

## SAMPLE using TEMPLATE 2

<b>Title:</b> 11.1(a) Continuous Improvement Plan	<b>Date of Issue:</b> July 2005
<b>Approved by:</b> President, Jack A.L. Rabbit	<b>Review / Revise Date:</b> July 2007 June 16, 2006- changed the objectives
<b>Location:</b> needs to be adapted for each facility	

**Objective:** To develop and implement a formal orientation program expanding the health and safety component.

**Target Dates:** 4<sup>th</sup> quarter of 2006

**Schedule of Review:** First Monday of September, November and December.

**Responsibilities:**

- Human Resources generalist to develop the written program.
- Joint Health and Safety Committee (JHSC) to develop the health and safety component of the orientation.
- Health and Safety Co-ordinator to review and implement the orientation program.
- Human Resources, Health and Safety Co-ordinator and Supervisor(s) to administer the program.

**Resources:**

People: As mentioned above  
 Time: Development and training time  
 Money: Allocate budget funds of no less than \$10,000 for initial startup costs, and \$2,000 every year for retraining and revisions.

**Senior Management Involvement:** review: Signature\_\_\_\_\_.

**Distribution of progress reports:** Reports to be distributed to senior management after each review meeting.  
 To be posted on the employee notice board

**Celebration of Successes:** Example: pizza lunch

<b>Approval signature:</b> <i>Jack A.L. Rabbit</i>	
<b>Distribution to:</b> all facilities, Senior Management, JHSC	<b>Document to be posted:</b> No

**OR see next page as an alternate way to complete 11.1(a)**

**SAMPLE – Worksheet for 11.1(a) Continuous Improvement Plan**

Note: In preparing this worksheet, refer to the Workwell Guidelines column of Audit element 11.1a. Ensure that steps and actions listed here match the content of that section.

Workwell Improvement Plan: Action Item				
Objective:  Outcome:			Responsibility(ies):  Review periods:	
Action Steps	Develop / Communicate / Implement	Time Frame	Resources (money /people/time)	Status

Ensure to identify how to celebrate success for achieving these goals.

Management Approval (signature):

**Date:**

**Distribution:** Management

Employee Notice Board

**Page:** \_\_\_ of \_\_\_

## SAMPLE using Template 2

<b>Title:</b> 11.1(b) Review of Health and Safety Trends	<b>Date of Issue:</b> July 2005
<b>Approved by:</b> President, Jack A.L. Rabbit	<b>Review / Revise Date:</b> July 2007 July 23, 2006- reviewed, no changes
<b>Location:</b> all facilities – including off-site occurrences	

Senior Management will review Rabbit Express Industries health and safety trends on an annual basis. Management will review the patterns and take corrective action.

The Health and Safety Co-ordinator in conjunction with the Joint Health and Safety Committee will prepare the trends review.

The following documentation will be reviewed when developing the Safety Trend Review:

- Injury/illness causes
- Workplace inspections
- Injury/Incident investigations
- Hazard Reports
- Work Refusal reports
- Health and Safety recommendations from the Joint Health and Safety Committee
- WSIB injury / illness summary.

The Health and Safety Co-ordinator will create the summary of all injuries, near missies and reviewing patterns of occurrence. The report may take into consideration: shift, injury type, time of day, type of equipment.

Suggested categories for the Trends Review are:

- the number of work accident fatalities,
- the number of lost workdays,
- the number of non-fatal cases that required medical aid without lost workdays,
- the incidence of occupational illnesses,

A sample of a Trends Review follows.

Approval signature: <i>Jack A.L. Rabbit</i>	
Distribution to: Senior Management, JHSC	Document to be posted: Yes – Annual trends report will be posted on the Health and Safety board for 14 days after review.

### Important Reminder

When conducting your annual review, you must review hazard reports and health and safety trends. Consider requesting an OHS section 12 report from the WSIB. If a section 12 report is received, it must be posted for all employees to see.  
Another option could be to chart the trends on a graph.

