



Ontario Safety Association
for Community & Healthcare

Occupational Health and Safety Program



Client Self-Assessment Checklist

Occupational Health and Safety Program - Client Self-Assessment Checklist

The purpose of this checklist is to give health and community care organizations an opportunity to review the general characteristics of the health and safety systems and programs they currently have in place. This is a general assessment tool, not an exhaustive listing of all required elements of a health and safety program, and was designed to assist you in improving your health and safety program.

It is recommended that management, in collaboration with the joint health and safety committee and/or health and safety representatives, conduct a review of their existing documented health and safety program and health and safety systems using this checklist. The checklist is divided into five categories: leadership, hazard identification and risk management, knowledge of health and safety, organizational safety culture, and health and safety program. Each category identifies key elements with a reference to applicable legislation and standards, OSACH products and services, and recommendations to meet the identified element. A “yes” indicates that the organization has fully met the requirement – meaning the element is documented, communicated, enforced and reviewed annually. A “no” indicates that the organization either partially meets or doesn’t meet the identified requirement.

Legislation cited in this checklist is based on current Ontario and federal statutes and regulations, and applicable CSA standards. To assist in the completion of this self-assessment checklist, it is recommended that you obtain a copy of the Ontario Occupational Health and Safety Act, the Regulations for Health Care and Residential Facilities, the Workplace Safety and Insurance Act, the Healing Arts Radiation Protection Act, the Nuclear Safety and Control Act, the General Nuclear Safety and Control Regulation, the Radiation Protection Regulation, and the Packaging and the Transport of Nuclear Substances Regulation. These are available online and can be viewed by clicking on the appropriate government links provided on the OSACH website, www.OSACH.ca

