# Occupational Health Committee Agenda Template

1. Approval of Agenda
2. Approval of Minutes
3. Old Business
   1. Contraventions
   2. Recommendations c.

d.

1. New Business
   1. Review Infection Control Plan
   2. Incident/injury reports
   3. Inspections d.

e.

1. Review Saskatchewan Employment Act

a. 3-30 to 3-34

1. Review OH&S regulation sections

a. 2-2, 2-3, 3-17 – 3-21, 30-4 – 30-6, 30-8 – 30-18

1. Complete the:
   1. *Incident Investigation Analysis*
   2. *Occupational Illness and Injury Analysis*
   3. *Return to Work Analysis*

*Note all deficiencies must be accompanied by recommended actions*.

1. Safety program policy review – review safety program policies
   1. *3.1 – Workplace Incident Reporting and Investigation*
   2. *3.11 – Refusal to Work*
2. Plan staff awareness
   1. Reporting accidents/near misses and close calls
3. Adjournment

*Year One: July - September*

# Saskatchewan Employment Act and OH&S Regulations Review

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| ***The Saskatchewan Employment Act*** | | | | | |
| ***3-30*** | Provision of reports by occupational health officer | All committees | If an occupational health officer provides an employer with a report or other communication related to the health and safety of workers, the occupational health officer shall, at the same time, provide a copy of the report or communication to:(a) the occupational health committee;  (b) the occupational health and safety representative; or  (c) if there is no occupational health committee and no occupational health and safety representative, the employer’s workers. | None | Do the Occupational Health Committee receive a copy of all occupational health officer reports? |
| **3‑31** | Right to refuse dangerous work | All committees | A worker may refuse to perform any particular act or series of acts at a place of employment if the worker has reasonable grounds to believe that the act or series of acts is unusually dangerous to the worker’s health or safety or the health or safety of any other person at the place of employment until:  (a) sufficient steps have been taken to satisfy the worker otherwise; or  (b) the occupational health committee has investigated the matter and advised the worker otherwise. |  | Does the Occupational Health Committee know their role/expectations for a work refusal? |
| **3-32** | Investigation by occupational health officer | All committees | If there is no occupational health committee at a place of employment or if the worker or the employer is not satisfied with the decision of the occupational health committee pursuant to clause 3‑31(b):  (a) the worker or the employer may request an occupational health officer to investigate the matter; and  (b) the worker is entitled to refuse to perform the act or series of acts pursuant to section 3‑31 until the occupational health officer has investigated the matter and advised the worker otherwise pursuant to subsection 3‑33(2). |  | Note: the worker is allowed to continue the refusal until the OHO advises otherwise |
| **3‑33** | Decision of occupational health officer | All committees | (1) If an occupational health officer decides that the act or series of acts that a worker has refused to perform pursuant to section 3‑31 is unusually dangerous to the health or safety of the worker or any other person at the place of employment, the occupational health officer may issue a notice of contravention in writing to the employer requiring the appropriate remedial action.  (2) If an occupational health officer decides that the act or series of acts that a worker has refused to perform pursuant to section 3‑31 is not unusually dangerous to the health or safety of the worker or any other person at the place of employment,  the occupational health officer shall, in writing:  (a) advise the employer and the worker of that decision; and  (b) advise the worker that he or she is no longer entitled to refuse to perform the act or series of acts pursuant to section 3‑31. |  | None – general information for committee |
