

# SMALL BUSINESS HEALTH & SAFETY



## Log Book

**Quick reference — My business info**

Name of business:

WCB registration number:

Revenue Canada business (GST) number:

**Key WCB contacts**

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# Small Business Health & Safety Log Book

for the time period:

from \_\_\_\_\_

to \_\_\_\_\_

## About WorkSafe Saskatchewan

WorkSafe Saskatchewan is a partnership between the Saskatchewan Workers' Compensation Board (WCB) and the Ministry of Labour Relations and Workplace Safety. The partnership was formed in 2002 to eliminate workplace injuries in Saskatchewan. The goal of WorkSafe Saskatchewan is Mission: Zero. Zero injuries, zero fatalities, zero suffering.

The Ministry of Labour Relations and Workplace Safety Occupational Health and Safety Branch (OHS) is responsible for developing and enforcing occupational health and safety legislation. This publication does not change or replace any legislation. While efforts have been made to include the most reliable and up-to-date information, WorkSafe Saskatchewan does not assume responsibility for the accuracy, currency or completeness of this information, or for the consequences of its use.

For more information on the WCB, WorkSafe Saskatchewan, or Occupational Health and Safety, please go to:  
[www.wcbask.com](http://www.wcbask.com)  
[www.worksafesask.ca](http://www.worksafesask.ca)  
[www.saskatchewan.ca](http://www.saskatchewan.ca)

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# Introduction

This guide is aimed at smaller businesses that have one to fifty employees. Small-scale operations often don't have a lot of time or resources to devote to health and safety, but it is still important to take some simple steps to help prevent injuries and ensure that your business meets the requirements of the Saskatchewan Employment Act Part III and Saskatchewan Occupational Health and Safety (OHS) Regulations.

This guide includes easy-to-use checklists and blank forms that will walk you through the process of establishing a health and safety program. It also refers you to other publications and resources that you may find useful.

## Higher-risk businesses

This guide only covers general information that applies to smaller businesses with lower-risk levels.

If your business is a prescribed place of employment as per SEA 3-20 and Regulation 22 and Table 7 and/or engages in activities that are associated with higher levels of risk, you should refer to the specific occupational health and safety legislative requirements for your operation.

### Occupational Health and Safety Legislation

The legislation specifies requirements for safe work practices, hazardous materials, incident investigations, and more.

Visit [saskatchewan.ca](http://saskatchewan.ca) for searchable electronic copies of the legislation.

# WorkSafe Saskatchewan terms

This section defines some terms that are used in this log book and in other WorkSafe Saskatchewan publications.

## *hazard*

Any source of potential damage, harm or adverse health effects.

## *incident*

An unwanted, unplanned event **that results in** or **could have resulted in** loss such as a fatality, a medical aid injury, a first aid injury, and/or damage to equipment or property.

## *safety data sheet (SDS)*

A technical bulletin that suppliers provide with hazardous materials (controlled products). SDSs supplement product-label information by providing more detail regarding hazard information, safe handling procedures, and emergency procedures.

## *near miss*

An incident in which there is no injury or damage but that could have resulted in an injury, death, or damage to equipment or property. Near misses may indicate hazardous conditions or acts that need to be corrected.

## *risk assessment*

A process for evaluating the aspects of a task — the *risk factors* — that could cause injury to workers. Risk assessments help determine how likely the risk factors are to cause injury so that higher-risk tasks can be prioritized for risk control.

## *risk control*

The process of eliminating or minimizing risk factors that have been assessed.

***safe work practices***

Guidelines or procedures, either written or verbal, that describe how to perform tasks safely and efficiently. Safe work practices help identify hazards and explain what must be done to eliminate or minimize them.

***small business***

Generally, any operation that employs fewer than 50 workers, including one-person operations (sole proprietorships).

***occupational health committee***

At every place of employment where 10 or more workers of one employer work, the employer shall establish an occupational health committee (OHC) at the place of employment. An OHC must consist of at least two and no more than 12 persons. At least half of the members of an OHC must represent workers other than workers connected with the management of the place of employment.

***occupational health officers (OHOs)***

Field officers who enforce and administer occupational health and safety legislation.