Occupational Health and Safety Program - Client Self-Assessment Checklist

Organization: _____ Date: _____

Contact: _____ Consultant: _____

Item	Leadership	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
1	A corporate health and safety policy and program have been developed and communicated, clearly outlining the organization's commitment to protecting the health and safety of employees, contract workers and public who enter or may be impacted by workplace activities.	Develop and communicate a corporate occupational health and safety policy and program. Elements should include the 41 components featured in this assessment tool and should cover: <ul style="list-style-type: none"> • Policies • Procedures • Training • Evaluation 		OHS Act S. 25 Criminal Code S. 217.1	<ul style="list-style-type: none"> • OSACH - Developing Occupational Health and Safety Programs: Resource Manual • OSACH - Training program
2	Responsibility for the coordination of the occupational health and safety program is designated to one person.	Designate a manager to assume the overall responsibility for the coordination of the health and safety program.			<ul style="list-style-type: none"> • OSACH - Competent Supervision: Resource Manual • OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Leadership	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
3	Roles and responsibilities of workplace parties are understood, communicated and outlined in job descriptions.	<p>Develop, document and communicate the health and safety roles and responsibilities of the:</p> <ul style="list-style-type: none"> • Board of directors • Employer • Supervisors • Workers • Contractors • Visitors • General public <p>Document responsibilities in policies, job descriptions and performance appraisal documents.</p>		OHS Act S. 23-32 Criminal Code S. 217.1	<ul style="list-style-type: none"> • OSACH - Roles and Responsibilities in Occupational Health and Safety: Resource Manual • OSACH - Training program
4	Management staff, supervisors and all other persons who have the authority to direct the work of others (e.g., charge nurse) are trained to monitor worker health and safety practices and can support and promote employees to meet their obligations under the OHS Act and the Criminal Code.	<p>Develop and implement a mechanism to audit worker practice as part of the planned management inspections.</p> <p>Develop a management workplace inspection process that includes:</p> <ul style="list-style-type: none"> • Policy • Inspection checklist • Management training • Evaluation 		OHS Act S. 25-28 Criminal Code S. 217.1	<ul style="list-style-type: none"> • OSACH -Competent Supervision: Resource Manual • OSACH -Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Leadership	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
5	<p>There is a joint health and safety committee in place where a workplace has:</p> <ul style="list-style-type: none"> • 20 or more employees • A designated substance regulation that applies in the workplace <p>A health and safety representative has been selected by the employees in a workplace where there are 5-19 employees</p>	<p>Develop processes to fulfill the employer's legal responsibilities to the committee:</p> <ul style="list-style-type: none"> • Meet membership requirements • Respond in writing within 21 days to recommendations • Provide a copy of most recent inventory of hazardous materials, physical agents Provide copies of any required assessments of biological/ chemical agents • Post names and work locations of H&S Representatives or JHSC members • Consult JHSC and provide them with information about workplace tests (e.g. equipment, materials and industrial hygiene). • Invite an employee representative to be present at the beginning of any such tests. • Support and co-operate with the JHSC/H&S representatives in meeting their prescribed responsibilities: <ul style="list-style-type: none"> • Quarterly meetings with minutes and agenda (JHSC) • Certification of one management and employee member (JHSC) • Monthly workplace inspections • Make recommendations • Work refusal investigation • Critical injury investigation • Accompany a MoL inspector 		<p>OHS Act S. 9</p> <p>OHS Act S. 8</p>	<ul style="list-style-type: none"> • OSACH - Making JHSCs Effective: Resource Manual • OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Hazard Identification and Risk Management	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
6	Health and safety policies are included in performance evaluations and consistently and fairly enforced through progressive discipline.	Develop a system to regularly audit and monitor worker practices and compliance with health and safety policies and procedures. Document and set goals with workers. If progressive discipline is required, documentation should appear in the personnel file.		OHS Act S. 25-28	<ul style="list-style-type: none"> OSACH - Competent Supervision: Resource Manual OSACH - Training program
7	All levels of management are conducting planned and unplanned workplace inspections.	Develop and document a management workplace inspection program to include auditing of the: <ul style="list-style-type: none"> Worker practice Training records Emergency drills Environment Health and safety program compliance 		OHS Act S. 25-27	<ul style="list-style-type: none"> OSACH - Workplace Inspection: Resource Manual OSACH - Hazard Awareness and Workplace Inspection - Training program
