



# HEALTH AND SAFETY MANUAL

Effective 05/17/11

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## **EMPLOYEE RELATIONS PRINCIPLES**

The human resource policies of Ontario Sailing are built upon the following fundamental employee relations' principles:

1. The welfare of Ontario Sailing and of its' employees are linked. Neither can prosper unless both are successful.
2. Productivity, success and their benefits can only be attained by open and honest relationships among all members of the organization.
3. Every employee, whether permanent or temporary, is a full member of the team and assumes individual responsibility for the quality, quantity and efficiency of their work.
4. All employees have: **The right to know, the right to participate and the right to refuse unsafe work.**

Employee Name .....

# HEALTH AND SAFETY MANUAL POLICIES

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## **Employee - Duties and Responsibilities Policy**

### **Purpose**

At Ontario Sailing, all Employees must know and understand their responsibilities in the areas of Health and Safety. This Policy will clearly define the roles of the Employee at Ontario Sailing.

Holding Employees accountable within the workplace will assist Ontario Sailing in ensuring that its Health and Safety Program is both active and effective, and meets the requirements of all applicable Health and Safety Legislation.

All Employees at Ontario Sailing shall exercise their responsibilities in accordance with all applicable Health and Safety legislation, regulations and standards, as well as the Ontario Sailing Health and Safety program, procedures and practices.

They will be held accountable for their responsibilities and an annual performance review will evaluate their success.

Employees are expected to comply with the Health and Safety initiatives of Ontario Sailing and any violations will result in progressive disciplinary action up to and including termination, in accordance with the Health and Safety Policy on Discipline.

### **Who is an Employee?**

- Defined as a "worker" in legislation.
- Is a person who performs work or supplies services for monetary compensation.
- All employees of Ontario Sailing are workers under Health and Safety Legislation.

### **Why must all Employees know and comply with this policy?**

- It is the law.
- It is a condition of employment.
- Knowing and following your duties and responsibilities will keep you safe at work.

### **When do these duties and responsibilities apply?**

- During the course of your employment.

### **Where does this policy apply?**

- On the property of Ontario Sailing.
- When representing or working for Ontario Sailing.
- While delivery product or services on behalf of Ontario Sailing.

### **What are the duties and responsibilities of an Employee?**

- Know, understand and work in a safe manner following safe operating practices and procedures.
- Know, understand and follow established rules and procedures for handling hazardous materials.
- Take all reasonable and necessary precautions to ensure the health and safety of the employee, the other employees and any person likely to be affected by the employee's acts or omissions
- Wear the required personal protective equipment and maintain the equipment in good working order.
- Use all safety devices, and guards provided.

- Immediately report to their Manager, Supervisor any:
  - Defects in any personal protective equipment.
  - Defective safety devices, guards, or equipment that they are assigned to use.
  - Defective lighting, equipment, ventilation, floor, railing, guard, structure.
  - Unsafe condition, unsafe acts, practices or procedures.
  - Injuries, or incidents that might have caused any injury.
  - Incident that has caused or might have caused any property damage.
  - Immediate or potential hazards.
- Use only the tools, equipment, materials, and perform processes that they are trained and authorized to.
- Use tools, equipment and materials only in the manner intended.
- Regularly inspect work area, and keep workplace safe and orderly.
- Maintain good housekeeping at all times in their assigned work areas.
- Refrain from any horseplay or any other unacceptable conduct.
- Cooperate with the Safety Committee.
- Know all of the Emergency Procedures applicable in the workplace.
- Participate in all training requested by Ontario Sailing.
- Participate in Ontario Sailings Early and Safe Return to Work program when necessitated
- You shall NOT engage in any of the following unacceptable behavior::
  - Fighting with, threatening, or intimidating another employee, horseplay, or use of directed abusive language.
  - Engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
  - Possession, drinking of, or being under the influence of alcohol or reporting to work under the influence of the same.
  - Possession, purchase, transfer of possession, or being under the influence of an intoxicating substance (i.e. illegal drugs or the misuse of prescription drugs), or reporting to work under the influence of the same

### **When will I receive training on the above list of Duties and Responsibilities?**

- Upon initial hiring.
- Through periodic training provided.
- When assigned a new task that has any known hazards associated with it.
- Hands-on training from your Manager or Supervisor.
- Regular Safety Talks.

### **How will I be evaluated?**

- Your Manager or Supervisor will be providing on-going coaching, supervision and follow-up to ensure that all Employees you follow the required safety procedures.
- During the Monthly Workplace Inspection, the Safety Representative and Manager or Supervisor may observe your compliance to the safety standards of the organization.
- On a regular basis, your Manager or Supervisor may perform a Job Observation to ensure that you are in compliance with the organizations safety standards.

### **Revision History of this Policy**

December 6<sup>th</sup> 2010 Complete Policy revision.

### **Legislation / Standards / Regulations**

The Occupational Health and Safety Act, R.S.O 1990, Section 28- Duties of Workers

### ***Duties of worker***

**28. (1)** *A worker shall,*

1. *work in compliance with the provisions of this Act and the regulations;*
2. *use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;*
3. *report to his or her employer or supervisor the absence of, or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and*
4. *report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.*

### ***Idem***

**(2)** *No worker shall,*

1. *remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;*
2. *use or operate any equipment, machine, device or thing or work in a manner that may endanger himself or herself or any other worker; or*
3. *engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.*

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## **Health and Safety Policy (Updated December 6<sup>th</sup> 2010)**

Ontario Sailing is committed to continuously improving the Health and Safety of its employees and the environment. Recognizing that Health and Safety is a shared responsibility between management and workers, the achievement of this Policy requires the full cooperation of everyone in the workplace.

Ontario Sailing will meet and, where possible, exceed the letter and intent of all applicable Legislation. This will be accomplished by providing and maintaining a safe and healthy work environment and by providing education and regular training to perform daily activities of operation, safely.

All Supervisors have the responsibility for ensuring that employees are trained in approved work procedures to obtain optimal performance without incidents and injury and to ensure that employees follow safe work methods and all related regulations.

All employees and contractors are required to support the Occupational Health and Safety Program and make sure that Health and Safety is a part of their daily routine by following safe work methods and relevant regulations.

Safety, customer service, sales and outside contractors must receive equal priority. No job shall be considered so important that time cannot be taken to do it safely.

All employees will be held accountable for implementing this Policy and Program. Neglect of ones health and safety duties will not be tolerated nor shall it be sacrificed for expediency.

Ontario Sailing has a Return to Work Program that all members of the workplace have a shared responsibility to actively participate in when required.

*This Policy and our Health and Safety Program will be reviewed annually.*

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## *Workplace Violence and Workplace Harassment Policy*

### Policy Statement

It is the policy of Ontario Sailing to provide a work and sporting environment where the dignity of the individual is respected and free from harassment and fear of harassment including sexual harassment.

1. Ontario Sailing recognizes that :
  - a) every employee and member is entitled to a climate free of harassment including sexual harassment and;
  - b) harassment or fear of harassment, including sexual harassment, can compromise the integrity of the employment and sporting relationships and endanger personal well-being and performance
2. Harassment as defined by Human Rights legislation is a course of action, vexatious comment or conduct that is known or ought to reasonably be known to be unwelcome.
3. A person who has the authority to prevent or discourage harassment of any kind may be considered responsible for failing to exercise his/her authority to do so, and consequently be subject to such disciplinary actions as may be deemed appropriate by Ontario Sailing.
4. Ontario Sailing will make every effort to ensure that no employee or member is subjected to harassment including sexual harassment.
5. Ontario Sailing will take such disciplinary action as it deems appropriate against any person under its direction who subjects any employee or member to sexual harassment.

### Application

1. This policy applies to all employees as well as all directors, officers, volunteers, coaches, athletes, officials, judges and members of Ontario Sailing. It applies to harassment which may occur during the course of all Ontario Sailing business, activities and events.

### Definition

1. Harassment includes any comments or conduct consisting of words or actions that disparage or cause humiliation to a person in relation to race, ancestry, place of origin, colour, ethnic origin, citizen, creed, age, sex, record of offenses, marital status, family status or disability.
2. Sexual harassment is any conduct, comment, gesture or contact of a sexual nature:
  - a) that is likely to cause offense or humiliation to any person or;
  - b) that might, on reasonable grounds, be perceived by that employee or member as placing a condition of a sexual nature on employment, or on any opportunity for training or promotion.
3. Types of behaviour which constitute harassment including, but are not limited to:
  - a) unwelcome remarks, jokes, innuendoes or taunting of a sexual nature about a person's body, attire, age, marital status, and/or which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
  - b) unwelcome or intimidating invitations or requests with sexual overtones whether indirect or explicit;
  - c) leering or other gestures;
  - d) unwelcome physical contact such as touching, patting, or pinching;
  - e) unwelcome display of objects or pictures of a sexual nature, and/or offensive or ought to be known to be offensive;
  - f) sexual advances, request for sexual favours, or other verbal or physical conduct of a sexual nature;
  - g) written or verbal abuse or threats thereof;
  - h) physical or sexual assault;
  - i) submission to such conduct is made explicitly or implicitly a term or condition of employment or being named to a team;
  - j) submission to or rejection of such conduct is used as the basis for decisions affecting employment, promotion, or movement within the organization/team and/or;
  - k) such conduct has the purpose or effect of humiliating an individual or substantially interfering with the work or sporting performance or in creating an intimidating, hostile or offensive environment.

### Confidentiality

1. Ontario Sailing recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can also be devastating to be wrongly convicted of harassment. Ontario Sailing recognizes the interests of both the complainant and the respondent in keeping the matter confidential;

2. Ontario Sailing will not disclose the name of the harassed person or the circumstance related to the situation to any person except where disclosure is necessary for the purpose of investigating the harassment and /or taking disciplinary action.

## Roles and responsibilities

1. Principle:

The ultimate responsibility for dealing with a harassment case rests with the Board of Directors.

Since any sexual harassment situation would constitute a highly sensitive subject matter, employees or members have the choice of seeking counsel from their supervisor, coach, the Executive Director, or the President.