***occupational health and safety representative (OHS Rep)***

At each prescribed place of employment where less than 10 workers of one employer work, the employer shall designate a person as the occupational health and safety representative for those workers. The occupational health and safety representative works cooperatively with the employer and other workers to identify and resolve workplace health and safety issues.

***workplace hazardous materials information system (WHMIS)***

A nationwide program that provides information about hazardous materials (controlled products) used in the workplace.

# General health and safety requirements

Every small business owner or employer should start by answering the following questions:

- Are you required to register with the WCB? If yes, have you done so?
- Do you know your rights and responsibilities and those of your workers, according to the occupational health and safety legislation?
- Do you have a basic health and safety program?

## Basic health and safety topics

The following checklist will help you determine whether or not you have addressed the health and safety topics that are common to most small businesses:

- Have you provided first aid equipment and training?
- Have you supplied personal protective equipment and ensured that workers use it and know *how* to use it?
- Do your workers follow WHMIS guidelines for hazardous materials?
- Do you have emergency procedures? Are your workers familiar with them?
- Do you provide workers with orientation and ongoing education and training?
- Do you have effective methods for identifying, assessing, and controlling hazards?
- Have you made information on hazards available to workers?
- Do you know how to report and investigate incidents?
- Are workers supervised when necessary?

## **Additional health and safety topics**

Some small businesses may also need to address the topics in the following checklist.

- Do you work with chemicals or other hazardous materials?
- Do you work work at heights?
- Do you work with machinery or equipment?
- Do you work with or around electricity?
- Do you work around traffic?
- Do you manually lift or move heavy or awkward loads?
- Do you work with a computer or do other physically repetitive tasks?
- Do you deal with the public or handle money or valuables at work?
- Do you have new or young wokers in your operation?

For information on these and other topics check out the resources available at:

**OHS on the Saskatchewan Government website:** [www.saskatchewan.ca](http://www.saskatchewan.ca)

**WorkSafe Saskatchewan:** [www.worksafesask.ca](http://www.worksafesask.ca)

**Ready for Work:** [www.worksafesask.ca](http://www.worksafesask.ca)

**Canadian Centre for Occupational Health and Safety:** [www.ccohs.ca](http://www.ccohs.ca)

## Tips for successful businesses

Make health and safety part of your business plan by following these guidelines:

- Set measurable objectives and assign responsibilities to your workers.
- Include questions on health and safety knowledge when hiring workers. For example, ask about previous training and worker attitudes toward health and safety.
- Consider health and safety issues when purchasing new equipment. For example, look at safety features and consider equipment size and placement in the workplace.
- Consider health and safety issues when modifying work processes or upgrading. For example, when expanding an operation, consider the effects on work flow.

Here are some tips that are not requirements but are simply good business practices:

- Lead by example. For instance, don't use broken or unsafe equipment. If it's broken, fix it or replace it.
- Communicate openly. Listen to your workers' concerns about health and safety. Provide them with feedback on their safety performance.
- Don't put off what can be done immediately. Deal with health and safety issues such as broken equipment quickly, whenever possible.
- Allocate company resources to health and safety.

# Hazard identification checklist

Note: The checklist continues across page 9.

Description of hazard	Where to look or what to look for
<b>Falls from elevation</b>	<input type="checkbox"/> Stairways <input type="checkbox"/> Ladders and stepladders <input type="checkbox"/> Loading docks and platforms
<b>Slips and trips (on same level)</b>	<input type="checkbox"/> Hallways or other narrow work areas <input type="checkbox"/> Uneven surfaces <input type="checkbox"/> Areas where water is used
<b>Cuts</b>	<input type="checkbox"/> Knives or cutting equipment
<b>Sprains and strains</b>	<input type="checkbox"/> Storage areas <input type="checkbox"/> Busy or cluttered work areas <input type="checkbox"/> Heavy or bulky loads
<b>Falling or moving objects</b>	<input type="checkbox"/> Forklifts, vehicles, or equipment <input type="checkbox"/> Falling objects <input type="checkbox"/> Swinging doors
<b>Moving parts in machinery</b>	<input type="checkbox"/> Equipment into which material is fed <input type="checkbox"/> Equipment that has exposed moving parts
<b>Violence</b>	<input type="checkbox"/> Retail areas <input type="checkbox"/> Areas where cash or merchandise are stored
<b>Exposure to chemicals or biohazards</b>	<input type="checkbox"/> Cleaners or disinfectants <input type="checkbox"/> Paint products or solvents
<b>Temperature extremes</b>	<input type="checkbox"/> Outside work areas in summer or winter <input type="checkbox"/> Inside work areas near ovens, kilns, or walk-in fridges or freezers
<b>Fires or explosions</b>	<input type="checkbox"/> Pressurized gas cylinders <input type="checkbox"/> Flammable liquids <input type="checkbox"/> Fire extinguishers