## SAMPLE – Trends Review Process

The annual review will be completed using the following process:

- Step 1: Health and Safety Co-ordinator will collect the data required to develop the Trend Review.
- Step 2: Work with a designated JHSC member to review the data and develop the Trends Review for management to review.
- Report contents:
- table of contents
  - summary
  - recommendations for management review
  - graphs depicting the trends and findings
  - tables representing the data used to create the graphs
- Step 3: Submit the Trends Review to management by January 15<sup>th</sup> of each year.
- Step 4: Management will review the Trends Review at the February management meeting and make a reply in writing to the JHSC regarding any corrective action to be taken. Any corrective action taken must be incorporated into the Continuous Improvement Plan.
- Step 5: Health and Safety Co-ordinator will present management’s response to the JHSC within 21 days of management’s response.
- Step 6: Health and Safety Co-ordinator will monitor the completion of the corrective action.

### Records

All Trends review will be filed with the management minutes and a copy with the JHSC minutes.

## SAMPLE – Trends Review (Hazards)

**Year Reviewed**      January 2005 to December 2005

### Data reviewed

- Injury/illness causes
- Workplace inspections
- Injury/Incident investigations
- Hazard Reports
- Work Refusal reports
- Health and Safety recommendations from the Joint Health and Safety Committee
- WSIB injury / illness summary

### Results of review

In 2005 the areas that have had the largest occurrences of injuries and near misses are, in order of highest to lowest:

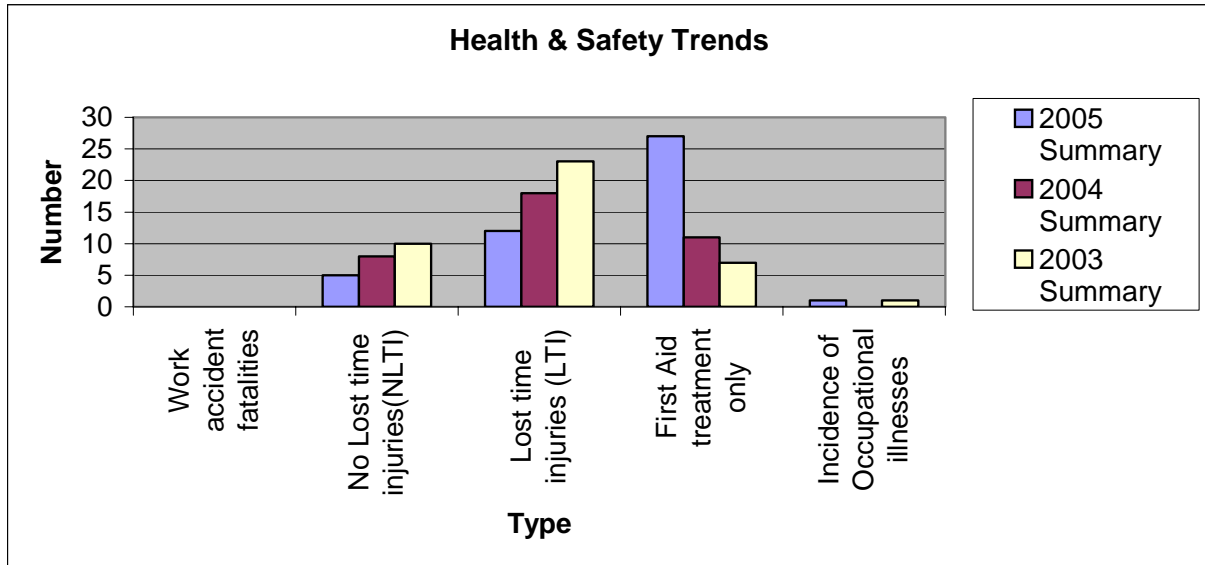
- 1) Warehouse
  - (a) contact with broken wooden pallets (injuries and near misses)
  - (b) bent racking caused by contact with the forklift (no injuries, incidents only)
  - (c) slips on wet floor (highest occurrences after rain or snow storms)
- 2) Office area
  - (a) slips on wet floor (highest occurrences after rain or snow storms)
  - (b) contact with open filing cabinet drawers (critical injury occurred)
  - (c) trips and catching on cords under workstations
- 3) Production area
  - (a) slips on wet floor (spillage from decanting product)
  - (b) Burns from contact with vats (1<sup>st</sup> and 2<sup>nd</sup> degree)
  - (c) Slivers from loading wooden pallets

The Trend Review, includes types of injuries, for the last 3 years are found on the next page.

