

Safety First Industrial Safety Services

Nova Scotia Health and Safety Program (*Generic Outline*)

A. Health and Safety Policy Statement

- Commitment to OHS (and reasons)
- Cooperation (with employees)
- Responsibility (of employer, supervisors & other employees)

B. Health and Safety Management System

Company Organizational Structure for OHS Responsibility

Management, Supervisor & Other Employee Job Descriptions

Program Performance expectations

- Workplace Rules
- Right to Refuse process
- Safety Progressive-Discipline System

Management Performance expectations

- Participation, Goals & Results

OHS tie-in to "Operations" of company (add value)

Safety / Health Communications & feedback loop

Interface with other companies (Client & Contractor)

Inspection System (establishment and tracking)

Training System (definition, establishment and tracking)

Audit System (establishment and tracking)

C. Occupational Health Practices / Procedures

Pre-employment Medicals

Periodic Medicals

Drug & Alcohol Testing (safety related / oriented)

Health Hazard Analysis (other than chemical exposures)

Workplace Hygiene

- Workplace inspection / testing protocols
- Responding to complaints

Workplace Ergonomics

Hazardous Materials

- Premises inventory
- WHMIS system

First Aid Policy

Employee Assistance Program

D. Occupational Safety Practices / Procedures

i) Awareness and Prevention

Hazard Identification & Assessment System

- Risk Management process

Hazard Control System

- Eliminate (Engineering)
- Minimize Exposure (Guards / Procedures / Practices)
- Minimize Consequence of Exposure (Protective Equipment)

Safety Representative or JOHS Committee Structure

- Membership
- Terms of Reference

Safety Meetings System

- Toolbox / tailgate
- Departmental / divisional
- Record keeping
- Systematic follow-up

Safety Communications System

- Bulletins / Alerts
- General Information

Inspection System

- Formal & planned (management / team)
- Informal (workplace deficiencies tracking system)
- Record keeping & follow-up
- Task Observation program

Equipment Maintenance System

- Personal protective equipment
- Major equipment
- Manufacturers' operating instructions & maintenance program
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Training

- Workplace Induction / Orientation
- OHS Program Induction
- Technical Job Skills training
- Safety Representative / Committee Member training
- Emergency Response Plan (company & team) Training

Safety Performance Recognition System

- Positive reinforcement, not based on frequency rate.

Special Practices / Procedures

- Confined Space Entry
- Work Permit Systems
- High Voltage Electricity
- Lock out / Tag out
- Atmospheric Testing
- Dangerous Goods & Hazardous Materials
- Respiratory Protection
- Personal Protective Equipment
- Working at Heights (Scaffolding & Fall Arrest)
- Working on or above water
- Aviation Safety
- Ship Safety
- Security of Personnel (working alone)
- Violence in the Workplace

ii) Dealing With Loss

Emergency Response Plan (relates to potential hazards)

Accident / Incident Reporting - Internal

Accident / Incident Reporting - External

Accident / Incident Investigation (Determination of Basic Cause)

Information Recording

Statistics & Annual Report

Deficiencies Identified

Recommendations Follow-up

Communicate Findings

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