<b>Examples of what to do</b>	<b>Person responsible</b>
<input type="checkbox"/> Inspect surfaces regularly for clutter, dirt, and grease. <input type="checkbox"/> Inspect ladders regularly, and repair or replace as needed. <input type="checkbox"/> Other _____	
<input type="checkbox"/> Keep walkways and hallways free of clutter. <input type="checkbox"/> Clean up spills immediately. Use rubber mats in wet areas. <input type="checkbox"/> Other _____	
<input type="checkbox"/> Wear protective equipment such as cut-resistant gloves. <input type="checkbox"/> Use the right knife for the job and make sure it is sharp. <input type="checkbox"/> Other _____	
<input type="checkbox"/> Use safe lifting technique. <input type="checkbox"/> Store heavier items at waist height. <input type="checkbox"/> Other _____	
<input type="checkbox"/> Make sure you are visible when working around vehicles. <input type="checkbox"/> Wear protective headgear. <input type="checkbox"/> Other _____	
<input type="checkbox"/> Make sure all guards are in place before using equipment. <input type="checkbox"/> Lock out machinery before cleaning or repairing it. <input type="checkbox"/> Other _____	
<input type="checkbox"/> Train workers to defuse potentially violent situations. <input type="checkbox"/> Do not chase or physically restrain robbers or thieves. <input type="checkbox"/> Other _____	
<input type="checkbox"/> Use PPE as recommended by the manufacturer. <input type="checkbox"/> Read labels and material safety data sheets (SDSs). <input type="checkbox"/> Other _____	
<input type="checkbox"/> Wear appropriate clothing for the work conditions. <input type="checkbox"/> Minimize time spent in hot or cold areas. <input type="checkbox"/> Other _____	
<input type="checkbox"/> Develop and implement an emergency plan. <input type="checkbox"/> Provide emergency training for workers. <input type="checkbox"/> Other _____	

# Establishing a health and safety program

All small businesses are required to have at least an informal health and safety program that will help prevent injuries and other incidents. (In some cases, small businesses may require a formal program — see SEA 3-20 and Regulation 22 and Table 7).

This log book describes eight steps that you can use to establish an effective health and safety program for your small business:

1. State your goals and expectations.
2. Orient new and young workers.
3. Educate and train workers.
4. Hold regular meetings.
5. Conduct regular inspections.
6. Report and investigate incidents.
7. Maintain records and statistics.
8. Keep your program current.

Most of the sections listed above include blank forms that will help you establish your program. These forms will also serve as records that you can refer back to when you need documentation of your health and safety activities.

# 1. State your goals and expectations

Think about the aims of the program and your responsibilities, as well as those of your workers and supervisors. For example, aims may include reducing injuries, reducing damage to equipment, and keeping long-term staff healthy. Responsibilities may include following safe work practices, using personal protective equipment, and reporting unsafe work.

<b>My health and safety program</b>
Aims:
Employer responsibilities:
Worker responsibilities:
Supervisor responsibilities:

## 2. Orient new and young workers

Workers must receive new orientation training whenever they:

- Start a new job
- Go to a new work location
- Face new hazards (for example, when there is new equipment)
- Are assigned to a different task

Explain to workers that they should not perform any task that they are not trained to do safely. Encourage them to ask questions whenever they are unsure about anything. Every orientation or training session should include the following four steps:

### ***1. Evaluate the situation and prepare for training***

List the various tasks the worker will be expected to do. Prepare written instructions for any specific tasks that require them.

### ***2. Train the worker***

Go over the checklist in the orientation log with the worker. Walk around to show them where they will be working and the locations of first aid equipment and emergency exits. Demonstrate specific work procedures.