### SAMPLE - Trend Review (Injuries)

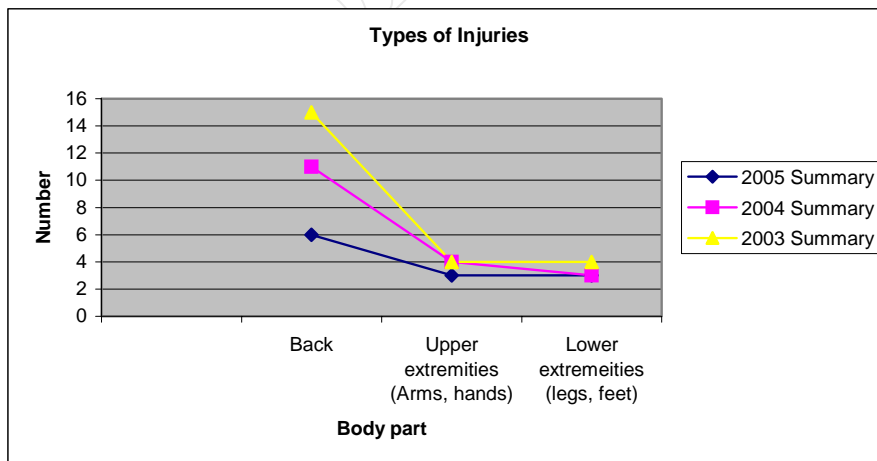
**Health and Safety Trends**

Number of	2005 Summary	2004 Summary	2003 Summary
Work accident fatalities	0	0	0
No Lost time injuries(NLTI)	5	8	10
Lost time injuries (LTI)	12	18	23
First Aid treatment only	27	11	7
Incidence of Occupational illnesses	1	0	1



**Type of Injuries(for LTI only)**

	2005 Summary	2004 Summary	2003 Summary
Back	6	11	15
Upper extremities (Arms, hands)	3	4	4
Lower extremitities (legs, feet)	3	3	4



**SAMPLE using TEMPLATE 2**

<b>Title:</b> 11.1(c) Employer response to JHSC recommendations	<b>Date of Issue:</b> July 2005
<b>Approved by:</b> President, Jack A.L. Rabbit	<b>Review / Revise Date:</b> July 2007 June 16, 2006- changed the objectives
<b>Location:</b> all facilities	

Senior Management of Rabbit Express Industries will respond in writing to the Joint Health and Safety Committee within 21 days of receiving a recommendation.

The management's written response will be completed using the 'Management response to JHSC recommendations' form.

If management accepts the recommendation(s), a timetable for action must be outlined and provided to the Joint Health and Safety Committee. The response must include actions taken and actions to be taken.

If management decides against acting on the Joint Health and Safety Committee recommendation, reasons must be given in writing, on the 'Management response to JHSC recommendations' form.

**Documentation**

The original forms received from and sent to the JHSC will be kept with the Worker Co-chair. Copies will be sent to the Management Co-chair, Health & Safety Co-ordinator and attached to the next scheduled Management minutes.

**Records**

The original copies will be kept with the JHSC minutes  
The original will be sent to the Worker Co-chair, copies to the Management Co-chair, the Health and Safety Co-ordinator and attached to the next management minutes.

A sample of the completed form follows.

<b>Approval signature:</b> <i>Jack A.L. Rabbit</i>	
<b>Distribution to:</b> all facilities, Senior Management, JHSC	<b>Document to be posted:</b> depends on the response to recommendations

**Important Reminder**

For workplaces where a Health and Safety Representative is required, management must respond in writing within 21 days of receiving a recommendation.

## **SAMPLE – Management response to Joint Health and Safety Committee Recommendations**

**Facility:** Warehouse

**Date(s):** 2005 Trends Review

**RE:** Response to recommendations received on January 2005 from Trends Review

Date recommendation received by management: 15 / January / 2005  
Day Month Year

Management agrees with the recommendation (circle): Yes No

Note: If management agrees with the recommendation, complete the next section of this form. However, if there is disagreement with or an alternative to the recommendation, please provide reasons or explanation.