| **3‑34** | Other workers not to be assigned | All committees | If a worker has refused to perform an act or series of acts pursuant to section 3‑31, the employer shall not request or assign another worker to perform that act or series of acts unless that other worker has been advised by the employer, in writing, of:  (a) the refusal and the reasons for the refusal;  (b) the reason or reasons the worker being assigned or requested to perform the act or series of acts may, in the employer’s opinion, carry out the act or series of acts in a healthy and safe manner; and  (c) the right of the worker to refuse to perform the act or series of acts pursuant to section 3‑31. |  | None – general information for committee |
| **Occupational Health and Safety Regulations** | | | | |  |
| **2-2** | Accidents causing serious bodily harm | All committees | (1) An employer or contractor shall give notice to the division as soon as is reasonably possible of every accident at a place of employment that:  (a) causes or may cause the death of a worker; or  (b) will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.  (2) The notice required by subsection (1) must include:  (a) the name of each injured or deceased worker;  (b) the name of the employer of each injured or deceased worker;  (c) the date, time and location of the accident;  (d) the circumstances related to the accident;  (e) the apparent injuries; and  (f) the name, telephone number and fax number of the employer or contractor or a person designated by the employer or contractor to be contacted for additional information.  (3) An employer or contractor shall provide each co-chairperson or the representative   * with a copy of the notice required by subsection (1). |  | None – general information for committee |
| **2-3** | Dangerous occurrences | All committees | (2) An employer, contractor or owner shall give notice to the division as soon as is reasonably possible of any dangerous occurrence that takes place at a place of employment, whether or not a worker sustains injury.  (3) A notice required by subsection (2) must include:  (a) the name of each employer, contractor and owner at the place of employment;  (b) the date, time and location of the dangerous occurrence;  (c) the circumstances related to the dangerous occurrence; and  (d) the name, telephone number and fax number of the employer, contractor or owner or a person designated by the employer, contractor or owner to be contacted for additional information.  (4) An employer, contractor or owner shall provide each co-chairperson or the representative with a copy of the notice required by subsection (2). | (1) In this section, “dangerous occurrence” means any occurrence that does not result in, but could have resulted in, a condition or circumstance set out in subsection 8(1), and includes:  (a) the structural failure or collapse of:  (i) a structure, scaffold, temporary falsework or concrete formwork; or  (ii) all or any part of an excavated shaft, tunnel, caisson, coffer dam,  trench or excavation;  (b) the failure of a crane or hoist or the overturning of a crane or unit of  powered mobile equipment;  (c) an accidental contact with an energized electrical conductor;  (d) the bursting of a grinding wheel;  (e) an uncontrolled spill or escape of a toxic, corrosive or explosive substance;  (f) a premature detonation or accidental detonation of explosives;  (g) the failure of an elevated or suspended platform; and  (h) the failure of an atmosphere-supplying respirator. | None – general information for committee |