2. Management will:
  - a) inform any person under its direction of Ontario Sailing Harassment Policy;
  - b) provide clarification of what constitutes sexual harassment behaviour;
  - c) inform any person under its direction of procedures for handling harassment complaints;
  - d) initiate action without waiting for an individual complaint when harassment behaviour is known to be taking place. To do otherwise will constitute misconduct on the part of the supervisor and
  - e) upon receipt of a formal harassment complaint;
    - o inform the President, Executive Director (the President of Ontario Sailing if the matter involves the Executive Director)
    - o inform the alleged harasser, supervisor, complainant and the President, in writing as to what action or investigation is to take place; inform the complainant, the alleged harasser and the President of the outcome of any action or investigation, in writing.
3. Executive Director will:
  - a) Provide informal advice or guidance to employees, supervisors and coaches as required or requested on matters of harassment.
  - b) Assist supervisors in any investigation of formal harassment complaints..

## Complaint Procedure

1. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.
2. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should request a meeting with the next high authority or official.
3. Once contacted by a complainant the role of the official is to serve in a neutral unbiased capacity in receiving complaints and assisting their informal resolution. If the official considers that he or she is unable to act in this capacity, the complainant shall be referred to another official.
4. There are three possible outcomes to this meeting of complainant and official:
  - o It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;
  - o The complainant may decide to pursue an informal resolution of the complaint, in which case the official will assist the two parties to negotiate an acceptable resolution of the complaint; or
  - o The complainant may decide to lay a formal written complaint. The written complaint must be submitted with the original signature of the complainant. No electronically produced complaint will be accepted. All documented complaints will be treated as highly confidential to protect all parties involved. The official shall receive the written complaint, provide a copy to the respondent, who shall be given an opportunity to respond in writing.
5. Once the respondent's statement is received, the official shall provide copies of both written statements to the President of Ontario Sailing (or to another Executive Officer if the President is involved in the complaint). Within 7 days of receiving the written statements, the President shall appoint three members of Ontario Sailing to serve as a Panel. This Panel shall consist of at least one woman and at least one man, and shall include one individual who is knowledgeable and familiar with harassment issues.

## Hearing

1. As soon as possible but in any event within 14 days of being appointed, the Panel shall convene a hearing. The hearing shall be governed by such procedures as the Panel may decide, provided that:
  - o The complainant and respondent shall be given 10 days written notice of the day, time and place of the hearing;
  - o Members of the Panel shall select from among themselves a Chairperson;
  - o A quorum shall be all three Panel members;
  - o Decisions shall be by majority vote. If a majority vote decision is not possible, the vote of the Chairperson shall be the decision of the Panel;

- Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the Panel. If the complainant does not appear, the matter shall be dismissed. If the respondent does not appear, the hearing shall proceed.
  - The complainant and respondent may be accompanied by a representative or adviser. Should the complainant and/or respondent choose to have legal counsel, they shall be responsible for any costs incurred.
2. As soon as possible but in any event within 14 days of the hearing, the Panel shall present its findings in a report to the President (or Executive Officer who appointed the Panel) with a copy provided to both the complainant and respondent. This report shall contain:
    - a summary of the relevant facts;
    - a determination as to whether the acts complained of constitute harassment as defined in this policy;
    - if the acts constitute harassment; recommend disciplinary action against the respondent and recommend measures to remedy or mitigate the harm or loss suffered by the complainant.
  3. If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, their report shall recommend disciplinary action against the complainant.

## Discipline

1. When recommending appropriate disciplinary action, the Panel shall consider factors such as:
  - the nature and severity of the harassment
  - whether the harassment involved any physical contact
  - whether the harassment was an isolated incident or part of an ongoing pattern
  - the nature of the relationship between the complainant and harasser
  - the age of the complainant
  - whether the harasser had been involved in previous harassment incidents
  - whether the harasser admitted responsibility and expressed a willingness to change
  - whether the harasser retaliated against the complainant
2. In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:
  - verbal apology
  - written apology
  - letter of reprimand from the organization
  - a fine or levy
  - referral to counselling
  - removal of certain privileges of membership or employment
  - demotion or a pay cut
  - demotion or a pay cut
  - termination of employment or contract
  - expulsion from membership
  - any measure stated in the Code of Conduct.

## Appeals

1. Both the complainant and respondent shall have the right to appeal the decision and recommendations of the Panel. A notice of intention to appeal, along with grounds for the appeal, must be provided within 14 days of the complainant or respondent receiving the Panel's report. It must be sent to the person identified in the internal dispute resolution process as defined below.
2. Permissible grounds for an appeal are:
  - a) the Panel did not follow the procedures laid out in this policy;
  - b) members of the Panel were influenced by bias; or
  - c) the Panel reached a decision which was grossly unfair or unreasonable.
3. Internal Dispute Resolution Process
  - a) When appealing a decision, the complainant or respondent also has an obligation to recognize the structure, responsibilities and authorities of the different committees within Ontario Sailing. As well, Ontario Sailing committees must understand that their actions may be reviewed and changed by a higher authority.
  - b) Settlement of these disputes should be reached through an appeal procedure that conforms to the principles of fairness, justice and due process.
  - c) The appeal must be provided to the next high authority. The head of that authority shall either convene a meeting of his or her committee or a subcommittee of three or more members. The person whose decision is being appealed shall not be a member of the reviewing panel. It is expected that an appeal should be decided within thirty days of receiving the written basis of the appeal.
  - d) The general process is as follows:

An appeal of an action by a member(s) of:	Appeal must be sent to:	Appeal will be reviewed by:
Ontario Sailing Coaching and Administrative Staff	the VP of the appropriate Division	the appropriate standing Committee
a specific committee	Ontario Sailing President	Ontario Sailing Executive Committee
Ontario Sailing Executive Committee	Ontario Sailing President	Ontario Sailing of Directors

e) The Ontario Sailing Board of Directors is the final authority of the Ontario Sailing. The decision of the appeal body shall be final.

#### Review and Approval

1. This policy was reviewed by Ontario Sailing's board of directors on January 22, 2010, for approval on February 23<sup>rd</sup>, 2010
2. Responsibility for the administration and update of this policy rests with the President and Executive Director

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## Ontario Sailing- Injury / Incident Investigation Policy

### Purpose

Every injury/incident shall be investigated to determine loss and/or loss potential since, the severity of the actual loss in each event is often a matter of a slight difference in circumstances. The involvement of Management and the Safety Committee/Safety Representative offers assurance that the investigation is not a fault finding exercise. This Policy will outline Ontario Sailing's Incident Investigation protocols.

### Definitions

- **Critical Injuries as defined from the Occupational Health and Safety Act**
  - Places life in jeopardy;
  - Produces unconsciousness;
  - Results in substantial loss of blood;
  - Involves the fracture of a leg or arm but not a finger or toe;
  - Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
  - Consists of burns to a major portion of the body; or
  - Causes the loss of sight in an eye.
- **Fatality** - An injury resulting in loss of life.
- **Incident** - means an incident that arises out of and occurs in the course of employment in an industry to which the Workplace Safety and Insurance Act applies and includes
  - (i) a willful and intentional act, not being the act of the Employee who suffers the incident,
  - (ii) a chance event occasioned by a physical or natural cause,
  - (iii) disablement, and
  - (iv) a disabling or potentially disabling condition caused by an occupational disease.
- **Lost Time** - A work related injury that results in the injured Employee missing scheduled time from work resulting in a loss of wages.
- **Occupational Disease** - Occurs where an Employee suffers from an occupational disease and is thereby disabled from earning full wages at the work at which the Employee was employed, or the death of an Employee caused by an occupational disease; and (b) the disease is due to the nature of any employment in which the Employee was employed, whether under one or more employments.
- **Property Damage** - An event where contact is made between two objects resulting in alteration of one or both objects.
- **Fire** - An event where undesired combustion occurs.
- **Environmental Releases** - An incidental discharge of a physical, biological or chemical substance into the worksite and/or community.
- **Near Miss** - An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.

### What is an investigation?

- An activity undertaken in the workplace to determine how an injury, near miss, or property damage occurred and to determine the root cause so that a recurrence can be prevented.

### Who performs the inspection?

- Qualified persons such as:
  - Manager
  - Supervisors
  - Safety Committee Members
  - Safety Representatives
  - Safety Coordinators

## Why perform?

- A requirement of law.
- To prevent a reoccurrence.
- To identify controls needed to prevent further injury.

## Where is it performed?

- In the workplace where the injury or incident has occurred.

## When are investigations performed?

- In the event of a fatality or critical injury,
- The Manager or Supervisor of the area where the incident occurred will immediately
  - Report the incident to the Ministry of Labour.
  - Secure the scene so that the scene cannot be disturbed.
  - investigate with the either:
- The Employee representative and Management representative of the Joint Health and Safety Committee.
- Health and Safety Representative.
- All other Investigations are to be completed and reported to as outlined in the table below

<b>Type of Incident</b>	<b>Investigation Time Frame</b>	<b>Review</b>
<b>Near Miss</b>	Investigation completed and Report submitted to the Manager within 48 hours	Report at next safety meeting
<b>First Aid</b>	First Aid Treatment Record reviewed by Safety Committee monthly	Report at next safety meeting
<b>Health Care / Medical Aid (No Lost Time)</b>	Investigation completed and Report submitted to the Manager within 48 hours	Report at next safety meeting
<b>Health Care / Medical Aid (Lost Time)</b>	Investigation completed and Report submitted to the Manager within 48 hours	Report at next safety meeting
<b>Fatality</b>	Immediate with MOL	Throughout Investigation Process
<b>Critical Injury</b>	Immediate with MOL	Throughout Investigation Process
<b>Occupational Disease</b>	Investigation completed and Report submitted to the Manager within 48 hours	Review report at next safety meeting
<b>Property / Merchandise Damage exceeding \$1000</b>	Investigation completed and Report submitted to the Manager within 48 hours	Review report at next safety meeting
<b>Property / Merchandise Damage less than \$1000</b>	Investigation completed and Report submitted to the Manager within 48 hours	Review report at next safety meeting
<b>Fire</b>	Investigation commences immediately, report submitted within 48 hours	Review report at next safety meeting
<b>Environmental Release</b>	Investigation commences immediately, report submitted within 48 hours	Review report at next safety meeting

## **How is an investigation performed?**

### **1. Respond**

- Report to scene of injury or illness.
- Prevent or minimize risk of further injuries or property damage.
  - Provide emergency care and medical aid for the injured person.
- Secure, barricade or isolate the scene as appropriate (critical injury, chemical spill, etc.)

**In the event of a critical injury/fatality the scene must be cordoned off and undisturbed, contact the Ministry of Labour.**

**The scene may not be released until the MOL investigation is completed.**

- Collect any perishable evidence.
- Determine the extent of the damage to equipment, material, building, or environment.
- Restore operating functions, to extent possible.