For a more detailed list of orientation and training requirements, see the LRWS Occupational Health & Safety publication *Health and Safety of Workers Orientation and Training: A Guide for Employers*.

### ***3. Test and supervise the worker***

Make sure the worker understands their training by asking questions about what you have told and shown them. Supervise the new worker over the next few weeks or months to ensure they are following procedures.

### ***4. Keep records of the orientation***

Document all training. Provide the worker with copies of the checklist and other relevant materials, and keep copies for your own records.

## Orientation log

Worker:

Position and tasks:

Date hired or transferred:

Date of orientation:

Supervisor (trainer):

Phone number:

Include the following basic topics in every orientation, whether the worker is newly hired or simply moving to a new task or worksite:

- Name and contact information for the worker's supervisor/employer.
- Right to refuse unsafe work — How to do so.
- Hazards — How to report them and who to report to.
- Safe work practices — Go over general rules, including how to perform specific tasks. Demonstrate the tasks, including safe work procedures such as locking out equipment before cleaning it.
- Equipment — How to safely use, maintain, and clean it.
- Personal protective equipment (PPE) — When it is necessary, where it is located, and how to use it.
- WHMIS — What hazardous materials workers will encounter. How to read and understand SDSs, chemical labels, and other product labels. How to clean up hazardous materials.
- First aid — Where and how to get it.
- Injuries — How to report them and who to report to.
- Workplace violence — How to avoid it and how to respond to it.
- Working alone or in isolation — How and when check-in will occur.
- Emergency procedures — Locations of fire exits and fire extinguishers. What to do in an emergency.

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- Workplace violence — How to avoid it and how to respond to it.
- Working alone or in isolation — How and when check-in will occur.
- Emergency procedures — Locations of fire exits and fire extinguishers. What to do in an emergency.

### 3. Educate and train workers

Instruct workers about workplace hazards, health and safety requirements, and their responsibilities. Train them in safe work practices. Follow up by observing workers to make sure they demonstrate an understanding of their education and training. For a list of training resources, go to [www.worksafesask.ca](http://www.worksafesask.ca).

<b>Education and training log</b>
Date and duration of training session:
Trained by:
Topics covered:
Who attended:
Comments and follow-up actions:

# Tips

Education and training topics may include:

- How to avoid known hazards and what to do about new potential hazards
- Where to find PPE and how to use and care for it
- Specific safe work practices such as cash deposits

## Education and training log

Date and duration of training session:

Trained by:

Topics covered:

Who attended:

Comments and follow-up actions:

### **Education and training log**

Date and duration of training session:

Trained by:

Topics covered:

Who attended:

Comments and follow-up actions:

### **Education and training log**

Date and duration of training session:

Trained by:

Topics covered:

Who attended:

Comments and follow-up actions:

## 4. Hold regular meetings

Hold regular meetings with workers to discuss health and safety issues. Try to identify unsafe conditions and practices and find solutions to these problems. For example, a worker may point out that paints and solvents aren't being stored safely.

<b>Meeting log</b>
Date of meeting:
Who attended:
Health and safety issues discussed:
Possible solutions:
Comments and follow-up actions:
Person responsible for follow-up:

## Tips

If you work in a lower-risk industry, you might need to meet once a month. Higher-risk industries may call for weekly or even daily meetings. These are just guidelines; how often you meet will depend on the specific type of work you do.

<b>Meeting log</b>
Date of meeting:
Who attended:
Health and safety issues discussed:
Possible solutions:
Comments and follow-up actions:
Person responsible for follow-up:

### Meeting log

Date of meeting:

Who attended:

Health and safety issues discussed:

Possible solutions:

Comments and follow-up actions:

Person responsible for follow-up:

# Tips

These tips can make for a productive meeting:

- Write down an agenda. Ask workers if they have any concerns that they want added to the agenda.
- Give everyone a chance to speak and keep it brief.
- Record decisions and assign tasks to specific people with a timeline for completion.