8	One or more worker members of the joint health and safety committee (JHSC) and/or health and safety representatives conduct monthly workplace inspections.	Ensure one or more worker members of the JHSC and/or health and safety representatives participate and are given sufficient time to conduct monthly workplace inspections.		OHS Act S. 8, 9	<ul style="list-style-type: none"> OSACH - Workplace Inspection: Resource Manual OSACH - Hazard Awareness and Workplace Inspection - Training program OSACH - Making JHSCs Effective: Resource Manual OSACH - JHSC training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Hazard Identification and Risk Management	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
9	Pre-use inspections are being done for all equipment (e.g., client lifting equipment, vehicles, food service appliances).	Develop and document an equipment pre-use inspection program, to include: <ul style="list-style-type: none"> • An inventory of equipment requiring inspection • The frequency of inspection • Who is responsible for carrying out the inspection • A standard form for recording any equipment malfunctions/failures and procedures to take that equipment out of service 		HC Regs. S. 44	<ul style="list-style-type: none"> • OSACH - Workplace Inspection: Resource Manual • OSACH - Hazard Awareness and Workplace Inspection - Training program
10	Senior officers have access to data and maintain a record of timely information on priority health and safety issues.	The health and safety record should include: <ul style="list-style-type: none"> • Updates and evaluations on safety equipment • Corporate training programs • Supervisory activities • OHS complaints • Work refusals • Stop-work orders • JHSC recommendations • MoL orders • Hazard assessments • Injury and illness statistics • Critical injuries/fatalities • High-risk and near-miss occurrences 		OHS Act S. 25-28 Criminal Code S. 217.1	<ul style="list-style-type: none"> • OSACH - Competent Supervision: Resource Manual • OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Hazard Identification and Risk Management	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
11	<ul style="list-style-type: none"> A risk assessment and hazard identification program is in place with measurable indicators to guide the actions of reducing risk and potential liabilities to the organization, client and employees. 	<p>Develop processes that assess and measure risk to the organization, the client and the employee. This should include:</p> <ul style="list-style-type: none"> Analysis of patient/visitor reports Public and client complaints Incident/accident demographics Absenteeism rates System error reports Inspection and audit reports (equipment and environment including employee and public access areas) Prevention program evaluation results <p>Data should be analyzed, summarized and communicated to all workplace parties.</p>		OHS Act S. 25-28 Criminal Code S. 217.1	<ul style="list-style-type: none"> OSACH - Hazard Awareness - Training program OSACH - Risk Assessment Tool (ID)
12	<p>A process is in place for reporting and prompt investigation of:</p> <ul style="list-style-type: none"> Hazards/near misses Employee incident/accidents Occupational disease/illness Critical injuries and fatalities 	<p>Develop and document procedures and standard forms for:</p> <ul style="list-style-type: none"> Hazards/near misses/ Employee incident/accidents Critical injuries and fatalities <p>Outcomes should be analyzed, evaluated and monitored and results communicated to the JHSC.</p>		OHS Act S. 25, 51, 52(1), 52(2) HC Regs S. 5 Regulation 834 – Critical Injury Defined WSI Act Industrial Regs S. 5	<ul style="list-style-type: none"> OSACH - Accident Investigation: Resource Manual OSACH - Training program
13	<p>A process is in place to investigate, mediate and resolve work refusals in a timely manner.</p>	<p>Develop and document a process for responding to work refusals, including a standard procedure and form for:</p> <ul style="list-style-type: none"> Limited rights Process for each stage of work refusal Responsibilities and duties 		OHS Act S. 43	<ul style="list-style-type: none"> OSACH - Making JHSCs Effective: Resource Manual OSACH - Training program OSACH - Competent Supervision: Resource Manual OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Hazard Identification and Risk Management	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
14	All supervisors and those in authority to direct work have received training in: <ul style="list-style-type: none"> • Health and safety legislation • Workplace inspection • Accident investigation • Fundamentals of due diligence 	Arrange for all supervisors and those in authority of directing work to receive training in: <ul style="list-style-type: none"> • Occupational health and safety legislation • Workplace inspection • Accident investigation • Fundamentals of due diligence 		OHS Act S. 25, 26 Criminal Code S. 217.1	<ul style="list-style-type: none"> • OSACH - Competent Supervision: Resource Manual • OSACH - Training program • OSACH - Workplace Inspection: Resource Manual • OSACH - Hazard Awareness and Workplace Inspection - training program • OSACH - Pocket Ontario OH&S Act and Regulations
15	Regular and site-specific health and safety orientation training is conducted and records are kept.	Develop and implement regular and site-specific health and safety orientation training programs.		OHS Act S. 25-27	<ul style="list-style-type: none"> • OSACH - Orientation booklets • OSACH - New Worker Orientation CD (ID)

