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Joint Industry Committee

Framework of Standards for Health and Safety Programs

Document: JIC-002-1.2

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Preface

The Joint Industry Committee (JIC) is comprised of the Saskatchewan Workers' Compensation Board, Saskatchewan Labour Occupational Health and Safety Division and voluntary safety leaders representing a variety of industry rate codes. Through this committee various industries voluntarily promote effective health and safety programs as well as certification standards, with the outcome of increased industry and employer participation in these fields. It is believed such increased industry and employer participation will lead to significant and sustained injury reduction for Saskatchewan employers and employees.

This document broadly describes the agreed-upon elements and sub-elements of an effective health and safety program. The reader should note that the legislation surrounding occupational health and safety was a valuable resource in creation of this framework of standards. While health and safety programs are legislated in most industries in Saskatchewan, the intent of the following information is to outline a best practice approach to creating and implementing health and safety programming as agreed to by the members of the JIC.

The purpose of this document is to serve industries as they develop or refine certification programming specific to their industry needs. It provides the framework of standards for future development of implementation measures.

NOTE:

- Supporting background information can be referenced in document JIC-003 (*Safety Program Profile-Dacum*).
- Detailed explanations with supporting information can be referenced in document JIC-002-1.2 and JIC-002-1.3.
- Employers and employees should be aware of pertinent health and safety legislation. For example, a provincially regulated Saskatchewan employer should refer to the *Saskatchewan Occupational Health and Safety Act, 1993, Section 13* and the *Saskatchewan Occupational Health and Safety Regulations, 1996, Section 22*.

Elements of Effective Health and Safety Programs

1. Management Leadership
2. Hazard Identification and Analysis
3. Hazard Controls
4. Inspections
5. Communications
6. Emergency Preparedness
7. Investigations

1

Management Leadership

Introduction:

Critical to effective safety programs are the commitment and leadership shown by company management. Through management support and demonstrated leadership in the safety program, exposure to workplace loss can be effectively minimized.

Sub-element content:

The following sub-element content expands on what is anticipated to be in place for the element of *Management Leadership*.

The element of *Management Leadership* includes:

1. Demonstrated leadership through support of safety program elements, leadership by example, and accountability and responsibility for measures taken in the interest of workplace health and safety;
2. Identification of organizational vision and philosophy through a documented health and safety policy that is current, reviewed, signed and dated;
3. Identification of organizational health and safety goals and objectives that are integrated throughout the organization and valued equitably with other business functions such as productivity, and quality.

The element of *Management Leadership* also includes developed processes to:

4. Review the safety program documentation, creating awareness of program issues and determining management personnel responsible for review of health and safety program documents;
5. Confirm that policy and procedures are effectively developed, maintained and implemented;
6. Determine responsibility and accountability at all levels within the organization and those who work with the organization, at the worksite;
7. Confirm that policy and procedures are adhered to for everyone in the organization, including positive reinforcement, evaluation mechanisms, and disciplinary measures;
8. Confirm that management and communication processes exist for all affected workplace parties;
9. Confirm provision of adequate resources, ensuring the safety management system is effectively implemented;
10. Confirm that identified corrective action has been implemented effectively and in a timely manner; and
11. Confirm that health and safety program documentation is completed to an established standard and in a timely manner.

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Hazard Identification and Analysis

Introduction:

To prevent loss exposure in an effective safety program, hazards need to be identified before work can be done. Through the active identification of hazards in the workplace, necessary steps can be taken to evaluate and analyze the risk(s) associated with the hazard, and ways found to eliminate or minimize the loss potential.

Sub-element content:

The following sub-element content expands on what processes are anticipated to be in place for the element of *Hazard Identification and Analysis*.

Hazard Identification and Analysis includes developed processes to:

1. Determine and inventory critical tasks an organization will undertake, and the person(s) who will conduct and document the inventory;
2. Analyze hazards according to risk to determine priority when implementing controls and determine the person(s) who will conduct the analysis;
3. Review the analysis of hazards when significant changes in people, equipment, materials and/or the work environment are made in the workplace;
4. Identify and assess hazards to personnel in the workplace, including issues such as experience, psychosocial factors, behavioral analysis and training;
5. Assess change regarding new and existing equipment, including issues such as placement, preventative maintenance, technology, and training of personnel working with, or in proximity to, the equipment;
6. Identify and assess hazards associated with materials in the workplace, including documented results and determination of competencies required to conduct the assessment;
7. Identify and assess hazards associated with the work environment, including the priority and relocation of hazards to eliminate or minimize exposure;
8. Record the work observations including person(s) responsible for conducting the observation;
9. Review appropriate documents relating to hazard analysis including items such as inspections, investigations, policy and manufacturer's specifications;
10. Assess risk level associated with workplace hazards such as frequency, severity and probability;
11. Track and manage the *Hazard Identification and Analysis* system, including items such as timeliness, change management, and new or modified methods of work; and
12. Conduct an assessment of all procedures to determine existing and potential risks, including determination of:
 - a. priority,
 - b. how and when risks will be addressed,
 - c. how to correct identified risks, and
 - d. a communication and corrective action process.

3 Hazard Controls

Introduction:

As discussed in *Hazard Identification and Analysis*, to prevent loss exposure, workplace hazards need to be identified before work can be done. Measures can then be taken to eliminate or minimize loss potential. The element of *Hazard Controls* seeks methods to effectively and systematically mitigate risk and control hazards present in the workplace.

Sub-element content:

The following sub-element content expands on what is anticipated to be in place for the element of *Hazard Controls*.

