

Appendix A

How to Prepare an Occupational Health and Safety Policy

A policy statement by senior management is an effective way to communicate the organization's commitment to worker health and safety. Senior management attitudes, relationships between management and labour, community interests and technology all combine to play a part in determining how health and safety are viewed and addressed in the workplace.

Workplaces with exceptional health and safety records have established a clear line of responsibility for correcting health and safety concerns. This action enhances working relationships between management and labour.

Under the *Act*, an employer must prepare and review at least annually a written occupational health and safety policy, and must develop and maintain a program to implement that policy [section 25(2)(j)].

A clear, concise policy statement should reflect management's commitment, support and attitude to the health and safety program for the protection of workers. This statement should be signed by the highest level of management at the workplace, thus indicating senior management commitment.

An example of a good health and safety policy follows:

Health and Safety Policy

Management of _____ is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. _____ will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

_____ as employer, is ultimately responsible for worker health and safety. As president (or owner/operator, chairperson, chief executive officer, etc.) of _____, I give you my personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Signed: _____

President

In addition to preparing a health and safety policy like the one above, the employer must also have a program in place to implement that policy. This program will vary, depending upon the hazards encountered in a particular workplace. Program elements may include all or some of the following:

- 1) Worker training (e.g., new employees, WHMIS, new job procedures)
- 2) Workplace inspections and hazard analysis

- 3) Analysis of the accidents and illnesses occurring at the workplace
- 4) A health and safety budget
- 5) A formal means of communication to address promptly the concerns of workers
- 6) Confined space entry procedure
- 7) Lock-out procedure
- 8) Machine guarding
- 9) Material-handling practices and procedures
- 10) Maintenance and repairs
- 11) Housekeeping
- 12) Protective equipment
- 13) Emergency procedures
- 14) First-aid and rescue procedures
- 15) Electrical safety
- 16) Fire prevention
- 17) Engineering controls (e.g., ventilation)

This is not a comprehensive list.