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Knowledge of Health and Safety	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
16	There is a designated area accessible to all staff for health and safety postings.	Post all required health and safety resources in a dedicated area, accessible to all workers. Postings include: <ul style="list-style-type: none"> • Safety policy • WSIB in Case of Injury Poster • WSIB First Aid Regulation 1101 • First Aid Certificates • Emergency numbers • JHSC membership • JHSC minutes • MoL orders • OHS Act • HC Regs or Industrial Regs as appropriate 		OHS Act. S 25 WSIB First Aid Regulation 1101 WSI Act	<ul style="list-style-type: none"> • Pocket Ontario OH&S Act and Regulations
17	There are dedicated and trained first aid responders responsible for first aid and maintenance of first aid resources.	<ul style="list-style-type: none"> • Ensure that there are appropriately trained staff members who are designated as first aid providers. • Ensure first aid providers are assigned responsibility for the first aid station and maintenance of resources. 		WSIB First Aid Regulation 1101	
18	Health and safety is a routine agenda item at management and staff meetings; records and minutes are maintained.	Ensure health and safety is a routine agenda item at management and staff meetings, and that notes and minutes are maintained.			<ul style="list-style-type: none"> • OSACH - Competent Supervision: Resource Manual • OSACH - Training program
19	The joint health and safety committee (JHSC) and/or health and safety representatives have received training.	Arrange for the JHSC and/or health and safety representatives to receive training in: <ul style="list-style-type: none"> • Basic certification and Workplace Hazard Specific training (JHSC) • Roles and responsibilities • Hazard identification and workplace inspections • Work refusals/stoppages • Critical incident/worker fatality investigation 		OHS Act S. 8, 9, 43, 51	<ul style="list-style-type: none"> • OSACH - Basic and Hazard Specific Certification training programs • OSACH - Making JHSCs Effective: Resource Manual • OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Organizational Safety Culture	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
20	Employees are regularly surveyed regarding their health, safety and wellness.	A process is established to access employees' feedback on workplace health, safety and wellness by : <ul style="list-style-type: none"> • Conducting an employee survey • Analyzing results • Developing an action plan to meet identified needs • Implementing initiatives • Evaluating initiatives 			<ul style="list-style-type: none"> • OSACH - A Step in the Right Direction: Wellness in the Workplace: Resource Manual • OSACH - Training program
21	Employees are recognized for safe work behaviours through positive reinforcement.	The organization has a process to recognize employees for safe work behaviours by: <ul style="list-style-type: none"> • Celebrating positive behaviours and successes in the organization's newsletter, letters of acknowledgement, and/or rewards. • Including standards in performance appraisal system. 			<ul style="list-style-type: none"> • OSACH - Competent Supervision: Resource Manual • OSACH - Training program
22	Strategies are developed to promote employee health, wellness and satisfaction (e.g., guest speakers, newsletter articles, promotion of EAP, surveying staff needs).	Promote, evaluate and celebrate employee health, wellness and satisfaction successes by: <ul style="list-style-type: none"> • Establishing a process to encourage employee input • Promoting the organization's Employee Assistance Program • Conducting employee satisfaction surveys 			<ul style="list-style-type: none"> • OSACH - A Step in the Right Direction: Wellness in the Workplace: Resource Manual • OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Organizational Safety Culture	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
23	Senior management develops, communicates and tracks corporate health and safety goals each year, in collaboration with the JHSC. Senior management models healthy and safe work practices through active participation, promotion and enforcement of safe work practices.	Senior management has a process to track, evaluate and communicate corporate health and safety goals and achievements each year; senior management conducts an annual self-assessment of its promotion, participation and enforcement of safe work practices.			<ul style="list-style-type: none"> • OSACH - Competent Supervision: Resource Manual • OSACH - Training program
24	Senior management annually reviews/ audits the health and safety program and formally communicates the results to all workplace parties and the JHSC.	<p>A process is in place for senior management to communicate the results of:</p> <ul style="list-style-type: none"> • Policies • Procedures • Education/training • Analysis of objectives • Evaluative data 			<ul style="list-style-type: none"> • OSACH - Competent Supervision: Resource Manual • OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Health and Safety Program	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
25	There is a documented comprehensive fire and emergency response program in place.	Contact your local fire prevention office for assistance in developing your fire/emergency response plan and review the plan annually and in conjunction with the JHSC to ensure it is current.		OHS Act S. 25(2)h Ontario Fire Code	<ul style="list-style-type: none"> • OSACH - Emergency Preparedness Resource Document (ID) • OSACH - Fire/Evacuation resource document (ID)
26	There is a documented comprehensive safe client-handling program in place.	Develop, document, implement and evaluate the safe client-handling program, in conjunction with the JHSC that includes: <ul style="list-style-type: none"> • Minimal lift policy • Program assessment • Procedures • Education/training • Evaluation 		OHS Act S. 25 HC Reg. S. 8, 9	<ul style="list-style-type: none"> • OSACH - Handle With Care™: Resource Manual • OSACH - Training program • OSACH - A Planning Guide for the Implementation of Client Mechanical Lifts™: Resource Manual • OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Health and Safety Program	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
27	There is a documented comprehensive workplace violence prevention program and a client aggression (responsive behaviour) prevention program in place.	Develop, document, implement and evaluate the workplace violence prevention program and a client aggression program in conjunction with the JHSC that includes: <ul style="list-style-type: none"> • Workplace Violence Prevention Policy Risk Assessment • Procedures • Education/training • Evaluation 		OHS Act S. 25-28 HC Reg. S. 8, 9	<ul style="list-style-type: none"> • OSACH - Workplace Violence Prevention Programs: Resource Manual 2nd Edition • OSACH - Training program • OSACH - The Trouble with Trouble (Awareness of Violence in the Workplace video) • OSACH - Planning Guide for the Development of a Workplace Violence Prevention Program (ID) • OSACH - Prevention of Client Aggression Through Gentle Persuasive Techniques™ (ID)
