TABLE OF CONTENTS

CHAPTER 1 — INTRODUCTION TO OCCUPATIONAL F AND SAFETY	IEALTH
The Importance of Workplace Health and Safety	1
A Brief History of the Occupational Health and Safety Act	2
The Theory Behind the OHSA	
The Cost of Non-Compliance with the OHSA	6
Bill C-45 Amendments to the Criminal Code	8
Introducing Due Diligence	
Employee Discipline for Health and Safety Violations	16
Verbal or Written Warning	
Suspension	17
Termination	17
CHAPTER 2 — HEALTH AND SAFETY REPRESENTATIVES COMMITTEES	AND
Requirement for Health and Safety Representatives	19
Authority and Duties of Health and Safety Representatives	20
Workplace Joint Health and Safety Committees	21
Membership on Joint Health and Safety Committees	
Worker Trades Committees	22
Powers and Functions of the Committee	
Committee Meetings and Minutes	
Names of Committee Members Posted	2.4
Committee Work Paid by Employer	

iv	A Practical Guide to Occupational Health and Safety Compliance in Ontario
	presentatives' and Committees' Role in Fulfilling Workers' Rights25 presentatives and Committees as Part of Due Diligence
CF	IAPTER 3 — CERTIFIED MEMBERS
	ertified Member" Defined
Но	w to Become a Certified Member
Wh	nen Are Certified Members Required?30
	thority of Certified Members
Ce	rtified Member Training and Training Providers30
	Legislative Background
	Approval for Certification Training
	Certification Program Standards
	Structure of Training Program
	Program Delivery and Design
	Training Providers
	Learning Objectives for Basic Certification Training Programs 35
	Learning Objectives for Workplace-Specific Hazard Training 36
	Equivalency
	Sector Programs
CF	IAPTER 4 — DUTIES ON WORKPLACE STAKEHOLDERS
	roduction39
Co	nstructors40
	Overview of Duties
	Project Responsibility41
_	Filing Notice of Project
Em	aployers
	Overview of Duties
	Duty to Provide a Safe Work Environment
	Duty to Have Occupational Health and Safety Policy
	Duty to Appoint Competent Supervision
	Duty to Employ Lawfully Aged Workers
	Duty to Assist Health and Safety Representative or Joint
	Health and Safety Committee
	Duty to Comply with Regulations
	Duty to Take Every Reasonable Precaution
	Duty to Provide Health and Safety Awareness Training
	Daty to 110 vide 110 and balety / (watchess 11 anning

Basic Occupational Health and Safety Awareness Training – Workers	47
Basic Occupational Health and Safety Awareness Training –	4 /
Supervisors	48
Record of Training	
How to Participate in the Training	
Supervisors	
Overview of Duties	
Duty to Compel Workers to Comply	50
Duty to Ensure Workers Use All Safety Equipment, Devices and	
Clothing	50
Duty to Advise Workers of Danger	51
Duty to Take Every Precaution Reasonable	51
Workers	51
Overview of Duties	52
Duty to Comply with OHSA and the Regulations	52
Duty to Use Equipment and Clothing Provided	52
Duty to Report Dangers in Workplace	53
Prohibition Against Making Any Safety Device Ineffective	53
Prohibition Against Using Any Dangerous Equipment or Machine .	53
Prohibition Against Horseplay and Inappropriate Behaviour	53
Owners	
Duties of Project Owners	
Duties of Owners of Workplaces That Are Not Projects	
Suppliers	
Overview of Duties	
Must Supply in Good Condition	
Duty to Maintain Everything Supplied in Good Condition	
Licensees	
Overview of Duties	
Duty to Ensure Employer/Logger Compliance	
Duty Towards Employer's/Logger's Employees	
Architects and Professional Engineers	
Duties on Architects and Professional Engineers	
Officers and Directors of Corporations	
Overview of Duties	
Duty to Ensure Legislative Compliance	
Duty to Comply with Ministry of Labour Inspectors' Orders	
Duty to Comply with Orders of the Minister of Labour	
Contravention of Stakeholder Duties	60

CHAPTER 5 —	THE WORKPLACE HAZARDOUS MATERIALS
	INFORMATION SYSTEM AND THE GLOBALLY
	HARMONIZED SYSTEM OF CLASSIFICATION
	AND LABELLING OF CHEMICALS