### **2. Collect the information**

- Interview Employees involved.
- Interview witnesses.
- Make observations, of the scene.
- Take pictures if possible. If not ... draw a diagram of the scene.
- Take measures as required.
- Consult with outside experts if applicable. (suppliers, equipment designers, etc.)

### **3. Analyze the Information**

- Identify the primary and secondary hazardous conditions and or practices.
- Identify the primary and secondary usage actions.
- Identify the primary and secondary cause of the injury or illness.

### **4. Write the Report**

- Use the Injury / Illness Investigation Report form to identify the primary and secondary causes.
- Make recommendations to Management that will be effective in preventing a similar injury or illness.
- Send the report to the appropriate people.
- If the Employee requires medical attention or misses work a written notification must be provided to the Safety Committee or Safety Representative within 4 days.

### **5. Follow up on the Actions**

- Employer is required to respond to written recommendations from the Safety Committee or Safety Representative within 21 days.
- Evaluate the effectiveness of the remedial actions.
- Include in the minutes of the Safety Committee Meeting in order to communicate recommendations to the Employer.
- Post the minutes with recommendations on the Safety Bulletin Board.

### **When will the investigation report be reviewed?**

- At each of the Safety Committee meetings a review will be done of any and all investigations completed since the last meeting.
- The purpose of the review is to determine if any additional investigation needs and to ensure that the quality of the investigations meet the standards.

### **How are employees advised of the results of the investigation?**

- Minutes of the Safety Committee
- Management holding staff meetings with employees.
- Through postings on the Health and Safety Board.
- Future Safety Talks designed to address the findings of the investigation.

### **Training**

All Managers, Supervisors, Safety Coordinators, Safety Committee Members and Safety Representatives shall complete the Incident Investigation training module.

All Managers, Supervisors, Safety Coordinators, Safety Committee Members and Safety Representatives shall complete the training as per their assigned training profile.

### **Evaluation**

The Safety Committee co-chairs will ensure that a review of completed investigation takes place at each meeting.

This Policy will be reviewed annually.

### **Revision History of this Policy**

December 6, 2010 – New Policy

### **Required Forms**

Injury / Incident Investigation Form

### **Legislation/Standard/Regulations**

The Ontario Occupational Health and Safety Act, R.S.O. 1990, Section 18 - Powers of a Committee

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## **Continuous Improvement Policy**

### **Purpose**

The Management of Ontario Sailing is committed to initiating and improving the Occupational Health and Safety Program through review, creation and implementation of an ongoing and comprehensive Health and Safety Program within our workplace.

In using the Ontario Sailing Health & Safety Program, all workplace parties will work together to ensure a continuous evaluation and ongoing improvements in our Health and Safety Program.

### **What is a Continuous Improvement Plan?**

- A plan created on an annual basis to make improvements to our Health and Safety Program.
- A commitment to a culture of safety excellence by the Employer and the Management of the workplace.
- A plan developed to reduce the frequency and severity of incidents within your workplace.
- Establishes goals for the year including timelines.
- Assigns responsibility to achieve the goals as established.

### **Who is involved in the development of the Plan?**

- The following person(s) participate in the development and review of the plan:
  - Employer
  - Manager
  - Supervisor
  - Safety Coordinator
- Ontario Sailing will approve the plan and support the plan through allocating needed resources in people, time and money.

### **How is the plan developed?**

- The Continuous Improvement Program is created based upon the data and reports collected throughout the year from internal or outside firm reports, and the annual inspection of the workplace by the Employer.
- Annually, the Employer reviews our Health and Safety program. The report provides the following:
  - A review of the following documents is done:
    - Accident Reports and Investigations
    - Monthly Workplace Inspections
    - Hazard Reports
    - Safety Recommendations
    - Government Inspections
  - This review will look for
    - Trends
    - Incident and injury root causes
    - Weakness in the implementation of the program
    - Opportunities for improvement
    - Frequency and severity of incidents

### **How can employees help?**

- Employees are encouraged to provide written suggestions for improvement to the Safety Coordinator.

### **What Training and communication is provided to support the Continuous Improvement Plan?**

- All staff must complete the Health & Safety training as outlined in their training profile.

### **Evaluation**

The Continuous Improvement Plan and process of developing the plan will be reviewed on an annual basis.

### **Revision History of this Policy**

December 6, 2010 – New Policy

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## **Lockout Policy**

### **Purpose**

Through implementation and enforcement of a Lockout Procedure, the employees of Ontario Sailing will be less likely to suffer personal injury or illness while performing work activities.

During the service, repair, maintenance or cleaning of any equipment or tool with an energy source, a proper Lockout Procedure shall be implemented and followed at all times. All Managers, Supervisors and Employees must at all times adhere to their duties and responsibilities in the matter.

All electrical equipment, machinery and pressure systems shall be locked out prior to conducting any service, repair, maintenance or cleaning. The Specific procedures for lockout are provided in the SOPs for the equipment, machinery in the workplace or can be found in the owner/operator's manual.

### **What does the term "Lock Out" mean?**

- A method to ensure that, a machine, or process that is shut down for maintenance or other procedure is secured against accidental start-up or movement for the duration of the procedure.
- To ensure that all energy sources have been secured i.e. electrical, hydraulic, pneumatic systems, gravity.

### **Why perform a lock-out procedure?**

- To ensure no accidental start up of equipment that is being repaired.
- To ensure no one starts or uses a piece of equipment that is not operating properly.

### **Why perform tag-out?**

- For non mechanical pieces of equipment a tag communicates to potential users that the equipment is not in service and shall not be used...such as a ladder.
- On equipment with an energy source, or the energy source itself (electrical panel) a lock is used to secure the "zero down" of energy and the tag is used to indicate who applied the lock and warn others to not use the equipment.

### **When is the Lock Out procedure to be followed?**

- During the service, repair, maintenance or cleaning of any equipment or tool with an energy source, a proper Lockout Procedure shall be implemented and followed at all times,
- All electrical equipment, machinery and pressure systems shall be locked out prior to conducting any service, repair, maintenance or cleaning (except for testing purposes).
- The Manager shall on an annual basis, in consultation with the Safety Committee or Safety Representative:
  - Review all equipment within the workplace to determine when and if a Lock out procedure is required.
  - Complete and post the Equipment Requiring Lockout Form.
  - Ensure that all affected employees have received the required training and direction on performing Lock out or Tag outs.
  - If new equipment is brought into the workplace during the year, the Manager shall in consultation with the Safety Committee or Safety Representative establish if it requires a lock out or tag out procedure.
    - If it does, the equipment shall be added to the Equipment Requiring Lock out Form.
  - All affected employees will be trained on performing Lock out or Tag outs.

## **Where is lock-out and tag-out used?**

- In Ontario Sailing workplace.

## **Who is responsible for Locking out the equipment?**

- The person performing the service, repair, maintenance or cleaning of the equipment or tool shall apply the necessary lock and tag to the energy source after securing that said source has been turned off.
- The Manager or their designate will lock-out, using their lock and key any equipment that is in need of repair while waiting for the appropriate person to perform repairs.
- An adequate supply of locks, tags, keys and notices will be provided by the Manager or Supervisor for the purpose of lock-out or tag out.
- A tag-out is used alone, for non energized equipment such as a ladder...it is tagged out of service.
- If you are not trained then you are not authorized to apply or remove a lock, please see you Manager or Supervisor for instructions.
- If you find a piece of equipment in need or repair or service notify your Manager or Supervisor to have the appropriate person apply the lock. Notify other persons in the workplace immediately to prevent anyone else from attempting usage.

## **How does the procedure happen for Lock-Out?**

- All energy sources shall be identified and proper procedures shall be followed to ensure "zero" energy is left in a piece of equipment before securing locks. To know this the person applying the lock must be trained and follow the specific lock-out procedure for a piece of equipment.
- These procedures can be found in the owner/operator's manual or if one is not available then use an SOP developed in consultation with operators, Safety Committee members, Safety Representatives and trained personnel.
- The person performing the service, repair, maintenance or cleaning of the equipment shall apply the necessary lock and tag to the energy source after securing that the source has been turned off - zero energy is left in or to the equipment.
  - In the event that a piece of equipment malfunctions or is unsafe to operate a Manager or Supervisor will apply their lock till an appropriately trained person is able to correct the deficiencies. When the repair person arrives, they will affix their lock and the Manager or Supervisor will remove theirs.
  - Employees affected by the Lockout Procedure will be notified through the use of a lock and tag. This is a visual warning/notification. As well they will be told that a lock and tag is in place and that the equipment is not to be used. This should be verbally communicated at the start of every shift, when equipment is locked out.
  - When attaching the locking device and tag, the authorized person must sign and date the warning tag(s) to be attached to each energy-isolating device.
  - The person who applied the lock(s) will maintain control of the key. There only to ever be one key per person.
  - When two or more persons are working on a machine, each person will lockout and tag the isolating device(s) with their own locking device.
  - If the person who has applied the lock must leave the job prior to completion (shift change), their lock must be removed.
    - The next person must then place their own lock, verifying zero energy, and control their key.
    - There will be no time lapse between the changing of locks.
  - When maintenance or repairs have been successfully completed, it is to be tested. When testing is completed and it is safe to resume operation the equipment will be returned to normal service,
    - Removal of all locking devices can occur.
    - All affected persons are notified that the equipment is back in service.

- This entire process is to be recorded on the Lock-out record - Forms Section 4 in addition to completion of the tag affixed to the lock. This additional documentation is to demonstrate consistent practice of this Policy in the workplace. Record to be retained for 7 years.

### **Training**

Each employee must complete the Health & Safety Training as per their assigned profile. Only those authorized and trained can apply a lock.

### **Evaluation**

The Safety Committee or Safety Representative will review lock-out/tag-out logs during the monthly inspections to ensure program is being properly utilized.

### **Revision History of this Policy**

December 6, 2010 – New Policy

### **Required Forms**

Forms - Lockout Record Form

Forms - Equipment Requiring Lockout Form

### **Legislation/ Standards/ Regulations**

The Ontario Occupational Health and Safety Act

The Ontario Industrial Establishment Regulations

CSA Standards

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## Emergency Action Plan

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### General Emergency Guidelines:

Stay calm and think through your actions.

Know the emergency numbers:

Fire/Police/Ambulance 9-911

Internal Emergency Number (if applicable)

Human Resources

Page

Operator "0"

Know where the stairwell exits are located

In the event of any emergency, do not take elevators, use the stairs

Do not hesitate to call/alert others if you believe that an emergency is occurring – you will not “get in trouble.”

