



Safety Program Elements

STEP 1 – THE WORKPLACE SAFETY ASSESSMENT

An Industrial Safety Trainers Inc. consultant will visit your workplace and do the following:

1. Conduct a physical tour of your workplace.
2. We will be looking at the various types of work activity that your staff performs.
3. We will be looking at the kinds of equipment that are used in your workplace.
4. We will look at how your company is measuring up to current OSHA Safety Standards.
5. We will determine what safety rules and procedures we need to inject into your program.
6. We will offer suggestions to help you with meeting compliance and educate those in attendance as to what the laws require and how they may apply to your workplace.

We will then meet with those people in your company that are the most knowledgeable about how the company's policies and procedures are being managed as they pertain to Workplace Safety. We will also conduct a gap analysis of your current safety program (if any).

How long does this take?

- ◆ Typically we will be on site for 3 to 4 hours

Who should attend?

- ◆ We recommend that you have as many Senior Management, Supervisors and Health and Safety Reps attend as possible. As these people will all be key players in implementing and maintaining the company's managed Safety Program, there is a huge benefit to having them involved from the beginning.

After this meeting, we proceed to the next step in the development of your safety program, which involves taking all that we have learned from your company during the assessment and start pulling it all together.

STEP 2 – THE DEVELOPMENT OF YOUR SAFETY PROGRAM

We will develop your safety program at our office. This involves several steps, first the consultant will write your program, injecting all the pertinent information that was gathered during the assessment, and prepare all the supplementary manuals. Next your program is sent to another consultant for review to ensure all the necessary elements have been captured. Once your program has been reviewed, it is sent to our in-house printers to be printed and assembled. Your program is then reviewed a final time for errors, before your CD version of the program is burned. Then the final step in the development stage is the consultant prepares an Implementation Action Plan to be given to you along with your completed Health and Safety Program manuals.



STEP 3 – ROLL OUT OF YOUR SAFETY PROGRAM TO MANAGEMENT TEAM AND SAFETY REPS.

The Roll out of your safety program to your Managers and Safety Reps is a critical step in the implementation of your safety program.

This is when we meet with as many Managers, Supervisors and Safety Reps as are available for about 3 to 4 hours. During this meeting we will project your main Health and Safety manual onto a wall or screen. We then do a summary review of each section of your program. We will explain the importance or purpose of each section, what needs to be done with that section, and who typically is responsible for elements found within that policy or procedure.

We will then meet with various workplace parties and discuss what their role will be in regards to the various policies and procedures. The process for the second half of the day is generally determined in consultation with the Employer or Manager at the beginning of the day. Generally we would like to do the following:

- Meet with the Safety Reps, and review their binder, and ensure that they understand the forms and templates that are included in your program. We want to make sure they understand what they are expected to do with regards to posted materials, monthly inspections, accident investigations, Safety meetings and concerns of management and other workers with regards to safety.
- Meet with whoever will be designated as your Health and Safety Coordinator, and review with them the Implementation Action plan prepared for your company to ensure that they understand how that document is to be used.
- Meet with whoever is responsible for the hiring of new staff and ensure that they understand what the hiring process should look like under the new safety program outline.
- Answer any questions raised by any member of your company.

How long does this take?

- We will be on site for most of the day.

Who should attend?

- As many Managers, Supervisors, HR Department and Safety Representatives as possible. For those that cannot attend, it will be your responsibility to bring them up to speed. This can be done by conducting a second roll out, to be facilitated by your consultant or you may elect to do it on your own.



STEP 4 – EMPLOYEE ROLL OUT – ROLL OUT OF THE SAFETY PROGRAM'S POLICIES AND PROCEDURES THAT WOULD APPLY TO YOUR STAFF.

In your safety program, there are a number of policies and procedures that need to be explained to your staff and this training must be documented. During this Employee Roll Out we cover off the pages found within your new Employee Orientation handbook.

How long does this take?

We typically take about 3 hours to deliver the employee orientation handbook to your staff. This includes a discussion as to why we are there, the importance of working safely and the responsibilities of all workplace parties.

We are available for the entire day. You can choose to take advantage of our attendance in a number of ways. Depending on how many staff you wish to train and your scheduling needs, you may do any of the following:

- ◆ Conduct 2 employee rollouts in one day (3 hours each session).
- ◆ Conduct 1 employee roll out, and add in other training or safety talks such as:
 - Manual Material Handling,
 - House Keeping,
 - Do a documented safety inspection with your safety reps
 - Facilitate your JHSC safety meeting and ensure they understand what needs to be documented and understand the flow of paperwork that is generated
 - Address any other safety issue that needs to be discussed with workers

STEP 5 – SIX (6) MONTH REVIEW

This is where our consultant will come back to your workplace for up to 8 hours and review your progress of implementing your safety program. During their visit, they will check to see that you are doing certain program elements correctly. This will involve meeting with various workplace parties and discussing with them where they are as far as implementing program elements and offer suggestions to keep them on track. The format of what this day will look like will be discussed with you prior to the consultant's visit.

During this visit, you can also choose to have the consultant attend the monthly safety inspection or safety meeting.



STEP 6 – (OPTIONAL) – ANNUAL REVIEW

This where we come back into your workplace about a year after your program was first delivered to you, and every year thereafter to conduct a documented audit of your Managed Safety Program.

We will provide you with a written “Report Card” of where your company is as far as meeting compliance at the time of the audit. This assessment will include a documented safety inspection of your workplace.

The report provided to you is an excellent means of ensuring that you will always meet compliance with Ontario’s safety laws. This will also give us an opportunity to update your program with new forms, templates and inject any new laws or regulations into your program to ensure it is always current.

A lot of companies will also use this report as a tool to support a performance evaluation of their management team.