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| **3-17** | Inspection of place of employment | All committees | (1) An employer, contractor or owner shall enable members of a committee or a representative to inspect a place of employment at reasonable intervals determined by the committee or the representative and employer.  (2) On written notice by the committee or the representative of an unsafe condition or a contravention of the Act or any regulations made pursuant to the Act, the employer, contractor or owner shall:  (a) take immediate steps to protect the health and safety of any worker who may be at risk until the unsafe condition is corrected or the contravention is remedied;  (b) as soon as possible, take suitable actions to correct the unsafe condition or remedy the contravention; and  (c) inform the committee or the representative in writing of:  (i) the actions that the employer, contractor or owner has taken or will take pursuant to clause (b); or  (ii) if the employer, contractor or owner has not taken any actions  pursuant to clause (b), the employer’s, contractor’s or owner’s reasons for not taking action. |  | Has your OHC reviewed their inspection schedule recently?  Does your OHC schedule need revising?  Does the employer   * Take immediate action to protect workers? * Take action ASAP to correct unsafe conditions? * Inform the OHC of the actions taken and/ or explain why actions weren’t taken? |
| **3-18** | Investigations of certain accidents | All committees | (1) Subject to section 30, an employer shall ensure that every accident that causes or may cause the death of a worker or that requires a worker to be admitted to a hospital as an in-patient for a period of 24 hours or more is investigated as soon as is reasonably possible by:  (a) the co-chairpersons or their designates;  (b) the employer and the representative; or  (c) where there is no committee or representative, the employer.  (2) After the investigation of an accident, an employer, in consultation with the co-chairpersons or their designates, or with the representative, shall prepare a written report that includes:  (a) a description of the accident;  (b) any graphics, photographs or other evidence that may assist in determining the cause or causes of the accident;  (c) an explanation of the cause or causes of the accident;  (d) the immediate corrective action taken; and  (e) any long-term action that will be taken to prevent the occurrence of a similar accident or the reasons for not taking action. |  | None – general information for committee |
| **3-19** | Prohibition re scene of accident | All committees | (1) Unless expressly authorized by statute or by subsection (2), no person shall, except for the purpose of saving life or relieving human suffering, interfere with, destroy, carry away or alter the position of any wreckage, article, document or thing at the scene of or connected with an accident causing a death until an officer has completed an investigation of the circumstances surrounding the accident.  (2) Where an accident causing a death occurs and an officer is not able to complete an investigation of the circumstances surrounding the accident, an officer may, unless prohibited by statute, grant permission to move the wreckage, articles and things at the scene or connected with the accident to any extent that may be necessary to allow the work to proceed, if:  (a) graphics, photographs or other evidence showing details at the scene of the accident are made before the officer grants permission; and  (b) the co-chairpersons of a committee or the representative for the place of employment at which the accident occurred or their designates have inspected the site of the accident and agreed that the wreckage, article or thing may be moved. |  | None – general information for committee |
| **3-20** | Investigation of dangerous occurrences | All committees | (1) An employer, contractor or owner shall ensure that every dangerous occurrence described in subsection 9(1) is investigated as soon as is reasonably possible by:  (a) the co-chairpersons or their designates;  (b) the employer, contractor or owner and the representative; or  (c) where there is no committee or representative, the employer, contractor or owner.  (2) After the investigation of a dangerous occurrence, an employer, contractor or owner, in consultation with the co-chairpersons or their designates or with the representative, shall prepare a written report that includes:  (a) a description of the dangerous occurrence;  (b) any graphics, photographs or other evidence that may assist in determining the cause or causes of the dangerous occurrence;  (c) an explanation of the cause or causes of the dangerous occurrence;  (d) the immediate corrective action taken; and  (e) any long-term action that will be taken to prevent the occurrence of a similar dangerous occurrence or the reasons for not taking action. | 9(1) In this section, “dangerous occurrence” means any occurrence that does not result in, but could have resulted in, a condition or circumstance set out in subsection 8(1), and includes:  (a) the structural failure or collapse of:  (i) a structure, scaffold, temporary falsework or concrete formwork; or  (ii) all or any part of an excavated shaft, tunnel, caisson, coffer dam,  trench or excavation;  (b) the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;  (c) an accidental contact with an energized electrical conductor;  (d) the bursting of a grinding wheel;  (e) an uncontrolled spill or escape of a toxic, corrosive or explosive substance;  (f) a premature detonation or accidental detonation of explosives;  (g) the failure of an elevated or suspended platform; and  (h) the failure of an atmosphere-supplying respirator. | None – general information for committee |