THIS EXECUTIVE OF CHEMICALS	
Introduction	61
Designation of Hazardous Materials	
Worker Education and Training	
Supplier Labels and Workplace Labels	
Material Safety Data Sheets	
Trade Secrets and Confidential Business Information Protection	
Disclosure of Information in Medical Emergencies	
The GHS	
Background	
Implementation in Canada	
GHS and Effects on WHMIS	
CHAPTER 6 TOYIC CHIPSTANICES RECLILATIONS	
CHAPTER 6 — TOXIC SUBSTANCES REGULATIONS	
Designated Substances Regulations	
Ontario Regulation 490/09, Designated Substances	
Application	
Acrylonitrile	
Arsenic	
Abestos	
Benzene	
Coke Oven Emissions	
Ethylene Oxide	
Isocyanates	
Lead	
Mercury	
Silica	
Vinyl Chloride	
Assessment Program	
Control Program	
Record Keeping – Personal Exposure Records	79
Ontario Regulation 278/05, Designated Substance – Asbestos on	
Construction Projects and in Buildings and Repair Operations	80
Ontario Regulation 833, Control of Exposure to Biological or	0.5
Chemical Agents	
System for Regulating Occupational Exposure	
Application of Regulation 833	84

CHAPTER 8 — REPORTING WORKPLACE INCIDENTS AND ACCIDENTS		
General Duty to Report Incidents and Accidents		
CHAPTER 9 — GOVERNMENT INSPECTORS AND THEIR ORDERS		
Ministry of Labour Inspectors		
Seizure of Property from Workplace		
CHAPTER 10 — APPEALING INSPECTORS' ORDERS AND DECISIONS		
Right to Appeal Orders and Decisions		
Appeal Time Limitation Period and Process		
Suspending Orders Pending Appeal		
No Automatic Suspension with an Appeal		
Authority to Suspend Order		
Procedure to Request Suspension		
No Statutory Criteria for Suspension		
Jurisprudence Regarding Suspension		
Responsibility of Applicants to Prove Criteria for Suspension 127		
Discretion of Adjudicators to Apply Judicial Criteria for		
Suspension		
The Appeal Hearing		
Strategic Reasons to Appeal		
Summary		

CHAPTER 11 — PROSECUTION AND PENALTIES		
Health and Safety Law Charges	133	
When Will Charges Likely Be Laid?	134	
Pre-charge Reporting and Precautions		
Pre-charge Rights of Corporations and Individuals		
Witness Statements		
Search and Seizure of Evidence		
Inspectors' Orders		
What to Do When Charges Are Laid		
Procedure in an OHSA Prosecution	145	
Proceeding by Certificate of Offence	146	
Proceeding by Information	146	
Service of Summons	147	
First Court Appearance	147	
Disclosure of Prosecution Evidence	148	
Setting a Trial Date	149	
Service of Subpoenas	149	
Procedure at Trial	149	
Judgment of the Court	150	
The Defence of Due Diligence	150	
Putting Due Diligence into Practice		
Sentencing in OHSA Prosecutions		
Sentencing in Criminal Code Prosecutions		
Senior Management's Role in Due Diligence		
Business Challenges and Health and Safety Compliance		
Conclusion	159	
CHAPTER 12 — DEVELOPING AN EFFECTIVE HEALTH SAFETY MANAGEMENT SYSTEM		
Introduction		
Total Loss Control Management		
Defining Accidents and Loss		
Incident to Major Loss Ratio		
Loss Causation Model		
Managerial Control		
General Management Theories and Principles		
Introduction		
Four General Management Functions		
Managerial Roles		
Classic Developments in Management Principles		
Taylorism and Scientific Management	172	

x A Practical Guide to Occupational Health and Safety Compliance	in Ontario
Science of Motion Studies	173
Administrative Principles Approach to Management	174
Bureaucratic Approach to Organizational Management	175
Hawthorne Studies	176
Human Motivation Management Theories	177
Maslow's Hierarchy of Human Needs	177
Theory X and Theory Y Managers	179
Herzberg's Two-Factor Theory	180
Modern Approaches to Management	
Job Safety Analysis Program	183
Fire Prevention and Management Program	186
Workplace Violence and Harassment Prevention Program	188
Material Handling/MSD Prevention Program	192
Accident Reporting and Investigation Program	193
Health and Safety Training Program	197
Document Management	199
Conclusion	199
APPENDIX A — SAMPLE HEALTH AND SAFETY POLICY	
Health and Safety Policy	201
Index	205