

# Index

## Legend:

App. = Appendix, Appendices;  
OH&S = Occupational health and safety;  
MOL = Ministry of Labour;  
SWP = Safe work practices

### **ACCIDENT AND INCIDENT INVESTIGATIONS**

Audits, A.2(2), A.2(3)  
Checklist for, App. 6  
Investigation procedures,  
2.12(3), 2.12(4) & 2.12(6)  
Investigation reports, App. 7-9  
Responsibilities, 2.12(5),  
App. 20

### **ADMINISTRATION OF OH&S ACT, *See* OH&S ACT**

### **AGENDAS – JOINT HEALTH AND SAFETY COMMITTEE**

Sample agenda, App. 4  
Sample agenda items, App. 5

### **ASSESSMENT FORM, OHS PROGRAM, 2.1**

### **CELL PHONES & DRIVING, 2.19**

### **CHEMICALS/BIOLOGICAL SUBSTANCES, *See* HAZARDOUS MATERIALS**

Hazardous materials management guide, 5.1  
Safe work practice guidelines,  
6.2

### **CHIEF PREVENTION OFFICER, 1.5**

### **COMMUNICATION, HEALTH AND SAFETY, 2.5**

### **CONFINED SPACES**

Consultation, 7.9(8)  
Definitions, 7.9(3)  
Documentation, 7.9(6)  
Entry permit system, 7.9(5)5,  
App. 1(3)  
Information sharing, 7.9(7)  
Procedures and Entry Permit  
flow chart, Table 7.2  
Procedures, pre-entry &  
entry, 7.10  
Program elements, 7.9(5)  
Program review, 7.9(9)  
Responsibilities, 2.1, 3.1, 4.2,  
5.3, 7.9(4), 7.9(5)  
Sample policy, 7.9  
Worker training, 7.9(5)4, 7.9(8)

### **CONTRACTING OF SERVICES**

Culture, OHS, A.3  
Procedures, construction  
projects, 2.8(3)(c)  
Procedures, general, 2.8(3)(a)  
Procedures, non-construction,  
2.8(3)(b)

Responsibilities, allocation of, App. 20	Fire, <i>See</i> <b>FIRE SAFETY</b>
Safety rules and precautions, 2.8(3)(c)(iv), 2.8(3)(c)(v), 2.8(3)(c)(vi)	Injuries, serious, 3.3
<b>CONSTRUCTION PROJECTS</b>	Plan procedures, 3.1, App. 20
Sample policy, 2.8	Weather conditions, severe, 3.4
Service contractors, 2.8(3)(b)	<b>EQUIPMENT, <i>See</i> MACHINERY &amp; EQUIPMENT</b>
Suspended work platforms, 6.2(6)	<b>FINES, OHS VIOLATIONS, A.1</b>
Project contractors (construction), 2.8(3)(c)	<b>FIRE SAFETY</b>
<b>DANGEROUS, HAZARDOUS PROCESSES, 6.2(12)</b>	Fire drills, 3.6(7)
<b>DEFINITIONS (OHS Act), App. 1(1)</b>	Flammable liquids, storage and handling, 7.3
<b>DISCIPLINE, 2.6</b>	Prevention, general, 3.6(1)
<b>DRIVING, CELL PHONE. <i>See</i> CELL PHONES &amp; DRIVING</b>	Procedures, 3.6(2) to (6), (8) & (9), App. 20
<b>DUE DILIGENCE, A.4</b>	Procedures for service contractors, 2.8(3)(c)(v)
<b>EARLY RETURN TO WORK, <i>See</i> MODIFIED WORK PROGRAM</b>	<b>FIRST AID, 2.11, App. 20</b>
<b>EDUCATION AND TRAINING</b>	<b>FLAMMABLE LIQUIDS</b>
Assessing existing safety training programs for equivalency, App. 24	Sample policy/procedures, 7.3
Awareness training, 1.5, 2.4	<b>GAS WELDING AND CUTTING, 6.2(18)</b>
Certification, App. 28	<b>GLOBALLY HARMONIZED SYSTEM FOR THE CLASSIFICATION OF CHEMICALS (GHS), 5.0-5.2</b>
Committees, 2.1(4)	Notes, 5.2(4)
Policy & procedures, 2.4	<b>GUARDING</b>
Responsibilities, 2.4(3), App. 20	Sample Policy/Procedures, 7.6
Training records, App. 10	<b>HARASSMENT PREVENTION, 2.17A, App. 27</b>
WHMIS training, 5.2	<b>HAZARD MANAGEMENT</b>
<b>ELECTRICAL SAFETY</b>	Hazard assessment, 2.9(3)(e)
Lockout, 7.2(4)(b),(c) & (d), App. 1(3)	Hazard control, 2.9(3)(f)
Sample policy/procedures, 7.2	Hazard identification procedures, 2.9(3)(a)
<b>EMERGENCIES</b>	Hazard reporting procedure, 2.9(3)(d), App. 21
Bomb threats, 3.5	Job task analysis, 2.9(3)(b), App. 14
Evacuation, 3.2	Purchasing procedures, 2.9(3)(c)