## Meeting log

Date of meeting:

Who attended:

Health and safety issues discussed:

Possible solutions:

Comments and follow-up actions:

Person responsible for follow-up:

### **Meeting log**

Date of meeting:

Who attended:

Health and safety issues discussed:

Possible solutions:

Comments and follow-up actions:

Person responsible for follow-up:

### Meeting log

Date of meeting:

Who attended:

Health and safety issues discussed:

Possible solutions:

Comments and follow-up actions:

Person responsible for follow-up:

## 5. Conduct regular inspections

Inspect your workplace to prevent accidents and injuries from occurring. Look for physical hazards related to equipment, machinery, and materials. Consider work procedures and day-to-day practices as well.

<b>Health and safety inspection log</b>
Date of inspection:
Names of inspectors:
List of equipment, procedures, and specific areas inspected:
Hazards identified:
Possible controls to eliminate or minimize risks:
Resources needed for risk control:
Action deadline and person responsible:

# Tips

You might start by conducting inspections once a month. After a few inspections, if you find it necessary, hold them more often — twice a month, weekly, or even more often, depending on your circumstances.

<b>Health and safety inspection log</b>
Date of inspection:
Names of inspectors:
List of equipment, procedures, and specific areas inspected:
Hazards identified:
Possible controls to eliminate or minimize risks:
Resources needed for risk control:
Action deadline and person responsible:

### **Health and safety inspection log**

Date of inspection:

Names of inspectors:

List of equipment, procedures, and specific areas inspected:

Hazards identified:

Possible controls to eliminate or minimize risks:

Resources needed for risk control:

Action deadline and person responsible:

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Date of inspection:

Names of inspectors:

List of equipment, procedures, and specific areas inspected:

Hazards identified:

Possible controls to eliminate or minimize risks:

Resources needed for risk control:

Action deadline and person responsible:

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List of equipment, procedures, and specific areas inspected:

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### **Health and safety inspection log**

Date of inspection:

Names of inspectors:

List of equipment, procedures, and specific areas inspected:

Hazards identified:

Possible controls to eliminate or minimize risks:

Resources needed for risk control:

Action deadline and person responsible:

## 6. Report and investigate incidents

Incidents are often a warning that the workplace's health and safety system isn't working properly. That is why safety-conscious employers investigate any incident that causes, or could have caused an injury, illness or damage. Experience suggests that effective incident investigations prevent recurrences and make the workplace safer and healthier. That is why Occupational Health and Safety legislation requires that certain incidents be reported to the LRWS Occupational Health and Safety Branch and adequately investigated.

For all reportable incidents call LRWS Occupational Health and Safety Branch at 1.800.567.SAFE(7233).

Employers and contractors are required to report as soon as reasonably possible to the LRWS Occupational Health and Safety Branch:

- Any incident that causes the death of a worker or will require the worker to be admitted to a hospital as an in-patient for a period of 72 hours or more (OHS Regulation 8).
- Any dangerous occurrence (near miss) that does not result in but could have resulted in the death of a worker or an injury that would require the worker to be admitted to a hospital as an in-patient for a period of 72 hours or more (OHS Regulation 9).
- Other dangerous occurrences that must be reported include: the structural failure or collapse of a structure, scaffold, temporary falsework or concrete formwork, all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation; the failure of a crane or hoist; the overturning of a crane or a unit of powered, mobile equipment that contacts an energized electrical conductor; the bursting of a grinding wheel; an uncontrolled spill or escape of a toxic, corrosive or explosive substance; a premature or accidental detonation of explosives; the failure of an elevated or suspended platform; and the failure of an atmosphere-supplying respirator (OHS Regulation 9).

If a worker is injured, ensure that the worker receives first aid and, if necessary, immediate medical treatment.

## Other reportable incidents

**You must report any workplace injury that requires medical attention to the WCB within five days of becoming aware of it.** If you don't file an Employer's Initial Report of Injury (E1) form within five days, you could be fined up to \$1,000. You could also be charged with the full cost of compensation benefits and medical aid paid to the injured workers for that claim. To file an E1, you'll need this information:

- Name, address and contact numbers for your company and your injured worker;
- Details about the injury; and
- Records of the worker's earnings and recent employment history.