Know where emergency equipment is located in your workplace.

### Fire:

#### 1. Evacuation:

Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.

Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest stairs. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).

Supervisors should be the last persons to leave the area. Check in conference rooms, lavatories, and offices to be sure that all personnel have evacuated.

Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.

Upon exiting the building, personnel should report to a manager for a headcount.

If any employee is missing, an immediate report should be made to the site manager who will in turn report to the first available fire department officer.

Employees should stay together in a group so that periodic updates on the situation can be issued.

The order to re-occupy the building will be issued by Human Resources.

In the event of inclement weather, the site manager will make arrangements for all personnel to move to shelter.

#### 2. Employee Discovering a Fire:

Alert other persons in the immediate hazard area.

Activate a fire alarm or call a manager to page an emergency announcement.

If you have been trained, you can decide to use a fire extinguisher following these instructions:

**A= Aim** (at the base of the fire)

**S= Squeeze** (the lever)

**S= Sweep** (side to side)

If you use a fire extinguisher, remember:

1. Stay low
2. Keep yourself between the fire and an exit,

Never feel that using a fire extinguisher is required. If in doubt, evacuate.

Have someone notify a manager where the emergency is located. He/she will relay this information to the fire department.

## Emergency Action Plan

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### 3. **Medical Emergency:** (chest pains, loss of consciousness, fall from a height, etc.)

Upon discovering a medical emergency, call 911.

Call the Operator (“0”) and report the nature of the medical emergency and location.

Stay with the person involved being careful not to come into contact with any bodily fluids, unless properly trained and equipped.

Send two persons (greeters) to the building entrance to await the fire department. (One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene).

Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.

Human Resources will make any necessary notification to family members of the person suffering the medical emergency.

### 4. **Severe Weather:**

The receptionist will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately

page an announcement. (This announcement will be repeated three times).

Employees will shut down office equipment and will be instructed where to go for safety.

The receptionist will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to office areas. A general announcement will also be made.

### 5. **Workplace Violence:**

Any employer who feels that she/he has been threatened should immediately report their concern to their manager.

If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.

Depending upon the level of concern, the local police department (911) should be called immediately.

Never attempt to confront any person exhibiting threatening behavior.

\*If you have reason to believe that events in your personal life could result in acts of violence occurring at work you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

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## Fire Prevention & Electrical Safety

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1. Smoking is not allowed in any interior area of the building. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the facility.
3. Hot work; contactors performing hot work (welding, grinding, flame cutting, brazing, soldering, etc.) must contact Human Resources for approval prior to the start of the work.
4. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact Human Resources for guidance.
6. Electrical Safety:
  - With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
  - Keep electric cords out of area where they will be damaged by stepping on/kicking them.
  - Turn electrical appliances off with the switch, not by pulling out the plug.
  - Radios/tape/CD players and PDAs are the only personal electrical devices allowed to be used in offices. These devices must be in good repair. Ontario Sailing reserves the right to instruct you to remove personal electrical devices at any time.
  - Never run cords under rugs or other floor coverings.
  - Any electrical problems should be reported immediately to a manager.
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors,
  - Aisles,
  - Electrical panels, and
  - Fire Extinguishers.

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**RIGHT AND RESPONSIBILITY TO REFUSE UNSAFE WORK POLICY**

No employees are required to do any work, which puts him/her or any other employee or person in a situation where they might be injured.

**IMPORTANT: You have the right to refuse to perform a job that you believe to be unsafe.** If you have made the decision to refuse to do work that might be dangerous, two steps must be taken.

You must notify your supervisor of this company immediately and explain the circumstances of the refusal. This company and a representative from the contracting organization must investigate the situation and take the necessary actions to eliminate or control the danger.

Eric Cartlidge

May 26, 2011

\_\_\_\_\_  
Safety Coordinator Name

\_\_\_\_\_  
Date

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# HEALTH AND SAFETY MANUAL

## STANDARD OPERATING PROCEDURES

- [Working in a noisy environment](#)
- [Step ladders and step stools](#)
- [Battery safety](#)
- [Slips, trips and falls](#)
- [Material handling](#)
- [Lifting for items >20KG <50KG](#)
- [Housekeeping](#)
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- [Food handling](#)
- [Coach Boats](#)
- [Vehicle – daily checks, winter driving](#)
- [Personal Protective Equipment requirements](#)

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<b>Working in a Noisy Environment</b>																							
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>On the job training</li> </ul>																						
<b>Hazard</b>	<ul style="list-style-type: none"> <li>Loud, persistent noises – like older vacuum cleaners; carpet cleaning equipment; power tools; and the Heating Ventilation Air-Conditioning (HVAC) system</li> </ul>																						
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>Stress</li> <li> ringing or buzzing in the ear</li> <li>Hearing impairment</li> <li>Permanent hearing loss</li> </ul>																						
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>Electrical</li> <li>Mechanical</li> </ul>																						
<b>Applicability</b>	<ul style="list-style-type: none"> <li>Inside and outside of workplace</li> </ul>																						
<b>PPE</b>	<ul style="list-style-type: none"> <li>Hearing protection</li> </ul>																						
<b>Frequency of Check Pre-use Checklist</b>	<ul style="list-style-type: none"> <li>Ensure PPE is adequate to protect against noise</li> </ul>																						
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>Generally speaking, hearing protection should be worn if the noise level is high enough that you cannot carry on a conversation beside a co-worker</li> <li>The permissible exposure to noise is as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Sound Level in Decibels</th> <th>Duration- Hours per 24 hour day</th> </tr> </thead> <tbody> <tr><td>90</td><td>8</td></tr> <tr><td>92</td><td>6</td></tr> <tr><td>95</td><td>4</td></tr> <tr><td>97</td><td>3</td></tr> <tr><td>100</td><td>2</td></tr> <tr><td>102</td><td>1 1/2</td></tr> <tr><td>105</td><td>1</td></tr> <tr><td>110</td><td>1/2</td></tr> <tr><td>115</td><td>1/4</td></tr> <tr><td>Over 115</td><td>No Exposure</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>Hearing protection must be worn when the daily exposure is more than that permitted for the particular sound level as indicated in the above chart</li> <li>If engineering controls cannot reduce the noise to an acceptable level, hearing protection should be provided to staff by their</li> </ul> </li> </ul>	Sound Level in Decibels	Duration- Hours per 24 hour day	90	8	92	6	95	4	97	3	100	2	102	1 1/2	105	1	110	1/2	115	1/4	Over 115	No Exposure
Sound Level in Decibels	Duration- Hours per 24 hour day																						
90	8																						
92	6																						
95	4																						
97	3																						
100	2																						
102	1 1/2																						
105	1																						
110	1/2																						
115	1/4																						
Over 115	No Exposure																						



<b>Step Ladders and Step Stools</b>	
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>• On the job training</li> </ul>
<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Heights</li> <li>• Falls</li> <li>• Electrical wires</li> <li>• Slips</li> <li>• Broken/damaged parts</li> </ul>
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> <li>• Electrocution</li> <li>• Dizziness</li> <li>• Lacerations</li> <li>• Contusions</li> <li>• Fractures</li> </ul>
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>• All ladders, stools, three –step etc</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Non-slip footwear</li> </ul>
<b>Frequency of Check</b> <b>Pre-use Checklist</b>	<p><b><u>Pre-use check</u></b></p> <ul style="list-style-type: none"> <li>• Ensure equipment is in proper working order</li> <li>• Wipe steps to avoid slipping</li> <li>• Ensure non-slip feet are in good condition</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Make sure that your shoes are not wet or muddy, as this could cause you to slip</li> <li>• Do not lean the ladder against an unsecured backing such as loose boxes or merchandise</li> <li>• When carrying small merchandise up or down a ladder, always have one hand available to hold onto the ladder. It is always preferred to hand down materials than carrying it</li> <li>• Never stand higher on a ladder than what the manufacturer recommends (e.g. do not stand on the top step of stepladder and do not stand higher than the third rung from the top on a straight ladder)</li> <li>• Never use a stepladder as a straight ladder</li> </ul>
<b>In the event of Injury</b>	<ul style="list-style-type: none"> <li>• Assess the situation</li> <li>• Obtain First Aid attention if necessary</li> <li>• Notify Supervisor</li> <li>• If necessary, seek medical attention</li> <li>• If necessary, call 911</li> </ul>



<b>Battery Safety</b>	
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>• On the job training</li> </ul>
<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Toxic substances</li> <li>• Fire and Explosion</li> <li>• Electrical</li> <li>• Inhalation</li> <li>• Strains</li> </ul>
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>• Burns</li> <li>• Electrical shock</li> <li>• Inhalation discomfort</li> <li>• Lacerations</li> <li>• Musculoskeletal injuries</li> </ul>
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>• Mechanical</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>• Batteries</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• CSA approved safety glasses with affixed side shields</li> <li>• CSA approves full face shield atop the safety glasses</li> <li>• Rubber gloves</li> <li>• Rubber apron</li> <li>• CSA approved footwear</li> <li>• Eyewash/Shower</li> </ul>
<b>Frequency of Check</b> <b>Pre-use Checklist</b>	<p><b><u>Pre-use check</u></b></p> <ul style="list-style-type: none"> <li>• Battery must properly sit on seat when installing</li> <li>• Assure connectors are on proper posts</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Use proper techniques when lifting battery</li> <li>• Always wear goggles or a face shield</li> <li>• Eye washer should be close by</li> <li>• Be certain terminals are connected to right post</li> <li>• Always disconnect the negative cable first and reconnect it last</li> <li>• Charge batteries only in a well ventilated area</li> <li>• Never lean over a battery when charging, testing, or jump-starting an engine</li> <li>• Always pour acid slowly into water, not water into acid</li> </ul>
<b>In the event of Injury</b>	<ul style="list-style-type: none"> <li>• Assess the situation</li> <li>• Obtain First Aid attention if necessary</li> <li>• Notify Supervisor</li> <li>• If necessary, seek medical attention</li> </ul>



