## I. HEALTH & SAFETY COMMUNICATION

*Employer shall have a system in place to communicate / disseminate health & safety information e.g. postings, emails, meetings.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Guide Notes / Examples</th>
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</table>
| i | Health & Safety bulletin board meets content criteria;  
  - Occupational Health and Safety Act*  
  - York University Occupational Health and Safety Policy*  
  - Regulation for Industrial Establishment*  
  - Names of Joint Health and Safety Committee Members*  
  - Working Alone Program  
  - Workplace Violence Prevention Policy*  
  - Workplace Harassment Prevention Policy*  
  OHSA Section 9 (32) 25 (2)(i)(k) 32.0.1 (2)  
  *requirement under Occupational Health & Safety Act |
| ii | Employer has assigned a health & safety coordinator (e.g. HSO) who has attended orientation training and is familiar with their specified functions.  
  CSA Z1000 4.2.3 (a) |
| iii | Employer has clearly communicated;  
  - Hazard reporting procedure  
  - Rights of the Worker  
  - Emergency / Evacuation procedures  
  - Identification of Workplace Hazards (e.g. signage)  
  - Location of the nearest First Aid Station  
  - Location of Material Safety Data Sheets (MSDS)  
  OHSA Section 25 (2)(a)(d) 26 (1)(k) 28 (1)(c)(d) 38 (1) |
| iv | Employer has identified work environment health & safety hazards (risk analysis) and controls through one of the following;  
  - Review of the university’s Job Task Hazard Analysis and identification of hazards within each job class  
  SOPs addressing applicable procedures  
  Job Task Hazard Analysis specific to employee job classification within the Faculty / Dept (request copy)  
  Signage, posting, memos etc. |
- List the main activities involved with each occupation or job class where common hazards exists
- Identify health & safety hazards and/or safety hazards for each of the main activities

**OHSA Section 25 (2)(a)(h)**

**v** Employer has clearly communicated to workers a complete listing of all emergency equipment applicable:
- Fire extinguishers / hoses
- Fire suppression system
- Pull stations
- Eye wash stations
- Deluge showers
- Fire exits & assembly area
- Self contained breathing apparatus

National Fire Code Part 6 and 7

**II. TRAINING / ORIENTATION**

*Employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker.*

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<tr>
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</table>
| i    | Health & Safety Orientation training is delivered to;  

- New hires  
- Promotions  
- Transfers  
- Work study students  
- Contractor / consultant  

**OHSA Section 25 (2)(a)(d)(h)** |

- Training records  
- Signed orientation checklists  
- SOP for delivering orientation to new hires, transfers etc.  
- Email communication  
- Meeting minutes |

| ii   | Workers receive hazard specific training;  

- WHMIS  
- Designated substances  
- Laboratory hazards |

- Training records  
- Training matrix  
- Confined space work permits  
- “c” check documentation at point of use |
<table>
<thead>
<tr>
<th><strong>ii</strong> Working with machinery, tools and/or vehicles</th>
<th><strong>Email communication</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Confined space</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>OHSA Section 25 (2)(a)(d) 42(1)</td>
<td><strong>Training records (verify against DOHS training records)</strong></td>
</tr>
<tr>
<td>Ontario Regulation (O.Reg) 860 Section 6(1)(2), O.Reg 490/09</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>Section 22(2)(4), O.Reg 851 Section 119.7(1)</td>
<td><strong>Email communication</strong></td>
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<thead>
<tr>
<th><strong>iii</strong> Supervisors receive specific training;</th>
<th><strong>Schedule for record review</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>OHS Act*</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>WHMIS (all employees)*</td>
<td><strong>Meeting minutes / standing agenda item</strong></td>
</tr>
<tr>
<td>Workplace Inspection*</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>Accident Investigation*</td>
<td><strong>Email communication</strong></td>
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<td></td>
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<tr>
<td>OHSA Section 25 (2)(c)(d) 51 (1)(2)</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>*requirement under Occupational Health &amp; Safety Act</td>
<td><strong>Email communication</strong></td>
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</tbody>
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<thead>
<tr>
<th><strong>iv</strong> Training records are accessible and reviewed regularly.</th>
<th><strong>Email communication</strong></th>
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<tbody>
<tr>
<td>CSA Z1000 4.4.8.2 (d)</td>
<td><strong>Meeting minutes / standing agenda item</strong></td>
</tr>
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</table>

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<thead>
<tr>
<th><strong>v</strong> Employer has clearly communicated specific procedures for lock out tag out (SOP) that defines:</th>
<th><strong>training program / record</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>When to perform</td>
<td><strong>SOP addressing applicable procedures</strong></td>
</tr>
<tr>
<td>Who can perform</td>
<td><strong>LOT0 equipment is present</strong></td>
</tr>
<tr>
<td>How to perform</td>
<td><strong>Maintenance records for communication tools. (checking batteries etc)</strong></td>
</tr>
<tr>
<td>What to do when:</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>- multiple workers</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>- shift change</td>
<td><strong>Email communication</strong></td>
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<td></td>
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<tr>
<td>Industrial Regulation 851/90 Section 42, 75, 76</td>
<td><strong>Email communication</strong></td>
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<table>
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<tr>
<th><strong>vi</strong> Employer has clearly communicated specific procedure for confined space entry that defines:</th>
<th><strong>Specific Confined Space Entry procedure</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Who can perform</td>
<td><strong>Training records</strong></td>
</tr>
<tr>
<td>Personnel required</td>
<td><strong>Specific equipment</strong></td>
</tr>
<tr>
<td>Testing requirements</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>Conditions of entry</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>Means of communication</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>Personal Protective Requirements</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>Rescue equipment and personnel</td>
<td><strong>Email communication</strong></td>
</tr>
<tr>
<td>Reporting</td>
<td><strong>Email communication</strong></td>
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### Employee training requirements