## INDEX

- Responsibilities, 2.9(5), 2.10(3), App. 20
  - Risk assessment, 6.3
  - Workplace inspections, 2.10, 2.10(4), App. 15
- HEALTH HAZARDS**
- Policy/procedures, 4.1
- HAZARDOUS MATERIALS**
- Compressed gas cylinders, 6.2(9)
  - Flammable liquids, storage and handling, 7.3
  - Hygiene facilities (SWP), 6.2(15)
  - Inventory, 5.3, 5.4, App. 11
  - Management guide, 5.1, App. 20
  - OH&S management systems, A.2
  - Piping systems (SWP), 6.2(11)
  - Ventilation (SWP), 6.2(17)
  - WHMIS compliance checklist, App. 26
  - WHMIS training checklist, App. 26
- HEARING PROTECTION**, 4.2, App. 20
- HOUSEKEEPING**
- Evaluation checklist, App. 19
  - Lighting (SWP), 6.2(7)
  - Policy and procedures, 7.1
  - Vehicle traffic (SWP), 6.2(5)
  - Work clearances (SWP), 6.2(1)
- INCIDENT**, 2.21
- INCIDENT INVESTIGATION**, 2.21, App. 7-9
- INSPECTIONS**
- Daily housekeeping checklist, App. 18
  - Daily safety checklist, App. 17
  - Physical conditions, sample checklist, App. 15
  - Workplace, 2.10, App. 15, 17-19
- INSPECTORS, MOL**
- MOL inspectors:
    - powers of, 1.1
    - procedures for dealing with, 1.4
- INVENTORY, HAZARDOUS MATERIALS**, App. 11
- JOB SAFETY ANALYSIS**, App. 14
- JOINT HEALTH AND SAFETY COMMITTEES**
- Agendas, sample, App. 4
  - Certified members, right to stop work, 2.14
  - Responsibilities, 2.3(5), App. 20
  - Sample policy/procedures, 2.3
  - Terms of reference, 2.3(3), App. 3
- LADDERS**, 6.2(4)
- Fixed access (SWP), 6.2(3)
  - Portable (SWP), 6.2(4)
- LEADING INDICATORS**, 2.21
- LEGAL COMPLIANCE, GENERAL, POLICY STATEMENT**, A.5(1)
- LEGAL TERMS AND THEIR MEANING**, App. 1(4)
- LIFTING DEVICES**
- Sample policy/procedures, 7.4
- LOCKOUT/TAGOUT**
- Sample policy/procedures, 7.5
- MACHINERY & EQUIPMENT**
- Grinding wheels (SWP), 6.2(8)
  - Guardrails (SWP), 6.2(2)
  - Guarding, sample policy/procedures, 7.6, 7.8(4)(b)
  - Lifting devices, 7.4
  - Lockout/tagout procedures, 7.5
  - Maintenance and repairs:
    - Policy and procedures, 7.7
    - Safe work practices, 6.2
  - Mobile equipment (SWP), 6.2(10)
- MAINTENANCE AND REPAIRS**