| **3-21** | Injuries requiring medical treatment | All committees | An employer or contractor shall report to the co-chairpersons, the representative or their designates any lost-time injury at the place of employment that results in a worker receiving medical treatment and allow the co-chairpersons, the representative or their designates a reasonable opportunity to review the lost-time injury during normal working hours and without loss of pay or other benefits |  | Are your OHC co-chairs informed of time loss injuries?  Are your OHC co-chairs provided reasonable opportunity to investigate the incident? |
| **30-4** | Covers for switches, receptacles, connections, etc. | All committees | An employer or contractor shall ensure that:  (a) all switches, receptacles, luminaires and junction boxes are fitted with a cover that is approved for the intended use and location of the cover;  (b) all wire joints or connections are:  (i) fitted with an approved cap or other approved cover;  (ii) enclosed in an approved box; or  (iii) where the wire joints or connections are not permanently installed, protected from damage by another approved means; and  (c) all dead, abandoned or disused electrical conductors or equipment are removed from the place of employment or disconnected and secured to prevent inadvertent energization. |  | Are all switches, receptacles, lights and junction boxes fitted with approved covers?  Are permanent wire joints/connections fitted with an approved cap/cover, or enclosed in an approved box?  If temporary, are wire joints/connections protected from damage?  Are all dead/abandoned/disused electrical conductors   * Removed? * Disconnected and secured? |
| **30-5** | Electrical equipment in tunnel or manhole | All committees | Where electrical equipment is installed in a tunnel or manhole, an employer or contractor shall ensure, where reasonably practicable, that:  (a) the tunnel or manhole is kept clear of water; and  (b) the electrical equipment is protected from physical or mechanical damage. | “reasonably practicable” means practicable unless the person on whom a duty is placed can show that there is a gross disproportion between the benefit of the duty and the cost, in time, trouble and money, of the measures to secure the duty | Are tunnels/manholes with electrical equipment kept clear of water?  Is electrical equipment in tunnels/manholes protected from physical/mechanical damage? |
| **30-6** | Luminaires | All committees | An employer or contractor shall ensure that a luminaire that is located at a height of less than 2.1 metres above a working or walking surface is protected against physical or mechanical damage by installation of a safeguard or the location of the luminaire. |  | Are lights less than 2.1 meters above a working or walking surface protected by a cover/cage? |
| **30-8** | Portable power cables and cable couplers | All committees | (1) An employer or contractor shall ensure that every portable power cable and cable coupler is:  (a) protected from physical or mechanical damage; and  (b) inspected by a competent person at intervals that are sufficient to protect the health and safety of workers.  (2) An employer or contractor shall ensure that:  (a) where any unsafe condition is identified in a portable power cable or cable coupler, the portable power cable or the cable coupler is repaired or taken out of service; and  (b) every splice in a portable power cable is sufficiently strong and adequately insulated to retain the mechanical and dielectric strength of the original cable.  (3) A worker shall take all reasonably practicable steps not to drive equipment over, or otherwise damage, a portable power cable or cable coupler. | “competent” means possessing knowledge, experience and training to perform a specific duty | Does your site use portable power cables and cable couplers?  If yes, are the   * Protected from physical/mechanical damage? * Inspected at sufficient intervals? * Inspected by a competent person?   When an unsafe condition is identified, does the employer repair it or take it out of service?  When they are repaired, is the initial integrity of the cable maintained? |
| **30-9** | Portable luminaires | All committees | (1) Where a portable luminaire is used, an employer or contractor shall ensure that:  (a) the electrical extension cord and fittings are approved for the intended use and location of the extension cord and fittings and are properly maintained; and  (b) the electrical extension cord is not used to supply power to any equipment other than the portable luminaire unless the cord meets the requirements of section 456.  (2) An employer or contractor shall ensure that a portable luminaire used in a damp location or in a metallic enclosure, including a drum, tank, vessel or boiler:  (a) is operated at a potential of not more than 12 volts; or  (b) is supplied by a circuit that is protected by a class A ground fault circuit interrupter. | 456 An employer or contractor shall ensure that an electrical extension or power supply cord used for supplying energy to any electrical equipment:  (a) is approved for the intended use and location of the electrical extension or power supply cord;  (b) is fitted with approved cord end attachment devices that are installed in an approved manner;  (c) is provided with a grounding conductor; and  (d) is maintained and protected from physical or mechanical damage. | Are portable lights used in your facility?  If yes, are the extension cord and fittings appropriate for the use and location?  Are other items connected to the extension/power cord?  If yes, does the extension/power cord meet the requirements of OH&S regulation section 456? |