Choose one of these three filing options:

- **WCB Inquiry Line:** 1.800.787.9288 or email [forms@wcbsask.com](mailto:forms@wcbsask.com)
- **Mail for fax:** Request an E1 form from our office or download a copy from the Forms section of our website: [www.wcbsask.com](http://www.wcbsask.com)
- **Online:** on the home page of our website [www.wcbsask.com](http://www.wcbsask.com), click either the *File a claim (injury incident form – E1)* link to submit an E1 electronically; or the *Create online account* link to set up an e-business account.

## Incident investigations

Initiating a WCB claim is *not* the same thing as conducting an incident investigation.

Employers shall ensure that all dangerous occurrences and any incident that causes the death of a worker or will require the worker to be admitted to a hospital as an in-patient for a period of 24 hours or more (OHS Regulations 29 & 31) are investigated as soon as is reasonably possible. Following the investigation an employer in consultation with the workplace OHC or OHS rep (if applicable) shall prepare a written report. The written report must include:

- A description of the incident
- Any graphics, photographs or other evidence that may assist in determining the cause or causes of the incident
- An explanation of the cause or causes of the incident

- The immediate corrective action taken
- Any long-term action that will be taken to prevent the occurrence of a similar incident or the reason for not taking action.

You can use your own form, if you like, or you can use the sample form shown on the next page. You can find an up-to-date, full-size version of the Incident Investigation form at [pillars.worksafesask.ca](http://pillars.worksafesask.ca).



## 7. Maintain records and statistics

Written records and statistics can help you identify trends for unsafe conditions or work practices so you can take steps to correct these potential hazards. Up-to-date records can also provide you with documentation in case a LRWS Occupational health officer asks for it, or if an incident occurs and you need to prove that you did all you could reasonably do to prevent it.

Here is a list of written records that you may find useful:

- Orientation log (see page 13)
- Education and training log (see page 16)
- Meeting log (see page 20)
- Health and safety inspection log (see page 26)
- Health and safety program review (see page 37)
- First aid record (see page 47)

## 8. Keep your program current

Review your health and safety program periodically (at least once a year) and discuss ways in which it can be improved and kept up to date. Communicate with workers about changes in the workplace, new hazards, and better procedures for doing jobs safely and efficiently.

<b>Health and safety program review</b>
Date of review:
Areas that need improvement:
Possible improvements or updates:
Resources needed:
Action dates:

# Communications records

It's a good idea to keep track of all your communications (for example, phone calls, emails, and letters) with the WCB or LRWS Occupational Health and Safety Branch in case you need to refer back to them. Always include your WCB registration number in communications, and the worker's claim number if it's regarding an injury claim.

<b>My contact with WCB or LRWS OHS Branch</b>
Date:
Regarding:
Contact name and information:
Notes:

**My contact with WCB or LRWS OHS Branch**

Date:

Regarding:

Contact name and information:

Notes:

**My contact with WCB or LRWS OHS Branch**

Date:

Regarding:

Contact name and information:

Notes:

# Young workers

More than half of all work-related accidents involving young workers aged 15 to 24 happen during the worker's first six months on the job.

Use the following checklist after hiring young workers to ensure that you are doing all you can to protect them:

- Allow for a thorough health and safety orientation.
- Train workers to recognize hazards and follow safe work practices.
- Check routinely to see if they continue to recognize hazards and follow safe work practices.
- Make sure workers are properly supervised.
- Make health and safety regulations and safe work practices available to them.
- Encourage them to ask questions about health and safety concerns.
- Provide appropriate personal protective equipment (PPE) and clothing, and train workers in its proper use.
- Make sure that equipment is safe and workers know how to operate it.

Saskatchewan OHS  
Regulation 14  
deals specifically  
with young workers.

# Violence in the workplace

If experience in your workplace or a similar type of workplace indicates a potential for violence (for example, in the retail industry), you must conduct a risk assessment. Your assessment should result in a list of improvements to minimize the risks of violence. Use the following four steps as a guideline.

For more information on dealing with violence in the workplace, see SEA 3-21 and OHS Regulation 37.

## ***1. Inspect your workplace***

Use your knowledge of your business and work location to identify potential problems. Consider all aspects of your business, including store layout, design of sales counters and shelving, and visibility from outside.