<b>Slips, Trips and Falls</b>	
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>• Constant awareness of surroundings</li> <li>• On the job training</li> </ul>
<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Weather conditions</li> <li>• Spills</li> <li>• Leaking pipes/drains</li> <li>• Cluttered walkways</li> <li>• Uneven surface/walkways</li> <li>• Cupboards left ajar</li> <li>• Garbage</li> </ul>
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> <li>• Lacerations</li> <li>• Contusions</li> <li>• Fractures</li> <li>• Concussion</li> </ul>
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>• Walking and working surfaces within but not limited to the workplace</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Company Approved - non-slip footwear</li> <li>• Outside depends upon conditions – winter boots as required</li> </ul>
<b>Frequency of Check Pre-use Checklist</b>	<ul style="list-style-type: none"> <li>• Ongoing inspection is required to ensure safety</li> <li>• During inclement weather increase frequency of inspection</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Get help when lifting heavy items</li> <li>• Rather than bending, raise work to a comfortable level</li> <li>• Use extensions to avoid awkward body positions</li> <li>• Avoid long reaches for materials</li> <li>• Avoid repetitive motions</li> <li>• Avoid twisting movements</li> <li>• Arrange your work station for best placement of tools and supplies</li> <li>• Use good posture when you stand or sit</li> <li>• Stretch regularly</li> <li>• Practice good lifting techniques</li> <li>• Use well maintained equipment for cleaning and clearing</li> <li>• Carry small loads close to your body and below chest level so you can see around the object being carried</li> <li>• Slow down and take small careful steps on uneven or slippery surfaces</li> </ul>



<b>Material Handling</b>	
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>• On the job training</li> </ul>
<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Strains</li> <li>• Slips, trips and falls</li> </ul>
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>• Musculoskeletal Injuries</li> <li>• Lacerations</li> <li>• Contusions</li> </ul>
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>• Material handlers</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Gloves</li> <li>• Finger guards</li> <li>• Proper footwear</li> </ul>
<b>Frequency of Check Pre-use Checklist</b>	<ul style="list-style-type: none"> <li>• Before each lift/carry</li> <li>• Check the load, size the load</li> <li>• Check the walkways</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Do not carry anything that blocks your vision</li> <li>• Clean up grease, oil, and debris after each job</li> <li>• Make sure walkways and stairs are well cleared and sanded in snowy or icy weather</li> <li>• Be certain grip is secure before lifting</li> </ul>
<b>In the Event of Injury</b>	<ul style="list-style-type: none"> <li>• Assess the situation</li> <li>• Obtain First Aid attention if necessary</li> <li>• Notify supervisor</li> <li>• If necessary, seek medical attention</li> <li>• If necessary, call 911 or local emergency services</li> </ul>
<b>Sequential Steps to Complete the Work Safely</b>	<p><b><u>Lifting</u></b></p> <ul style="list-style-type: none"> <li>• Plan your lift</li> <li>• Lift with your legs, not your back</li> <li>• Lift with the object close to your body</li> <li>• Avoid lifting and twisting at the same time</li> <li>• Avoid lifting a heavy or large object</li> <li>• Avoid frequent lifting</li> <li>• Remember that putting the object down can be just as dangerous as lifting it up</li> </ul> <p><b><u>Carrying</u></b></p> <ul style="list-style-type: none"> <li>• If the object has to be carried a long distance, use a trolley or cart</li> </ul>



<b>Lifting for Items Weighing &gt;20KG &lt;50KG</b>	
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>• On the job training</li> </ul>
<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Heavy weight objects</li> <li>• Awkward lifting</li> </ul>
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> <li>• Pain, weakness and numbness in affected body parts</li> <li>• Lacerations</li> <li>• Contusions</li> <li>• Falls</li> </ul>
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>• Bio-mechanical</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>• products that as a single item fall within the weight category of 20 to 50KG</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Safety shoes</li> <li>• Appropriate gloves</li> <li>• If necessary, appropriate face mask</li> <li>• If necessary, safety glasses with affixed side shields</li> </ul>
<b>Frequency of Check Pre-use Checklist</b>	<p><b>Pre-use check</b></p> <ul style="list-style-type: none"> <li>• Assess the items to be lifted and/or carried prior to performing task</li> <li>• Plan lift and/or carry prior to lift</li> <li>• Ensure item is properly packaged and will not present a hazard when lifted/moved from current position</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Ensure proper communication is established before and during lift/carry</li> <li>• Ensure your pathway is clear prior to lift</li> <li>• Know where the load will be placed before lifting</li> <li>• Take appropriate breaks while lifting to avoid over exertion</li> <li>• Test weight of load before lifting</li> <li>• If too heavy, get lifting device if available</li> <li>• Being in good physical condition will help prevent strains</li> <li>• Stretch prior to lifting to reduce likelihood of injury</li> <li>• Avoid lifting or moving objects in tight spaces</li> <li>• Avoid walking over areas such as slippery floors, uneven surfaces, stairs or other obstacles</li> <li>• Avoid prolonged postures</li> <li>• Avoid awkward reaches</li> <li>• Avoid repetitive movements using force</li> <li>• Avoid frequent lifting</li> </ul>



<b>Housekeeping</b>	
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>• Ongoing awareness</li> </ul>
<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Inside Floors – Slip and Falls from               <ul style="list-style-type: none"> <li>○ grease</li> <li>○ spilled fluids/food from work processes</li> <li>○ water from clean-up</li> <li>○ extension cords</li> <li>○ items stored in walkways/stairs</li> <li>○ open cabinet drawers</li> <li>○ Trash – napkins, food, liquid, etc. on floor</li> </ul> </li> <li>• Outside - debris, garbage</li> <li>• Insects/rodents</li> </ul>
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> <li>• Fractures</li> <li>• Contusions</li> <li>• Lacerations</li> <li>• Burns/scalding</li> <li>• Infections</li> <li>• Allergic reactions</li> <li>• Respiratory discomfort</li> <li>• Rabies</li> </ul>
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>• Inside and outside of the restaurant</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Wear appropriate personal protective equipment for the task – refer to personal protective equipment policy for further information</li> </ul>
<b>Frequency of Check Pre-use Checklist</b>	<ul style="list-style-type: none"> <li>• Ongoing inspection is required to ensure safety</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Floors must be cleaned when necessary to avoid slips and falls</li> <li>• Do not store materials in walkways that would cause tripping hazards</li> <li>• Regular inspection to ensure users safety</li> <li>• Keep areas clear of clutter</li> <li>• All utensils, tools, ladders, and equipment will be stored in their proper areas when not in use</li> <li>• All cardboard, strapping, packing material will be disposed of as generated</li> <li>• All work areas and public access areas should be checked on</li> </ul>



<b>Fire Safety</b>	
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>• On the job training</li> </ul>
<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Property and equipment loss</li> <li>• Personal injury from fire or explosion</li> </ul>
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>• Death</li> <li>• Burns</li> <li>• Lung damage and irritation</li> <li>• Burns</li> <li>• Lacerations</li> </ul>
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>• Fires</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Fire extinguisher</li> <li>• Smoke alarms</li> <li>• Emergency lights</li> <li>• Sprinkler heads</li> </ul>
<b>Frequency of Check Pre-use Checklist</b>	<ul style="list-style-type: none"> <li>• Inspect fire extinguishers, emergency lights, sprinkler heads, and smoke detectors on a monthly basis</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Ensure that fire exit doors are easily opened in the event of an emergency</li> <li>• Ensure fire doors are not obstructed and are not propped open</li> <li>• Ensure exit signs should be illuminated and visible</li> <li>• Ensure there is no smoking inside any building</li> <li>• Do not overload electrical circuits and remove frayed extension cords from usage</li> <li>• Provide a sufficient number of appropriate fire extinguishers that are inspected and maintained according to the local fire code</li> <li>• In storage facilities, ensure there is at least 18 inches of clearance between sprinkler heads and merchandise</li> <li>• Follow good housekeeping practices. Do not allow combustibles such as boxes and wooden skids to accumulate</li> <li>• Store flammable liquids in approved containers that are properly labeled and sealed</li> <li>• Ensure that space heaters are unplugged before leaving for the night and keep them away from flammables</li> </ul>
<b>In the event of Injury</b>	<ul style="list-style-type: none"> <li>• Assess the situation</li> <li>• Obtain First Aid attention if necessary</li> <li>• Notify supervisor</li> </ul>



<b>Food Handling</b>	
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>• On the job training</li> </ul>
<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Contamination</li> <li>• Spills</li> <li>• Poor hygiene</li> </ul>
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>• Food poisoning</li> <li>• Burns</li> <li>• Electrocution</li> <li>• Slips, falls</li> </ul>
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>• Food handling</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Clean uniform</li> <li>• Food handling gloves</li> <li>• Apron</li> </ul>
<b>Frequency of Check Pre-use Checklist</b>	<ul style="list-style-type: none"> <li>• Prior to use check equipment to ensure it is in proper working order</li> <li>• Constant awareness</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Ensure all equipment is correctly assembled, not damaged. Drip containers must be in place where required and designed</li> <li>• Ensure that the cooking appliances, tools and equipment are clean at all times, especially after each use. <b><u>Never wipe hot surfaces with wet or damp cloths. use gloves at all times</u></b></li> <li>• Do not over fill appliances at any time. Allow room for liquid movement during the cooking process</li> <li>• Cooking in stainless steel can damage hot plates due to poor heat transmission. <b><u>Use equipment and appliances as designed</u></b></li> <li>• Check to see if appliances and equipment are turned off immediately after use. <b><u>Warn others that the surface and appliances are hot</u></b></li> <li>• Ensure hands are dry, turn off power at switch, then unplug from power</li> <li>• Empty drip trays before they over flow, then wash the drip tray and return it to the equipment</li> <li>• Never leave utensils in food or hanging off of appliances or equipment. <b><u>Wash utensils after each use</u></b></li> <li>• Ensure food is stored at safe temps. <b><u>DO NOT LEAVE COOKED FOOD SITTING OUT FOR EXTENDED PERIODS OF TIME.</u></b></li> <li>• Cover all food with glad wrap or lids, and date the food with the date of preparation.</li> <li>• Freezer temperatures must never go above minus 18°C <b><u>at all times</u></b></li> <li>• Thawing must be done under refrigeration. <b><u>Thawing in water is a last resort</u></b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b><u>Use of contaminated and expired goods is not allowed.</u></b> All cooked and processed foods must be kept separate to raw products</li> <li>• Store dirty root vegetables in a separate area to other foods</li> <li>• <b><i>All cooks must wear company uniform as provided which includes safety footwear and hats. All uniforms must be clean and well presented at all times. <u>Food handling gloves are to be worn when handling raw and processed foods.</u> Exception to this ruling is when handling raw vegetables and pastries</i></b></li> </ul>
<b>In the Event of Injury</b>	<ul style="list-style-type: none"> <li>• Assess the situation</li> <li>• Obtain First Aid attention if necessary</li> <li>• Notify Supervisor</li> <li>• If necessary, seek medical attention</li> <li>• If necessary, call 911</li> </ul>
<b>Sequential Steps to Complete the Work Safely</b>	<ul style="list-style-type: none"> <li>• Prior to using equipment and appliances, check that it is in a safe condition</li> <li>• Ensure cooking appliances, tools and equipment are clean</li> <li>• Use the correct appliances for cooking</li> <li>• Always turn off hot plates and equipment after use</li> <li>• Always turn off portable electrical equipment after use</li> <li>• Empty drip trays after use</li> <li>• Do not leave utensils in or hanging from equipment or appliances</li> <li>• Monitor food temperatures</li> <li>• All food is to be covered and dated</li> <li>• Regularly check freezer and fridge temperatures</li> <li>• Check all food and stock for contamination and expiry dates, and correct storage</li> <li>• Store dirty root vegetables separate to other foods</li> </ul>

