health and Safety Center at <http://smallbusiness.healthandsafetycentre.org/s/Home.asp>