**Industrial Regulation 851/90 Section 67-71**  
**Construction Regulation 231/91 Section 60-63**

- Employer has clearly communicated specific procedure for conducting **hot work** that defines:
  - Who can perform
  - Personal protective equipment
  - Recording / reporting (permit system)
  - Employee training requirements

**O.Reg 629/-5 Section 5**  
**National Fire Code Section 5.17**

- Hot work permit (ask to see a recent copy)
- Training program
- Training records
- Verify employee listing against training list
- Email communication

- **Employer maintains, records and monitors up-to-date certification for employees who perform specialized work for example:**
  - Lift truck operator
  - Garbage Recycling truck operator (AZ/DZ brake endorsement)
  - Electrician
  - Mechanic
  - Crane operator
  - Propane handler / user

**CSA Z1000 4.3.3 (a)(b)**

- Certification records
- Email communication
- Re-certification schedule

- **Employer provides Personal Protective Equipment (PPE), training as to the:**
  - Location
  - Use
  - Maintenance (e.g. cleaning, replacement parts etc)
  - Arc flash rated equipment and clothing (e.g. recertification and maintenance)

**OHSA Section 25 (2)(a)(h)**

- Email
- Meeting agenda / minutes
- PPE inventory listing
- Training program / records
- Maintenance records

### III. INSPECTION / ACCIDENT INVESTIGATION
Employer shall acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent. Investigations should be conducted using principles taught during DOHS Accident Investigation training.

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| i    | Senior Management reviews health & safety trends, reports, inspections and investigations at least once annually.  
OHSA Section 25 (2) (j) | • Minutes of meetings where H&S was discussed  
• Quarterly reports  
• Standing agenda items  
• Communicated “continuous communication plan”  
• Email communication |
| ii   | A documented response for addressing health & safety concerns (e.g. Service request attached or documentation in individual employee file).  
OHSA Section 9 (20) | • Service requests  
• Meeting minutes  
• Email communication |
| iii  | Supervisor initiates immediate investigation of all accidents / incidents and documents using a standard format (e.g. SAIR).  
OHSA Section 52 (1) | • Completed SAIR  
• Follow up with employee involved to see if corrective action was taken  
• Email communication |
| iv   | Preventive and/or protective measures such as administrative and/or engineering controls are documented (e.g. SAIR) and in place (e.g. SOPs, PPE, guarding) to prevent identified hazards.  
OHSA Section 25 (1) (a)(b)(c)(d) 25(2)(g)(h) 26(1)(k) 27 (2)(b)  
CSA Z1000 4.4.2.2 (c)(e) | • SAIR (review “preventative action” section in SAIR  
• SOP  
• PPE  
• Machine guides and guards  
• Audit records of machine guides and guards |
| v    | Workplace inspections are:  
• Conducted at least annually  
• Documented  
  - area to be inspected  
  - date of inspection  
  - description of hazard  
  - location of hazard  
  - classification of the hazard (high, moderate or low)  
  - recommendations for corrective actions  
  - responsibility for corrective action  
  - actions taken (who, what, when and how)  
• Corrective actions are taken | • Inspection reports  
• Inspection responses (corrective actions)  
• Email communication |
### OhSA Section 25(2)(d) 27(2)(d)

<table>
<thead>
<tr>
<th>vi</th>
<th>Employer has listing and record of all equipment that requires pre-use inspections (&quot;c&quot; check) and point of use pre-use inspection checklists:</th>
</tr>
</thead>
</table>
|    | - Arc flash tools  
|    | - Fleet vehicles  
|    | - Forklifts  
|    | - Cranes  
|    | - Boom truck  
|    | - Grounds equipment  
|    | - Lathes, saws, drills and drill presses  
|    | - Other employer identified equipment |
|    | CSA Z1000 4.4.2.2 (e) |
| vii | Employer has preventative maintenance program that includes a standard recording system which consists of: |
|     | - List of items, vehicles, equipment to be inspected  
|     | - Name of person(s) conducting inspection  
|     | - Date of inspection  
|     | - Deficiency reporting  
|     | - Recommendations for correcting deficiencies  
|     | - Corrective action |
|    | CSA Z1000 4.4.2.3 (a)(c)(f) |

### IV. FIRST AID SYSTEM

Employer shall communicate and maintain a first aid system in the workplace. Where a first aid station is established, the following documentation is required:

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</table>
| i    | Employer posts:  
|      | - First aid certificates of qualified first aid attendants(s)  
|      | - "In case of Injury" poster  
|      | - First aid kit inspection card.  
|      | Regulation 1101 Section 1.1 (b) (i)(ii)(iii)  
|      | - Check expiry dates of first aid certificates  
|      | - Email communication (containing names of first aiders)  
|      | - Inspection cards completed  
|      | - "In case of Injury" poster |
| ii   | A qualified first aid attendant works in the immediate vicinity.  
|      | - Email communication  
|      | - Meeting minutes  
<p>|      | - Maintenance schedule / records |</p>
<table>
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<tr>
<th>Regulation 1101 Section 1 (2)(b)</th>
<th>• Verify location vs. kit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ii</strong> Employer keeps a record of all first treatment respecting an incident//injury//illness.</td>
<td></td>
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</tbody>
</table>
| Regulation 1101 Section 5 | • Treatment records  
| | • Email communication  
| | • SAIR |