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Coach Boats	
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>• On the job training</li> <li>• Pleasure Craft Operators Card</li> <li>• Coaching Clinic</li> </ul>
<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Incidents</li> <li>• Weather conditions</li> <li>• Hazardous objects in the water</li> <li>• Other boats</li> <li>• Operators error</li> </ul>
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>• Various injuries</li> <li>• Death</li> </ul>
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>• Gasoline</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>• All Ontario Sailing Coach Boats, owned, leased, rented or chartered and any boats coaches and staff maybe operating</li> </ul>
<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>• Personal Floatation Devices</li> <li>• Emergency engine stop lanyard attached to PFD</li> </ul>
<b>Frequency of Check Pre-use Checklist</b>	<p><b><u>Pre-use</u></b></p> <ul style="list-style-type: none"> <li>• Sufficient fuel</li> <li>• Occasionally check that fluids are at safe operating levels</li> <li>• Safety equipment</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Follow the common sense rules of good operation and keep service vehicles in good condition</li> <li>• There is NO SMOKING in the boats</li> <li>• Before you leave the dock, make sure that equipment and materials are evenly distributed</li> <li>• Secure any cargo that could shift during travel, especially gas, which must be kept in an upright position</li> <li>• Don't let debris accumulate in the boat</li> <li>• You cannot operate the vessel with ear phones listening to music</li> <li>• While any individual is operating a motor vehicle licensed to Ontario Sailing they are to refrain from using any type of cell phone while driving. If necessary, they are to safely stop the boat before placing or receiving a call</li> <li>• Vessels licensed to Ontario Sailing are to be operated only for business purposes and are to be occupied by the appropriate employees only.</li> </ul>

	<ul style="list-style-type: none"> <li>• Our insurance policy prohibits the carrying of passengers other than employees of Ontario Sailing (with the exception of coaches from clubs/PSA's/CYA and athletes)</li> <li>• Operators must have a current PCOC</li> <li>• No night operation is allowed unless the vessel is equipped with proper navigational lights</li> <li>• Every day the boat is to be inspected</li> </ul>
<b>In the event of Injury</b>	<ul style="list-style-type: none"> <li>• Assess the situation</li> <li>• Obtain First Aid attention if necessary</li> <li>• Notify Program Director or Executive Director</li> <li>• If necessary, seek medical attention</li> <li>• If necessary, call 911</li> </ul>
<b>Sequential Steps to complete the work safely</b>	<ul style="list-style-type: none"> <li>• Do not operate if under the influence of alcohol, drugs or lack of sleep</li> <li>• Assure fluids are at safe operating levels</li> <li>• Check immediate areas for other boats, swimmers, marks etc.</li> <li>• Operate according to weather conditions</li> <li>• Obey all speed limits</li> </ul>
<b>Lockout Steps</b>	<ul style="list-style-type: none"> <li>• Key in off position</li> <li>• Removed from ignition</li> <li>• Tag unit</li> <li>• Ground cable on battery removed before maintenance performed</li> </ul>
<b>Preventative Maintenance</b>	<ul style="list-style-type: none"> <li>• Report any mechanical or suspected mechanical problems to appropriate personnel</li> </ul>
<b>Comments</b>	<b><i>Operate and care for vessel as if it belonged to you!</i></b>

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<b>Ontario Sailing Vehicle</b>	
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>• On the job training</li> <li>• Drivers license</li> <li>• Drivers Abstract on File</li> <li>• Trailer training course and/or one on one training with Program Director</li> </ul>
<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Incidents</li> <li>• Pedestrians</li> <li>• Weather conditions</li> <li>• Animals</li> <li>• Potholes</li> <li>• Hazardous objects on roadway</li> <li>• Construction</li> <li>• Detours</li> <li>• Tire blowouts or flats</li> </ul>
<b>Injury Potential</b>	<ul style="list-style-type: none"> <li>• Various injuries</li> <li>• Death</li> </ul>
<b>Energy Source(s)</b>	<ul style="list-style-type: none"> <li>• Gasoline</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>• All Ontario Sailing vehicles both owned or rented/leased</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Seatbelts</li> </ul>
<b>Frequency of Check</b> <b>Pre-use Checklist</b>	<p><b><u>Pre-use</u></b></p> <ul style="list-style-type: none"> <li>• Sufficient fuel</li> <li>• Occasionally check that fluids are at safe operating levels</li> <li>• Vehicle and trailer (if applicable) circle check</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Follow the common sense rules of good driving and keep service vehicles in good condition</li> <li>• No smoking in the vehicle</li> <li>• Before you drive, make sure that equipment and materials are evenly distributed</li> <li>• Secure any cargo that could shift during travel,</li> <li>• There is a blind area behind most vans and trucks. Don't back up without assistance, particularly on cramped or congested sites</li> <li>• Don't debris accumulate in the vehicle</li> <li>• While any individual is operating a motor vehicle licensed to Ontario Sailing, they are not to use any type of cell phone while driving. If necessary, they are to safely stop their vehicle before placing or receiving a call. Hands free devices are acceptable that do not require the driver to take their focus off the road</li> <li>• Any other electronic devices must not be adjusted while underway including such things as IPODS and GPS units</li> </ul>

	<ul style="list-style-type: none"> <li>• Motor vehicles licensed to Ontario Sailing are to be operated only for business purposes: and are to be occupied by the appropriate number of employees only. Our insurance policy prohibits the carrying of passengers other than employees of Ontario Sailing</li> </ul>
<b>In the event of Injury</b>	<ul style="list-style-type: none"> <li>• Assess the situation</li> <li>• Obtain First Aid attention if necessary</li> <li>• Notify Program Director or Executive Director</li> <li>• If necessary, seek medical attention</li> <li>• If necessary, call 911</li> </ul>
<b>Sequential Steps to complete the work safely</b>	<ul style="list-style-type: none"> <li>• Any trip over 3 hours if towing a trailer requires a second person in the vehicle</li> <li>• The truck and trailer (if applicable) are to be visually inspected for such things as tire inflation, safety chains, hitch and lights working before heading out and after each break (see safety sheet on vehicle circle inspection)</li> <li>• Driver is to stop for a break every 3 hours</li> <li>• No night time driving while towing a trailer</li> <li>• Cannot drive for more than 13 hours continuously</li> <li>• Cannot operate the vehicle if under the influence of alcohol, or illegal drugs, or suffering from lack of sleep. If under doctor prescribed medications, consult your doctor and pharmacist on the conditions associated with operating a vehicle while taking the medication</li> <li>• Assure fluids are at safe operating levels</li> <li>• Check immediate area for pedestrians before proceeding</li> <li>• Drive according to weather conditions</li> <li>• Obey all speed limits</li> </ul>
<b>Lockout Steps</b>	<ul style="list-style-type: none"> <li>• Key in off position</li> <li>• Removed from ignition</li> <li>• Ground cable on battery removed before maintenance performed</li> </ul>
<b>Preventative Maintenance</b>	<ul style="list-style-type: none"> <li>• Report any mechanical or suspected mechanical problems</li> </ul>
	<b><i>Drive and care for vehicle as if it belonged to you!</i></b>



Employee Sign Off:		

Name (Please Print)	Signature	Date

### Daily Circle Check

**Parking brake** – adequate to hold vehicle.

**Fluid levels** – oil, gas, brakes. Check for leaks.

**Lights and turn signals** – functioning.

**Visibility check** – mirrors properly adjusted, windows clean and intact.

**Wiper/washer** – functioning.

**Tires** – pressure, tread depth or damage.

**Wheels and fasteners** – defects in rim, loose or missing fasteners.

**Seat belts** – must be worn.

**Load** – secure and complying with regulations (for example, compressed gases).

**Emergency equipment** – installed and inspected as required by law or company policy.

Record and report any defects to your supervisor immediately!

## Winter Driving Emergency Kit Checklist

It is important, during cold weather, that you are prepared for having to wait for assistance in the event that something should happen enroute. The following list is a good guideline for what you should have with you.

- Ice scraper and snow brush
- Antifreeze
- Extra windshield wiper fluid
- Booster cables
- Lock de-icer
- Fuel de-icer (methyl alcohol or methyl hydrate)
- Shovel
- Tire Chains (properly fitted)
- Traction mats
- Matches/Lighter and a candle in a can
- Roll of paper towels
- Sand, salt or kitty litter
- Extra winter clothing and footwear
- High-energy snacks/water
- Flares/Emergency lights
- Extra batteries
- Blanket
- Road maps
- Flash light
- First-aid kit

Make sure your vehicle is in good working order before taking off from your destination. This is especially important in cold winter weather where there is a greater chance of something breaking.