| **30-10** | Exposed metal parts | All committees | An employer or contractor shall ensure that every exposed metal part of portable electrical equipment that is not designed to carry electrical current is connected to ground unless:  (a) the electrical equipment is of an approved, double-insulated type and is clearly marked as such;  (b) power is supplied to the equipment through an isolating transformer having a non-grounded secondary of not more than 50 volts potential;  (c) power is supplied to the equipment through a class A ground fault circuit interrupter; or  (d) power is supplied to the equipment from a battery of not over 50 volts potential. |  | All exposed metal parts of portable electrical equipment not designed to carry current grounded?  If not,   * Are they clearly marked as approved double-insulating? * Is power supplied through an isolating transformer with a non-grounded secondary less than 50 volts? * Is power supplied through a class A ground fault circuit interrupter? * Is power supplied from a battery with less than 50 volts potential? |
| **30-11** | Portable electric power plants | All committees | (1) An employer, contractor or supplier shall ensure that:  (a) a portable electric power plant that is operated at voltages exceeding 240 volts to ground or is rated in excess of 12.0 kilovolt-amperes is connected to ground in a manner approved pursuant to *The Electrical Inspection Act, 1993;*  and  (b) all electrical equipment connected to an ungrounded portable electric power plant:  (i) is of the double insulated type; and  (ii) is clearly marked as being of the double insulated type or is supplied from a class A ground fault interrupting device.  (2) Subsection (1) does not apply if the electrical energy is used for electric arc welding. | *The Electrical Inspection Act, 1993* | Do you have portable electric power plants that operate over 240 volts to ground? How about 12.0 kilovolts?  If yes, are they connected to the ground in an approved manner?  If they are not connected to the ground in an approved manner, are they   * Double insulated? * Clearly marked as double insulated or supplied from a class A ground fault interrupting device? |
| **30-12** | Electrical panels | All committees | An employer or contractor shall ensure that every electrical panel is:  (a) approved for the intended use and location of the electrical panel;  (b) protected from physical or mechanical damage;  (c) readily accessible; and  (d) fitted with an approved cover that has an approved filler in any unused opening. | None | Are your electrical panels   * Approved for the intended use and location? * Protected from physical and mechanical damage? * Readily accessible? * Fitted with an approved cover with an approved filler in any unused opening? |
| **30-13** | High voltage switchgear and transformers | All committees | (1) An employer or contractor shall ensure that a place where electrical switchgear or transformers operating at high voltage are housed is:  (a) guarded;  (b) kept free of extraneous material; and  (c) adequately ventilated.  (2) Where high voltage switchgear or transformers are housed, an employer or contractor shall post a warning sign that:  (a) indicates the highest voltage in use; and  (b) states that access is restricted to authorized persons only. |  | Are electrical switchgears/transformers   * Guarded? * Kept free of extra materials? * Adequately ventilated?   Are warning signs posted stating high voltage in use and restricted access to authorized personnel only? |
| **30-14** | Fire extinguishers | All committees | An employer or contractor shall ensure that a fire extinguisher approved for Class C fires is readily available to workers working on or near energized high voltage electrical equipment. | None | Are class C fire extinguishers needed?  If yes, are they readily available? |
| **30-15** | Grounding of equipment before work begins | All committees | Before any work, other than work to which subsection 465(4) applies, begins on an electrical conductor or electrical equipment and during the progress of that work, an employer or contractor shall ensure that:  (a) the electrical conductor or electrical equipment is isolated, locked out and connected to ground; or  (b) other effective procedures are taken to ensure the safety of the workers. | None | Are electrical conductors/equipment isolated, locked out and connected to a ground prior to work beginning and during the work?  If no, what other procedures are implemented to keep workers safe? |