### **Implementation for recommendation (timetable, actions taken, actions to be taken, etc.)**

Warehouse

- (a) Wooden pallets: Facilities to find an alternative to wooden pallets for shipping. Find a skid that can be reused and returned by the customer (by end of 1st quarter).
- (b) Bent raking: Facilities and warehouse staff will remark, repaint designated pathways. Facilities will install rubber pads on to corner posts of racking that are exposed to the designated pathways (to be completed by end of February).
- (c) Slips on floors: Facilities and the carpet supply company will change the matting by the entrances to a non-slip, water absorbent style. JHSC will monitor change and report effectiveness or required changes on the monthly inspection report (mats to be replaced within 2 weeks. JHSC on next monthly inspection after mat changes) .

**Disagreement with, or, alternative to, recommendations** – Not applicable

Date recommendation returned to the Joint Health & Safety Committee: 25 / January / 2006  
Day / Month / Year

Responding Management signature: *Jack A.L. Rabbit*

Response received by the Joint Health & Safety Committee on:

26 / January / 2006  
Day / Month / Year

*John Idnc*  
Management Co-chair

*Mary Andr ea*  
Worker Co-Chair



**SAMPLE using TEMPLATE 2**

<b>Title:</b> 11.1(d) (g) Communication Program: On and Off the Job Communication	<b>Date of Issue:</b> July 2005
<b>Approved by:</b> President, Jack A.L. Rabbit	<b>Review / Revise Date:</b> July 2007 July 23, 2006- reviewed, no changes
<b>Location:</b> all facilities	

It is the responsibility of the Health and Safety Co-ordinator, the Joint Health and Safety Committee, Management and Supervisors to communicate health and safety information.

The following are a variety of methods that will be used to communicate health and safety information/materials:

Meetings	Advertising program
Training sessions	Electronic messages
Company Quarterly Newsletter	Payroll inserts
Safety talks	Poster program
Toolbox talks	
Bulletin boards	
Senior management communication meetings	

**Frequency of Communication**

Communication of health and safety information is done on an ongoing basis.

At a minimum communication of health and safety information must be done at monthly safety talks.

Different venues for communication may require different recording systems, example: sign in sheet.

Off the job health and safety topics could include:

- Employee assistance program (EAP)
- Wellness initiatives
- Vehicle safety
- Personal health and safety
- Health and safety at home
- Recreational health and safety
- Leisure health and safety

<b>Approval signature:</b> <i>Jack A.L. Rabbit</i>	
<b>Distribution to:</b> all facilities, Senior Management, JHSC	<b>Document to be posted:</b> No

## **GUIDELINE for Element 11.1(e) (f) Senior Management team**

Elements 11.1(e) and 11.1(f) are used by the auditors to determine the integration and record keeping on health and safety and whether or not it is consistent throughout the company.

These are the guidelines from the Workwell audit document:

### **11.1(e) Integrates health and safety into all aspects of the organization**

There is evidence the safety program applies to all portions of the workplace regarding:

- Inspections
- Personnel are trained appropriately
- Management is carrying out duties as described in the employer's safety program
- Incidents are thoroughly investigated
- All branch offices/satellites(if applicable)comply with above
- All employees must participate including senior levels of management

### **11.1(f) Records health and safety program reviews and changes**

- Health and Safety Program documents receive an identifier
- There is a main controlled copy
- There is an annual audit of the health and safety documents to ensure:
  - Current within 12 months
  - Uniformity
  - Completeness
- Record all program reviews and/or revisions
- Revised documents are distributed.



### **Important Reminder**

Ensure that all documentation indicates the following:

- Date of issue
- Date of review / revision

OR

Employer must maintain a revision log or control document, which indicates:

- Title (procedure name and / or number)
- Date of issue
- Date of review / revision
- Revision notes

## **GUIDELINE for Element 11.1(h) Executive Management Workplace Inspections**

Senior management responsibilities for elements 11.1(h) can be found in samples developed for element 8.1, 8.2, 8.3 (Inspections), including the schedule of inspections.

Senior management expectations to meet 11.1(h) are as follows:

### **11.1(h) Executive Management performs workplace inspections**

- Through one of the following or an equivalent method:
  - Personal tour of the workplace.
  - Inspect with supervisors.
  - Inspect with the Joint Health and Safety Committee.
- Schedule of dates and inspectors.
- Should concentrate on critical or important health and safety items (not a comprehensive inspection)

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#### **Definition**

Executive Management      Senior management such as Plant Manager, Vice – Presidents, CEOs, Presidents and/ or Owners.

#### **↪ Important Reminder**

Executive management responsibilities **CAN NOT** be delegated to someone else.

SAMPLE