- Battery
- Belts
- Hoses
- Radiator
- Block heater
- Tires

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## **Ontario Sailings Personal Protective Equipment Requirements**

<b>Personal Protective Equipment:</b>	<b><u>When is it required to be worn?</u></b>	<b><u>Exceptions (if any)</u></b>
Personal Floatation Device (PFD)	<ul style="list-style-type: none"> <li>• When on or near the water aboard an Ontario Sailing owned, leased or chartered/rented power or sailboat or boats owned, leased or chartered/rented by other clubs, schools or partner organizations</li> </ul>	None
Chemical Gloves	<ul style="list-style-type: none"> <li>• While handling any open bottles of the larger undiluted chemicals. Open bottles shall only occur at the sink areas during the refilling process.</li> <li>• As directed by the chemicals MSDS.</li> <li>• As directed by the labeling on the chemical spray bottle.</li> <li>• While washing dishes.</li> </ul>	None
Chemical Goggles or Face Shield	<ul style="list-style-type: none"> <li>• While handling any open bottles of the larger undiluted chemicals. Open bottles shall only occur at the sink areas during the refilling process.</li> <li>• As directed by the chemicals MSDS.</li> <li>• As directed by the labeling on the chemical spray bottle.</li> </ul>	None
Chemical Aprons	<ul style="list-style-type: none"> <li>• While handling any open bottles of the larger undiluted chemicals. Open bottles shall only occur at the sink areas during the refilling process.</li> <li>• As directed by the chemicals MSDS.</li> <li>• As directed by the labeling on the chemical spray bottle.</li> </ul>	None
Dust Masks	<ul style="list-style-type: none"> <li>• While handling any containers of powdered chemicals.</li> <li>• As directed by the chemicals MSDS.</li> <li>• As directed by the labeling on the chemical spray bottle.</li> </ul>	None
Chemical Sleeves	<ul style="list-style-type: none"> <li>• While working or handling chemicals known to be corrosive or harmful to skin.</li> <li>• As directed by the chemicals MSDS.</li> <li>• As directed by the labeling on the chemical spray bottle.</li> </ul>	None
Other		

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# HEALTH AND SAFETY MANUAL

## INSPECTION/CHECKLISTS

- [Workplace violence hazard assessment form](#)
- [Shop safety inspection](#)
- [Emergency planning checklist](#)
- [First aid treatment record](#)
- [Safety concern form](#)

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## WORKPLACE VIOLENCE HAZARD ASSESSMENT FORM

*This form is designed to help managers and employees conduct an assessment of the potential risks of violence associated with the activities carried out in their departments or areas, and to respond to any identified risks.*

### Part 1: Work Department/Area

Please describe your department/area and the types of activities/functions performed by employees in the department.

**describe**

### Part 2: History

1. Have there been incidents when employees in your department have experienced or been threatened with physical violence?  NO,  YES, please describe incidents.

**describe**

2. Have there been incidents when employees in your department have experienced verbal abuse i.e. shouted at, obscene language, threats, or obscene phone calls?  NO,  YES, please describe incidents.

**describe**

### Part 3: Activities Which Might Expose Employees to Risk of Violence

3. Do employees in your department work with money or other valuables?  NO,  YES
4. Do employees in your department deliver or collect items of value?  NO,  YES, please describe

**describe**

5. Do employees in your department deal with people who may be under the influence of drugs or alcohol?  NO,  YES
6. Do employees in your department deal with people who are deeply troubled or distressed?  NO,  YES
7. Do employees in your department monitor or regulate the activity of others or carry out procedures or make decisions which adversely affect others?  NO,  YES, please describe

**describe**

8. Are employees in your department involved with activities that may elicit a negative or confrontational response?  NO,  YES, please describe

**describe**

9. Are there other aspects of the work in your department that might spark a violent response?  NO,  YES, please describe

**describe**

#### **Part 4: Factors That Increase the Risk of Violence**

Definition: A person works alone when he/she works in a situation where he/she is out of sight and out of hearing of other employees.

10. Do any of your employees work alone during normal working hours?  NO,  YES, please describe

**describe**

11. Do any of your employees work alone after normal working hours?  NO,  YES, please describe

**describe**

12. Please describe any precautions already taken to safeguard employees of your department who work alone.

**describe**

13. Please describe other factors which you feel might increase the risk of violence.

**describe**

#### **Part 5: Reducing the Risk of Violence**

14. Please describe policies or procedures already in place to reduce the risk of violence in your department.

**describe**

15. In light of your responses to the questions in this assessment:

a) Do you consider that all reasonable steps have been taken to prevent or reduce the risk of violence?     NO,    YES

b) What further steps would you recommend?

**type here**

c) What assistance do you need to accomplish any of the above steps? Specify:

**type here**

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

**Department:** \_\_\_\_\_

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

*Thank you for your co-operation and input!*

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## SHOP SAFETY INSPECTION

**DATE** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

AREAS INSPECTED	YES	NO	COMMENTS
Floors clean, dry, and free of defects and spills			
<ul style="list-style-type: none"> <li>• Trash can, not overflowing</li> <li>• Recycle can, no overflowing</li> <li>• Bin for oily greasy rags, lid on and not overflowing</li> </ul>			
Aisles/walkways/ramps marked as appropriate and clear of foreign material and equipment			
Stairs/ladders in good repair, clear of foreign material and obstacles (personal supporting equipment e.g. permanent ladders firmly attached, catwalks, scaffolding, platforms, slings, staging, etc.)			
Cleaning supplies/equipment readily available and properly stored proper labeling			
Rules and regulations posted			
Parts neatly stacked or stored			
Tools/equipment stored safely			
Batteries safely stored			
Exits properly signed			
Building structure in good repair (e.g. windows, doors, walls, roof, etc.)			
Proper lighting – Lights all working			
Adequate ventilation – fans working, doors open easily			
Fire extinguisher in place - check date of last inspection			
First aide kit in proper place, properly stocked			
Smoking rules – sign in place, check for evidence that this area is being used, ensure it is being cleaned up			
MSDS binder present & up to date			

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## Emergency Planning Checklist for Office Staff

Unexpected emergencies occur every day—at home as well as in the workplace. Often, panic and death comes from being unprepared. Knowing what to do could make all the difference.

Check your own readiness for emergencies:

- There is a smoke alarm in every main area of my workplace
- The batteries in the smoke alarms have been checked this month
- There is a fire sprinkler system in my office
- There are no items hanging from the fire sprinkler pipes or nozzles
- There are no loose switches or damaged cords or plugs in my office
- All hallways, stairwells and exits in my workplace are clear and free of clutter and obstructions
- I know how to activate the alarm for a fire in my personal office and elsewhere in the workplace
- I know how to activate the alarm for any other kind of emergency
- I know where the nearest telephones are located
- I know the phone number of the fire department and my emergency contact for work
- I know the physical address of my office/workplace
- I can give directions to an ambulance or other emergency service to reach my location
- I know who are the qualified first aid personnel in my workplace
- I know where the first aid equipment is located
- I have read the emergency exit diagrams in my workplace and understand them
- I know where workers are to assemble outdoors if the we are evacuated
- I know two emergency exit routes from my office/workplace
- I know where the fire extinguishers are located throughout the building
- A fire extinguisher is easily accessible in my office
- I know how to use the fire extinguisher
- I have an emergency survival kit in my workplace and available vehicle in case of a disaster
- My staff receive regular fire prevention training
- I have received fire prevention training
- I have participated in an evacuation drill

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# Ontario Sailing- FIRST AID TREATMENT RECORD

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

Location: \_\_\_\_\_

Nature of Incident:  
\_\_\_\_\_

Name of Injured Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Name of First Aider: \_\_\_\_\_

Title: \_\_\_\_\_

Names of Witnesses \_\_\_\_\_

Telephone: \_\_\_\_\_

Describe the incident and injuries sustained, exact location of treatment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the Injured Employee advised to seek medical aid if the condition worsens? ( ) Yes ( ) No

Signed First Aider: \_\_\_\_\_

PART 2 Action taken in response to this report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies of Report furnished to:

• Safety Representative: \_\_\_\_\_ Date: \_\_\_\_\_

• Manager/ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Corrective action taken (if none, explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Safety Committee/Safety Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Comments from Safety Committee/Safety Rep:

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#### Transportation Refusal

I, \_\_\_\_\_ (name of Employee) am refusing transportation home/medical treatment.

Signed \_\_\_\_\_ (Employee)

Dated \_\_\_\_\_ (date)

If in the opinion of the First Aider, a medical emergency exists, the First Aider shall call 911 and request an ambulance. The ambulance attendants are trained and equipped to handle medical refusals.

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**SAFETY CONCERN REPORT**

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

Supervisor: \_\_\_\_\_

**Priority:** check one

Critical                       High                       Medium                       Low

**Principle Category:** Check one

Health/Safety                       Equipment                       Environmental  
 Contracting Organization                       Facilities/Yard                       Wasteful Practices

**Sub-Category:** check one

Procedure:     Administrative                       Training                       Regulatory  
Procedure:     Operational                       Recognition                       Other

**Concern/Comments/Suggestions:**                      Be specific, attach diagrams, etc.

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**Routing:**

Originator		Forwarded To	
Name/position	Address/Phone No.	Name/position	Address/Phone No.

**Actions Taken:** (include date)

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# HEALTH AND SAFETY MANUAL

## TRAINING VIDEOS/SESSIONS

- [WHIMIS Training](#)
- [Fall training](#)
- [Cell phone training \(in car use\)](#)
- [Violence and workplace harassment](#)
- [Safety resources on the internet including right to know legislation](#)

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**Ontario Sailing WHMIS Training Video**

**Directions:** Click on the link below and follow the directions

<http://aixsafety.com/wordpress/wp-content/uploads/2009/12/IntroWHMISaix.htm>

Staff Name and Date once you have viewed the Video:

Name	Date

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**Ontario Sailing Fall Training Video**

**Directions:** Click on the link below and follow the directions

<http://aixsafety.com/wordpress/wp-content/uploads/2009/12/part1falls.htm>

Staff Name and Date once you have viewed the Video:

Name	Date

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**Ontario Sailing Cell Phone Texting Training Video**

**Directions:** Click on the link below and follow the directions

AT&T Texting and driving video Link from YouTube,

<http://www.youtube.com/watch?v=DebhWD6ljZs>

This video was produced by AT&T for distribution to anyone and everyone to outline the dangers of texting and driving.