| **30-16** | Proximity to exposed energized high voltage electrical conductors | All committees | (1.1) An employer or contractor shall ensure that a qualified electrical worker has had approved training in high voltage safety.  (1.2) No qualified electrical worker shall undertake high voltage electrical work unless the worker:  (a) has written proof of approved training in high voltage electrical safety; and  (b) has that written proof of approved training readily accessible at all times while working near energized high voltage electrical conductors.  (2) Except as otherwise provided in this section, an employer or contractor shall ensure that no worker works, no material is piled, stored or handled, no scaffold is erected or dismantled and no equipment or powered mobile equipment is used or operated within the minimum distance from any exposed energized electrical conductor set out in column 1 of Table 19 of the Appendix.  (2.1) Subsection (2) does not apply to a worker who is undertaking a specific one‑time activity under the direct supervision of a qualified electrical worker.  (3) An employer or contractor shall ensure that no worker who is at ground potential approaches an exposed energized electrical conductor closer than the minimum distance set out in column 2 of Table 19 of the Appendix.  (4) An employer or contractor shall ensure that only a qualified electrical worker works closer to an exposed energized electrical conductor than the minimum distance set out in column 2 of Table 19 of the Appendix.  (5) Where a qualified electrical worker works closer to an exposed energized electrical conductor than the minimum distance set out in column 2 of Table 19 of the Appendix, an employer or contractor shall ensure that:  (a) the qualified electrical worker:  (i) performs the work in accordance with written instructions for a safe work procedure that have been developed and signed by a competent person who has been appointed by the employer or contractor for that purpose;  (ii) uses equipment that is approved for the intended use of the equipment; and  (iii) uses personal protective equipment that meets the requirements of Part VII; or  (b) the conductor is operating at 25 kilovolts or less and is fitted with rubber and rubber-like insulating barriers that meet the requirements of an approved standard.  (6) An employer or contractor shall ensure that no part of a vehicle is operated on a public road, highway, street, lane or alley within the minimum distance from an exposed energized electrical conductor set out in column 3 of Table 19 of the Appendix and that no part of a vehicle’s load comes within the minimum distance.  (7) An employer or contractor shall ensure that no utility tree trimmer works within the minimum distance from an exposed energized electrical conductor set out in:  (a) column 4 of Table 19 of the Appendix for utility tree trimmers using conducting objects exposed to energized parts;  (b) column 5 of Table 19 of the Appendix for utility tree trimmers using rated tools exposed to energized parts;  (c) column 6 of Table 19 of the Appendix for utility tree trimmers using rated insulating booms. | (1) In this section:  (a) “applied science technologist” means an applied science technologist who is registered pursuant to *The Saskatchewan Applied Science Technologists and Technicians Act* and whose registration has not been suspended or cancelled;  (b) “certified technician” means a certified technician who is registered pursuant to The Saskatchewan Applied Science Technologists and Technicians Act and whose registration has not been suspended or cancelled;  (c) “qualified electrical worker” means:  (i) the holder of a journeyperson’s certificate in the electrician trade issued pursuant to *The Apprenticeship and Trade Certification Act, 1999*, and includes an apprentice in the trade while under the supervision of a journeyperson;  (ii) the holder of a journeyperson’s certificate in the power lineperson trade issued pursuant to The Apprenticeship and Trade Certification Act, 1999, and includes an apprentice in the trade while under the supervision of a journeyperson; or  (iii) for the purpose of design, calibrating of equipment, inspection, monitoring, testing, and commissioning of equipment in high voltage installations, electrical engineers, applied science technologists or certified technicians who have achieved professional certification within an electrical, electronics, industrial or instrumentation discipline;  (d) “utility tree trimmer” means a person who has successfully completed a course that has been approved for the purposes of this section.  TABLE 19  [Section 30-16]  Minimum Distances from Exposed Energized High Voltage Electrical Conductors | Is work performed on exposed energized high voltage electrical conductors at your site?  If yes, is it performed by a qualified electrical worker with high voltage training?  Are requirements in Table 19 being followed? |
| **466** | Exposed energized electrical conductors operating at certain voltages | All committees | Where work is being carried out in proximity to exposed energized electrical conductors operating at 31 to 750 volts, an employer or contractor shall ensure that the work is carried out so that accidental contact with the energized electrical conductor by any worker is prevented. | None | Does the employer have procedures to ensure work on energized electrical conductors between 31-750 volts is done safely? |
| **30-17** | Emergency program | All committees | (1) Where an electrical worker may come in contact with an exposed energized electrical conductor and that contact may affect the health or safety of the worker, an employer or contractor shall develop and implement an emergency program that sets out the procedures to be followed in the event of that contact.  (2) An emergency program developed pursuant to subsection (1) must include procedures:  (a) to rescue a worker who has come into contact with a live conductor;  (b) to administer first aid to a worker who has sustained an electric shock; and  (c) to obtain medical assistance.  (3) An employer or contractor shall ensure that the workers are adequately trained to implement the emergency program. |  | Does the employer have an emergency program for electrical exposure/contact?  Are workers adequately trained on the emergency program? |