The element of *Hazard Controls* includes processes to:

1. Develop written practices and procedures, including identification of legislative requirements to control identified hazards;
2. Communicate written practices and procedures to employees, including a mechanism that verifies employee understanding;
3. Assign responsibilities for implementation of hazard controls, including a follow-up to confirm controls have been effectively implemented;
4. Retain records of actions taken to control hazards in the workplace; and
5. Monitor implemented hazard controls and evaluate effectiveness of the control in eliminating or minimizing the hazard(s).

4 Inspections

Introduction:

Once an organization deems that *Hazard Controls* have been put into place, it will require a system to determine whether the controls are adequate, effectively implemented and/or used by all in the workplace. The element of *Inspections* is an invaluable mechanism to assess the workplace for substandard conditions and acts and to confirm *Hazard Controls* are adequate.

Sub-element content:

The following sub-element content expands on what is anticipated to be in place for the element of *Inspections*.

The element of *Inspections* includes developed processes to:

1. Document a policy or a procedure for *Inspections*; this policy includes a review of relevant information such as people, equipment, materials, and the work environment;
2. Determine the work areas, equipment, and work activities that require inspection for substandard acts and conditions;
3. Determine inspection requirements, including type of inspection, schedule, and assignment of personnel, and their congruence with legislative requirements and corporate policy;
4. Determine the completion of *Inspections*, including accompanying documentation;
5. Confirm the identification and implementation of corrective actions for elements of non-compliance with legislative requirements;
6. Forward inspection documentation to appropriate personnel including the workers;
7. Confirm corrective actions have been taken; and
8. Confirm *Inspections* are completed according to a schedule.

5

Communications

Introduction:

The element of *Communications* combines both hazard identification and hazard control. Through communication about hazards that may exist or that have the potential to cause unsafe conditions, and about the methods used to control the hazards, the workforce and the organization are better prepared to deal effectively with loss prevention issues.

Sub-element content:

The following sub-element content expands on what is anticipated to be in place for the element of *Communications*.

The element of *Communications* includes processes to:

1. Develop both written procedures for communicating among all workplace parties including the organization, contractors, and workers, and a schedule for evaluation of communication programs and training;
2. Determine whether the communication programs are effective;
3. Determine competency requirements for work to be performed, a procedure to confirm adequate training, as well as clarification of roles in creating and maintaining a safe and healthy workplace;
4. Confirm adherence to Occupational Health Committee legislative requirements, one of which is addressing health and safety issues at management meetings, and confirm that workers offer and receive information regarding health and safety issues;
5. Document the knowledge and skill requirements of the organization;
6. Confirm worker and supervisor knowledge and skills needed to complete safe work activity;
7. Document assigned responsibility; and
8. Communicate health and safety program evaluations, including provisions to ensure accuracy and completeness.

6

Emergency Preparedness

Introduction:

The element of *Emergency Preparedness* recognizes that while the intent of the health and safety management system is to identify and control hazards, it is possible to miss a hazard or have one or more controls operate ineffectively. In the event the system fails, an organization needs to be prepared to deal with emergencies that may occur.

Sub-element content:

The following sub-element content expands on what is anticipated to be in place for the element of *Emergency Preparedness*.

The element of *Emergency Preparedness* includes:

1. A developed process to confirm potential emergencies have been identified;
2. Identification and provision for emergency response resources and personnel that address legislative requirements;
3. A documented plan that guides the implementation of emergency preparedness, including issues such as evacuation, contacts, rescue, and protection of evidence;
4. Identification of various levels of responsibility and accountability for employees in the event of an emergency;
5. A documented and on-going plan that confirms required training is identified, including a system to assess competency;
6. A documented and periodic evaluation of the plan, including mock exercises, and a documented process of how to conduct and test the plan; and
7. An evaluation of the results of the test exercise/real incident for future improvement and implementation, complete with a defined process to evaluate and revise the plan within specified time intervals.

Investigations

Introduction:

The element of *Investigations* also combines both hazard identification and control. If an incident occurs, organizations will need to identify what aspect of the safety program failed. The failure might be part of the initial hazard identification or part of the control(s) that were selected. The problem might be in the training of the worker or in the communication of the hazard control to the worker. The purpose of *Investigations* is to identify where the failure exists and correct it.

Sub-element content:

The following sub-element content expands on what is anticipated to be in place for the element of *Investigations*.

The element of *Investigations* includes developed processes to:

1. Establish investigation requirements, including a documented policy and procedure for reporting that includes work refusals and accidents/incidents;
2. Determine responsibilities for *Investigations* that include all pertinent parties in the workplace such as employees, management, and Occupational Health Committees;
3. Determine resource allocation, including issues such as people and equipment, lines of responsibility, appropriate training, and management responsible for the investigation;
4. Conduct *Investigations* and designate persons responsible for the investigation, including follow-through with the investigation procedure, identifying all probable causes as well as corrective action;
5. Complete and distribute investigation documentation and findings to all affected parties in the workplace;
6. Monitor and confirm that the corrective actions taken are adequate, and that accountability exists for all workplace parties to confirm action taken has been timely; and
7. Monitor investigation procedures, including determination of who will monitor the investigation procedures, and confirm that procedures meet the legislative and organization policy requirements.

Conclusion

The above information is the foundation for detailed development of an effective safety management program. The standards for evaluation and certification specific to individual industry needs will be derived from this framework of standards for safety programs.

Developing an effective safety management program is a critical first step towards sustained injury reduction. However, effective implementation of the safety management program is equally important. It requires continual quality evaluation to confirm that the program is working as intended and that improvements are being made. Therefore, quality evaluation is paramount to the success of any safety program.

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