Staff Name and Date once you have viewed the Video:

Name	Date

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**Ontario Sailing Workplace Violence and Workplace Harassment Training**

**Directions:** Click on the link below and follow the directions

[http://hw.libsyn.com/p/a/8/e/a8e738aacb67234e/Episode17\\_WorkplaceViolence\\_Bill168.mp3?sid=35fa6c784b17177ac86713979b632da3&l\\_sid=23176&l\\_eid=&l\\_mid=2096230](http://hw.libsyn.com/p/a/8/e/a8e738aacb67234e/Episode17_WorkplaceViolence_Bill168.mp3?sid=35fa6c784b17177ac86713979b632da3&l_sid=23176&l_eid=&l_mid=2096230)

Staff Name and Date once you have listened to the webinar:

Name	Date

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## Health & Safety Resources on the Web

### Ontario's Health & Safety Network

- MOL – The Ministry of Labour  
[www.labour.gov.on.ca](http://www.labour.gov.on.ca)
- WSIB – Workplace Safety and Insurance Board  
[www.wsib.on.ca](http://www.wsib.on.ca)
- SWAs – Safe Workplace Associations
  - CSAO – Construction Safety Association of Ontario  
[www.csa.org](http://www.csa.org)
  - ESAO – Education Safety Association of Ontario  
[www.esao.on.ca](http://www.esao.on.ca)
  - EUSA – Electrical & Utilities Safety Association  
[www.eusa.on.ca](http://www.eusa.on.ca)
  - FSA – Farm Safety Association  
[www.farmsafety.ca](http://www.farmsafety.ca)
  - HCHSA – Health Care Health & Safety Association  
[www.hchsa.on.ca](http://www.hchsa.on.ca)
  - IAPA – Industrial Accident Prevention Association  
[www.iapa.on.ca](http://www.iapa.on.ca)
  - MASHA – Mines and Aggregates Safety and Health Association  
[www.masha.on.ca](http://www.masha.on.ca)
  - MHSOA – Municipal Health and Safety Association  
[www.mhsao.com](http://www.mhsao.com)
  - OFSWA – Ontario Forestry Safe Workplace Association)  
[www.ofswa.on.ca](http://www.ofswa.on.ca)
  - OHCOW – Occupational Health Clinics for Ontario Workers  
[www.ohcow.on.ca](http://www.ohcow.on.ca)
  - OSSA – Ontario Service Safety Alliance  
[www.ossa.com](http://www.ossa.com)
  - PPHSA – Pulp and Paper Health and Safety Association  
[www.pphsa.on.ca](http://www.pphsa.on.ca)
  - TSSA – Technical Safety and Standards Association  
[www.tssa.org](http://www.tssa.org)
  - THSAO – Transportation Health and Safety Association of Ontario  
[www.thsao.on.ca](http://www.thsao.on.ca)
  - WHSC – The Workers Health and Safety Centre  
[www.whsc.on.ca](http://www.whsc.on.ca)

## Related Health & Safety Websites

- CCOHS – Canadian Centre for Occupational Health and Safety  
[www.ccohs.ca](http://www.ccohs.ca)
- CSSE – Canadian Society of Safety Engineering  
[www.csse.org](http://www.csse.org)
- NAOSH – North American Occupational Safety and Health  
[www.naosh.org](http://www.naosh.org)
- E-Laws Website  
[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)
- Institute for Work and Health  
[www.iwh.on.ca](http://www.iwh.on.ca)
- Prevention Dynamics  
[www.preventiondynamics.ca](http://www.preventiondynamics.ca)
- Work Smart Ontario  
[www.worksmartontario.gov.on.ca](http://www.worksmartontario.gov.on.ca)
- Young Worker Awareness  
[www.youngworker.ca](http://www.youngworker.ca)

## Legislation

### Up-to-date Legislation

#### E-Laws Website:

- Occupational Health and Safety Act (and associated regulations):

[www.e-laws.gov.on.ca/DBLaws/Statutes/English/90o01\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90o01_e.htm)

- Construction Regulation:

[www.e-laws.gov.on.ca/DBLaws/Regs/English/910213\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Regs/English/910213_e.htm)

- Workplace Safety and Insurance Act

[www.e-laws.gov.on.ca/DBLaws/Statutes/English/97w16\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/97w16_e.htm)

### Guides to Legislation

#### MOL Website:

- A Guide to the OHS Act Legislation

[www.labour.gov.on.ca/english/hs/ohsaguide/index.html](http://www.labour.gov.on.ca/english/hs/ohsaguide/index.html)

- A Guide to the WHMIS Legislation

[www.labour.gov.on.ca/english/hs/whmis/index.html](http://www.labour.gov.on.ca/english/hs/whmis/index.html)

### Online Act and Regulations

#### CSAO Website:

[www.csao.org/t.tools/t18.legislation/WebHelp/OHSA\\_and\\_Regs.htm](http://www.csao.org/t.tools/t18.legislation/WebHelp/OHSA_and_Regs.htm)

## Occupational Health and Safety Answers

CCOHS Website:

[www.ccohs.ca/oshanswers](http://www.ccohs.ca/oshanswers)

## OHS Rights and Responsibilities

WSIB Website:

[www.wsib.on.ca/wsib/wsibsite.nsf/public/PreventionYHSRR](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/PreventionYHSRR)

## Health and Safety Committees and Representatives

MOL Website:

A Guide for Joint Health and Safety Committees (JHSCs) and  
Representatives in the Workplace

[www.labour.gov.on.ca/english/hs/jhsc/index.html](http://www.labour.gov.on.ca/english/hs/jhsc/index.html)

IAPA Website:

[www.iapa.ca/resources/resources\\_downloads.asp#joint](http://www.iapa.ca/resources/resources_downloads.asp#joint)

CCOHS Website:

[www.ccohs.ca/oshanswers/hsprograms/hscommittees/](http://www.ccohs.ca/oshanswers/hsprograms/hscommittees/)

CSAO Website:

Health and Safety Representatives and Committee Requirements  
Chart (taken from Construction Health and Safety Manual)

[www.csa.org/t.tools/t10.information/services/HSRepChart.pdf](http://www.csa.org/t.tools/t10.information/services/HSRepChart.pdf)

PPHSA Website:

Free Safety Meeting Topics

[www.pphsa.on.ca](http://www.pphsa.on.ca)

## Health & Safety Policy and Program

WSIB Website:

- Developing a Workplace Health and Safety Policy and Program
- Developing an Inspection Plan

[www.wsib.on.ca/wsib/wsibsite.nsf/public/ReferencePreventionGettingStarted](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/ReferencePreventionGettingStarted)

CCOHS Website:

[www.ccohs.ca/oshanswers/hsprograms/basic.html](http://www.ccohs.ca/oshanswers/hsprograms/basic.html)

CSAO Website:  
Getting Started  
[www.csao.org/t.tools/t3.gettingstarted](http://www.csao.org/t.tools/t3.gettingstarted)

## Products

MOL Website:  
[www.labour.gov.on.ca/english/hs/hs\\_pubs.html](http://www.labour.gov.on.ca/english/hs/hs_pubs.html)

WSIB Website:  
[www.wsib.on.ca/wsib/wsibsite.nsf/public/PreventionProducts](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/PreventionProducts)

IAPA Website:  
Resources  
[www.iapa.ca/resources/resources\\_downloads.asp](http://www.iapa.ca/resources/resources_downloads.asp)

PPHSA Website:  
Products/Downloads  
Posters/WHMIS Checklist  
[www.pphsa.on.ca](http://www.pphsa.on.ca)

IWH Website:  
[www.iwh.on.ca/products/product.php](http://www.iwh.on.ca/products/product.php)

CSAO Website:  
Free Downloads  
[www.csao.org/t.tools/t15.downloads](http://www.csao.org/t.tools/t15.downloads)

## Resources

WSIB Website:

- Health and Safety Services and Information  
[www.wsib.on.ca/wsib/wsibsite.nsf/public/PreventionHSSI](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/PreventionHSSI)
- Reference
- Prevention  
[www.wsib.on.ca/wsib/wsibsite.nsf/public/ReferencePrevention](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/ReferencePrevention)
- Workers  
[www.wsib.on.ca/wsib/wsibsite.nsf/public/ReferenceWorkers](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/ReferenceWorkers)
- Employers  
[www.wsib.on.ca/wsib/wsibsite.nsf/public/ReferenceEmployers](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/ReferenceEmployers)

OSSA Website:  
[www.ossa.com/content/resources/](http://www.ossa.com/content/resources/)

OHCOW Website:  
[www.ohcow.on.ca/resources/index.html](http://www.ohcow.on.ca/resources/index.html)

NAOSH Website:

[www.naosh.org/english/oshinfo.html](http://www.naosh.org/english/oshinfo.html)

CSAO Website:

➤ Construction Health and Safety Manual

[www.csao.org/t.tools/t13.newproducts/manual.cfm](http://www.csao.org/t.tools/t13.newproducts/manual.cfm)

➤ Heat Stress Toolkit (in development)

[www.csao.org/heat\\_stress/index.htm](http://www.csao.org/heat_stress/index.htm)

- [www.elecsafe.info](http://www.elecsafe.info)

## Training

CSAO Website:

Required Training

[www.csao.org/Uploadfiles/Magazine/VOL13NO3/training.htm](http://www.csao.org/Uploadfiles/Magazine/VOL13NO3/training.htm)

Online Learning

➤ WHMIS

➤ Back Care

➤ Fall Protection

➤ Crane Hazard Awareness (in development)

[www.csao.org/t.tools/t17.onlinelearning](http://www.csao.org/t.tools/t17.onlinelearning)

Home Study Courses

➤ Basics of Supervising

➤ Construction Health and Safety Rep

➤ Sector Specific

[www.csao.org/t.tools/t7.training/trainingoptions.cfm](http://www.csao.org/t.tools/t7.training/trainingoptions.cfm)

## New and Young Workers

MOL Website:

Ready...Safe...Work:

[www.labour.gov.on.ca](http://www.labour.gov.on.ca)

Work Smart Ontario:

➤ Passport to Safety

➤ Health & Safety 101

[www.worksmartontario.gov.on.ca](http://www.worksmartontario.gov.on.ca)

WSIB Website:

Young Worker Awareness Program

[www.youngworker.ca](http://www.youngworker.ca)

## FAQs

MOL Website:

[www.labour.gov.on.ca/english/hs/faq/index.html](http://www.labour.gov.on.ca/english/hs/faq/index.html)

WSIB Website:

[www.wsib.on.ca/wsib/wsibsite.nsf/public/NewsFAQ](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/NewsFAQ)

CSAO Website:

[www.csao.org/t.tools/t10.informationsservices/FAQsDisplay.cfm](http://www.csao.org/t.tools/t10.informationsservices/FAQsDisplay.cfm)

## Research

WSIB Website:

[www.wsib.on.ca/wsib/wsibsite.nsf/public/Research](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/Research)

CSAO Website:

[www.csao.org/t.tools/t10.informationsservices](http://www.csao.org/t.tools/t10.informationsservices)

## Statistics

MOL Website:

[www.labour.gov.on.ca/english/hs/stats/index.html](http://www.labour.gov.on.ca/english/hs/stats/index.html)

WSIB Website:

[www.wsib.on.ca/wsib/wsibsite.nsf/Public/PreventionCurrentStatistics2005](http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/PreventionCurrentStatistics2005)

CSAO Website:

Report on Fatal and Non-Fatal Injuries in the Ontario Construction Industry

[www.csao.org/t.tools/t6.news/index.cfm](http://www.csao.org/t.tools/t6.news/index.cfm)

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