## ***2. Involve your employees***

No one knows your business better than you and your employees, so make a point of asking for their input about potential risks for violence. For example, when and where do employees feel they could be unsafe? Do they feel confident that they know how to handle a violent situation? Are they aware of individuals or situations that have been problems in the past? Record all the information discussed.

## ***3. Set priorities and develop a written plan***

Prioritize the potential risks you have identified so that you know which ones to address first. Brainstorm with your employees, or a representative team, about how you can deal with each potential risk. Prepare a written plan, including a timeline for implementing controls.

## ***4. Share the written plan with your employees and implement it***

Post a simple one-page summary report explaining your violence prevention plan and timeline in the staff room, where employees can read it. Hold a staff meeting to go over the plan and to discuss other possible strategies.

# Personal protective equipment (PPE) and clothing

Personal protective equipment (PPE) and clothing help protect workers against workplace hazards that the employer is unable to control. Employers must ensure that their workers are properly trained in the use of any required equipment or clothing. See Saskatchewan OHS Regulations Part VII Sections 86-108 for specific requirements. Employers should consider the following questions:

- What equipment or clothing is required?
- Where is the equipment or clothing required?
- Have workers received education and training on how to use, maintain, and inspect any required equipment or clothing?

Type of PPE	Examples
Headgear	<ul style="list-style-type: none"> <li>• Hard hats where there may be falling objects or moving equipment</li> <li>• Headgear for motorized equipment such as ATVs</li> </ul>
Eye protection	<ul style="list-style-type: none"> <li>• Goggles, safety glasses, or face shields when working with cleaning products, or with hot grease or oil</li> </ul>
Hearing protection	<ul style="list-style-type: none"> <li>• Earplugs or earmuffs around loud machinery or in noisy settings such as live music venues</li> </ul>
Respiratory protection	<ul style="list-style-type: none"> <li>• Respirators when working around hazardous materials such as paints or solvents (see Saskatchewan OHS Regulations 88-90 for more information)</li> </ul>
Gloves	<ul style="list-style-type: none"> <li>• Chemical-resistant gloves for cleaning</li> <li>• Latex gloves for cleaning biohazards</li> <li>• Cut-resistant gloves for knives or sharp edges</li> </ul>
Clothing	<ul style="list-style-type: none"> <li>• High-visibility vests, flame-resistant clothing, aprons, coveralls, and protective covers for footwear</li> <li>• Hats, long-sleeve shirts, and pants for sun protection</li> </ul>
Safety footwear	<ul style="list-style-type: none"> <li>• CSA-certified (green triangle) footwear — steel-toe and steel-shank boots and shoes</li> </ul>
Buoyancy equipment	<ul style="list-style-type: none"> <li>• Personal flotation devices (PFDs) and lifejackets</li> </ul>

Situations in your workplace that require PPE	Type of PPE needed

# Hiring contractors and subcontractors

Normally, employers are responsible for the health and safety of their own workers. At a multi-employer workplace, however, the owner of the company where the work is being carried out must coordinate health and safety activities. The owner is also responsible for the health and safety of all contractors and subcontractors on-site.

Ask contractors and subcontractors if they are registered with the WCB (ask for their WCB firm numbers). If they aren't, your company could be liable for their insurance premiums if there's an injury or incident. You can get a clearance letter from the WCB that will tell you whether or not they are registered and up-to-date on premiums.

If you have questions about hiring contractors, call LRWS OHS Branch at 1.800.567.SAFE(7233).

## Obtaining a clearance letter

You can request clearances and letters of good standing from the WCB online. You'll need to set up a secure online account on our website at [www.wcbask.com](http://www.wcbask.com) or by contacting Employer Services by phone, email or fax.

**Phone:** 306.787.4370

**Toll Free Phone:** 1.800.667.7590

**Fax:** 306.787.4205

**Toll Free Fax:** 1.877.220.1671

**Email:** [employerservices@wcbask.com](mailto:employerservices@wcbask.com)

**Contractor and subcontractor log**

Contractor name:

Registered with the WCB?  Yes  No

If yes, WCB registration # \_\_\_\_\_

Notes (affiliations, certifications, bonded, up-to-date on premiums):

**Contractor and subcontractor log**

Contractor name:

Registered with the WCB?  Yes  No

If yes, WCB registration # \_\_\_\_\_

Notes (affiliations, certifications, bonded, up-to-date on premiums):

# WHMIS (Workplace Hazardous Materials Information System)

Workers have a right to know about any hazardous materials they are working with. WHMIS is a nationwide system that provides specific health and safety information about hazardous materials (controlled products) used in the workplace. The system uses labels, SDSs, and education and training programs to help reduce worker exposure to hazardous materials such as paint thinner and wood dusts.