<p>Sample policy/procedures, 7.7(1)</p> <p><b>MATERIAL HANDLING</b>                  Sample policy/procedures, 7.8                  Lifting devices, 7.4                  Manual lifting (SWP), 6.2(14)</p> <p><b>MEASURING SAFETY PERFORMANCE</b>, 2.21</p> <p><b>MODIFIED WORK PROGRAM</b>                  Physical demands analysis, App. 13                  Policy and procedures, 2.15                  Responsibilities, 2.15(5), App. 20</p> <p><b>MUSCULOSKELETAL INJURY PREVENTION</b>, 2.21</p> <p><b>NEEDLE SAFETY</b>                  Health care, needle safety, 2.18</p> <p><b>OCCUPATIONAL HEALTH HAZARDS</b>                  Assessment and control, 4.1(4), App. 20                  Noise control, 4.2                  Psychological health, 4.4                  Respiratory protection, 4.3</p> <p><b>OH&amp;S ACT</b>                  Administration of, 1.0                  Appeal procedures, 1.2                  Definitions, App. 1(1), 1(2)                  Right to refuse work, 2.13                  Right to stop work, 2.14                  Training requirements, App. 20A                  Workplace injuries, notices to MOL, 2.12(5)</p> <p><b>OH&amp;S MANAGEMENT SYSTEMS</b>, A.2</p> <p><b>OH&amp;S PROGRAMS</b>                  Assessment of, 2.0, 2.1                  Communications, 2.5                  Discipline and enforcement, 2.6                  General safety rules, 6.1                  Policy statement, 2.2(1), App. 2</p>	<p>Roles and responsibilities, 2.2(3), App. 20</p> <p><b>OH&amp;S RESOURCES</b>, App. 22, 23</p> <p><b>OHS POLICY, ROLES AND RESPONSIBILITIES</b>, 2.2</p> <p><b>OHS POLICY STATEMENT</b>, App. 2(1)</p> <p><b>PERSONAL PROTECTIVE EQUIPMENT</b>                  Equipment standards, 2.20(4)(a)                  Maintenance and care, 2.20(4)(c), 2.20(4)(d)                  Respiratory protection program, 4.3                  Responsibilities, App. 20                  Worker training, 2.20(5)</p> <p><b>POLICY STATEMENT (OHS)</b>, App. 2(1)</p> <p><b>POST TRAUMATIC STRESS SYNDROME (PTSD)</b>, 4.4(1)</p> <p><b>PRE-START HEALTH &amp; SAFETY REVIEW</b>                  Procedures for, 2.7(3), Figures 1-6                  Requirement for, 2.7(2)                  Responsibilities, 2.7(5), App. 20</p> <p><b>PREVENTION ROLES, MOL</b>                  Prevention council, 1.5                  Prevention structure, 1.5                  Prevention organization, Ministry of Labour, 1.5</p> <p><b>PROCESSES</b>                  Dangerous and hazardous processes (SWP), 6.2(12)                  Painting (SWP), 6.2(20)</p> <p><b>PROSECUTIONS AND PENALTIES</b>, 1.3</p> <p><b>PSYCHOLOGICAL HEALTH</b>                  Evaluation, 4.4(7)                  General procedures, 4.4(5)</p>
--	---

## INDEX

- Responsibilities, 4.4(4)
- Sample policy statement, 4.4(2)
- Scope, 4.4(3)
- Sources of information, App. 25
- Training, 4.4(6)
- RESPIRATORY PROTECTION PROGRAM, 4.3**
- RESPONSIBILITIES, FORM, App. 20**
- RIGHT TO REFUSE WORK, 2.13**
- RIGHT TO STOP WORK, 2.14**
- RISK ASSESSMENT TABLES, 6.3**
- ROLES AND RESPONSIBILITIES, 2.2**
- SAFE WORK STANDARD PROCEDURES, 6.2, App. 20**
  - Safety rules, 6.1
- SAFETY PERFORMANCE, MEASURING, 2.21**
- SAFETY RULES, GENERAL, 6.2**
- SMOKING BAN, 2.16, App. 20**
- TRAINING**
  - Audit questions, page 2.14
  - Awareness training, 1.5, 2.4
  - Certified members, 2.3(4)
  - Needs assessment, App. 20A
  - Sample policy/procedures, 2.4
  - Sample safety training record, App. 10
  - WHMIS, 5.2
- VIOLENCE PREVENTION, 2.17, App. 27**
- VISITORS, SAMPLE POLICY, App. 2(2)**
- WELDING**
  - Arc welding, 6.2(19)
  - Gas welding and cutting, 6.2(18)
- WHMIS, *See* HAZARDOUS MATERIALS**
- WORK INJURY STATISTICS, A.1**
- WORKPLACE INSPECTIONS, *See* INSPECTIONS**