Incident Investigation

|  |  |  |
| --- | --- | --- |
| 1. Are all workplace incidents investigated? | Yes | No |
| 1. When incidents require hospitalization for more than 24 hours, |  |  |
| are investigations completed with Managers, Employees and OHC co-chairs? | Yes | No |
| 1. Are there formal procedures for investigations and incident reporting? | Yes | No |
| 1. Are workers and supervisors trained in those procedures? | Yes | No |
| 1. Are staff required to report incidents and near misses on a |  |  |
| standardized form? | Yes | No |
| 1. Do staff report |  |  |
| a. Incidents? | Yes | No |
| b. Near misses? | Yes | No |
| 1. Does the OHC review incidents and make recommendations? | Yes | No |
| If yes; |  |  |
| a. Does the employer respond to the recommendations? | Yes | No |
| b. Does the OHC follow up to ensure actions are implemented? | Yes | No |
| 1. Does the incident report include the identification of all |  |  |
| causes of an incident? | Yes | No |

Occupational Illness and Injury Analysis

|  |  |  |
| --- | --- | --- |
| 1. Are workplace injuries and occupational illnesses analyzed? | Yes | No |
| 1. Is the analysis distributed to:    1. Senior Management? | Yes | No |
| * 1. Management? | Yes | No |
| c. OHC?   1. If yes, how often is the analysis distributed to: (circle one) | Yes | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Senior Management - |  | Quarterly | Bi-annually | Annually |
| Management - |  | Quarterly | Bi-annually | Annually |
| The OHC - |  | Quarterly | Bi-annually | Annually |

|  |  |  |
| --- | --- | --- |
| 1. Does management effectively use the analysis to identify |  | |
| where corrective action is required? | Yes | No |
| 1. Are incidents requiring special attention reported to |  |  |
| senior management on a regular basis? | Yes | No |
| 1. Is there a written post-injury procedure? | Yes | No |
| 1. Are there written procedures for obtaining medical attention? | Yes | No |

Return to Work

|  |  |  |
| --- | --- | --- |
| 1. Does the employer have a policy/procedure for returning employees to |  |  |
| work when they have medical limitations? | Yes | No |
| 1. Have you ever participated in a group discussion to help |  |  |
| design/implement accommodations for a co-worker who is |  |  |
| returning to work with restrictions? | Yes | No |
| 1. Does your job have a job description? | Yes | No |
| 1. Is there a written policy/procedure to follow for sick leave? | Yes | No |
| 1. Is there a written policy/procedure on completing a |  |  |
| workplace incident report? | Yes | No |
| 1. Does the OHC investigate workplace incidents? | Yes | No |
| 1. Does the union assist with returning employees to work when |  |  |
| they have an illness or restrictions? | Yes | No |

Policy Review

## Workplace Incident Reporting and Investigation

Refusal to Work

What should these policies address? These policies should:

Outline the employer’s plan to investigate:

* + Accidents, including
    - Incidents that cause or could cause death;
    - Incidents that require someone to be hospitalized for more than 24 hours; and
    - Incidents that require someone to be hospitalized for more than 72 hours.
  + Dangerous occurrences
    - Dangerous occurrences are defined in OH&S regulation section 9.
  + Work Refusals