If your business uses or produces any hazardous materials, you must establish and maintain an effective WHMIS program. The following checklist will help you get started:

For more information, see OHS on the Saskatchewan Government website at [www.saskatchewan.ca](http://www.saskatchewan.ca) or WorkSafe Saskatchewan at [www.worksafesask.ca](http://www.worksafesask.ca).

- What are the hazards associated with the materials workers are using?  
For example, will paint or solvents affect air quality?
- How do workers protect themselves from these hazards? For example, should workers wear respirators?
- What do workers do if an emergency occurs while they are using the product? For example, where can workers find first aid and who should they call for help?
- Where can workers find out more about the product? For example, does it come with a product label and SDS?

# First aid records

Maintain detailed records of all first aid treatments.

<b>First aid record</b>
Date and time of injury or illness:
Name and occupation of injured worker:
Names of witnesses:
Date and time of report:
Description of injury or illness:
Treatments:
Signature of supervisor or first aid attendant:

**First aid record**

Date and time of injury or illness:

Name and occupation of injured worker:

Names of witnesses:

Date and time of report:

Description of injury or illness:

Treatments:

Signature of supervisor or first aid attendant:

# Tips

Requirements for first aid kits and whether or not you need a first aid attendant depend on your type of business, how far you are from a hospital, and how many workers you employ. Refer to Saskatchewan OHS Regulations Part V Sections 50-63 for more information about first aid requirements.

<b>First aid record</b>
Date and time of injury or illness:
Name and occupation of injured worker:
Names of witnesses:
Date and time of report:
Description of injury or illness:
Treatments:
Signature of supervisor or first aid attendant:

# Contact Information

## **Saskatchewan Workers' Compensation Board**

### *Head office*

Saskatchewan Workers' Compensation Board

200-1881 Scarth St.

Regina, SK S4P 4L1

Main switchboard: 306.787.4370

Toll free: 1.800.667.7590

Online: [wcbask.com](http://wcbask.com)

### *Saskatoon office*

800-122 1st Ave. S.

Saskatoon, SK S7K 7E5

Main switchboard: 306.787.4370

Toll free: 1.800.667.7590

### *Employer Services*

Phone: 306.787.4370

Toll free: 1.800.667.7590

Fax: 306.787.4205

Toll free fax: 1.877.220.1671

Email: [employerservices@wcbask.com](mailto:employerservices@wcbask.com)

### *Report an injury*

Toll free: 1.800.787.9288 for E1 and W1 initial reports of injury only (WCB Inquiry Line). A claims entitlement specialist will complete the report with you over the phone. Please have your information ready when you call.

Online: [wcbask.com](http://wcbask.com)

Email: [forms@wcbask.com](mailto:forms@wcbask.com)

### *Claims inquiries and information*

Fax: 306.787.4311

Toll free fax: 1.888.844.7773

Email: [askwcb@wcbask.com](mailto:askwcb@wcbask.com)

## **WorkSafe Saskatchewan**

Phone: 306.787.4370 (Regina)

Toll free: 1.800.667.7590

Toll free fax: 1.888.844.7773

Email: [worksafesask@wcbssask.com](mailto:worksafesask@wcbssask.com)

Online: [worksafesask.ca](http://worksafesask.ca)

Visit the WorkSafe website for upcoming OHS training sessions.

## **Labour Relations and Workplace Safety Occupational Health and Safety Branch**

300-1870 Albert St.

Regina SK S4P 4W1

Toll free: 1.800.567.SAFE(7233)

Fax: 306.787.2208

Online: [saskatchewan.ca](http://saskatchewan.ca)







**WorkSafe**  
**SASKATCHEWAN**  
Safety • Health • Well-being

[worksafesask.ca](http://worksafesask.ca)