28	There is a documented comprehensive infection prevention and control program in place.	Develop, document, implement and evaluate the infection prevention and control program in conjunction with the JHSC that includes: <ul style="list-style-type: none"> • Occupational health infection control program • Routine practices and transmission-based precautions • Health care worker immunization • Environmental infection control • Communicable disease exposure protocols • Ventilation requirements • Bi-annual inspection and maintenance of the ventilation system by a qualified, competent person • Wastes and spills • Blood and body fluid exposure • Laundry services • Laboratory services Guidelines/protocols are reviewed annually and as necessary to ensure they are current with all applicable guidelines.		OHS Act S. 25 HC Regs S. 8-10, 112-114 Respirators: CSA Z94.4-02 Waste: CSA Z317.10-01 HVAC CSA Z317.2-01 ANSI standards TDG Act CDC	<ul style="list-style-type: none"> • OSACH - Infection Control Audit Tool • OSACH - Protecting Health Care Workers from Infectious Disease: A Self-Assessment Tool™ • OSACH - Training program • Personal Protection Against Infection video • OSACH - Don of a New Day video • OSACH - Respiratory Protection Programs: Resource Manual • OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Health and Safety Program	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
29	There is a documented comprehensive sharps injuries, blood and body fluid exposure prevention program in place.	Develop, document, implement and evaluate a sharps injuries, blood and body fluid exposure prevention program in conjunction with the JHSC that includes: <ul style="list-style-type: none"> • Risk assessment • Policies and procedures • Medical surveillance protocols 		HC Regs S. 8, 9, 112-114	<ul style="list-style-type: none"> • OSACH - Sharps injury, blood and body fluids exposure prevention product (ID)
30	There is a documented comprehensive slips and falls prevention program in place.	Develop, document, implement and evaluate a slips and falls prevention program in conjunction with the JHSC that includes: <ul style="list-style-type: none"> • Policy • Assessment procedures • Evaluation 		OHS Act S. 25-28 HC Regs S. 8, 9, 33 -35	<ul style="list-style-type: none"> • OSACH - Slips and Falls: Resource Manual (ID) • OSACH - Training program (ID) • OSACH - Slips and Falls: More Than a Trivial Affair video
31	There is a documented comprehensive musculoskeletal disorders prevention program in place.	Develop, document, implement and evaluate a musculoskeletal disorders prevention program, in conjunction with the JHSC. Recognize risk factors that include: <ul style="list-style-type: none"> • Work posture • Manual material handling • Repetitive work Develop appropriate controls such as: <ul style="list-style-type: none"> • Equipment design • Workstation layout • Work organization • Work practices 		OHS Act S. 25 -28 HC Regs S. 8, 9, 103	<ul style="list-style-type: none"> • OSACH - Ergonomic Guidelines in the Design of LTC Facilities: Resource Manual • OSACH - Ergonomic Guidelines in the Design of Acute Care Facilities: Resource Manual (ID) • OSACH - The Ergonomic Resource Guide for Organizations in Health and Community Care ERGO: Resource Manual • OSACH - Ergonomic Awareness for the Computer User - Training program • OSACH - Ergonomics in Health Care: A Fitting Solution video • OSACH - Developing a Workplace MIPP - Training program • OSACH - Back Safety Awareness and Safe Lifting training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Health and Safety Program	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
32	There is a documented comprehensive Workplace Hazardous Materials Information System (WHMIS) program in place.	<p>Develop, document, implement and evaluate a WHMIS program in conjunction with the JHSC that includes:</p> <ul style="list-style-type: none"> • WHMIS policy • Inventory • Current MSDSs • Labelling • Regular generic and site-specific training <p>Review annually and as necessary in conjunction with the JHSC to ensure hazardous materials information is current.</p>		OHS Act S. 25-28, 42 HC Regs S. 8, 9 WHMIS Reg. 860	<ul style="list-style-type: none"> • OSACH - Implementing a WHMIS Program: Resource Manual • OSACH - Training program • OSACH - Implementing a WHMIS Program video
33	There is a documented comprehensive motor vehicle safety and safe driving program in place.	<p>Develop, document, implement and evaluate a motor vehicle safety and safe driving program in conjunction with the JHSC that includes:</p> <ul style="list-style-type: none"> • Driving performance review • Vehicle procurement program • Vehicle maintenance • Accident reporting • Safe driving practices education • Record keeping 		OHS Act S. 25-28 HC Regs S. 8, 9	<ul style="list-style-type: none"> • OSACH - Drive Alive: A Roadmap for Healthcare Professionals video • OSACH - Motor Vehicle Safety and Safe Driving: Resource Manual (ID)
34	There is a documented comprehensive claims management and early and safe return to work program in place.	<p>Develop, document, implement and evaluate the claims management and early and safe return to work program in conjunction with the JHSC that includes:</p> <ul style="list-style-type: none"> • Policy • Procedures • Standard forms (work plan, non-compensable FAF) • PDAs of job descriptions. 		WSI Act Ontario Human Rights Code	<ul style="list-style-type: none"> • OSACH - Developing and Implementing a Comprehensive Return to Work Program: Resource Manual • OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Health and Safety Program	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
35	There is a documented comprehensive designated substance control program in place (e.g., asbestos, mercury, isocyanates, ethylene oxide, lead).	Develop, document, implement and evaluate a designated substance and chemical control program in conjunction with the JHSC that includes: <ul style="list-style-type: none"> • Policy • Assessments • Procedures • Medical surveillance • PPE • Education/training • Annual evaluation 		Designated Substance Regulations	
36	There is a documented comprehensive physical and chemical and biological hazard control program in place (e.g., anesthetic gases, cytotoxins/antineoplastics, compressed gases, glutaraldehyde, latex).	Develop, document, implement and evaluate a physical and chemical hazard control program in conjunction with the JHSC that includes: <ul style="list-style-type: none"> • Policy and procedures • Risk assessment • Hygiene monitoring • Medical surveillance • Respirator program as required • Education/training • Annual evaluation 		HC Regs S. 8, 9, 95-102 Chemical and Biological Exposure Regulation	<ul style="list-style-type: none"> • OSACH - Indoor Air Quality in Health Care Facilities: Resource Manual • OSACH - Remediation of Mould Contamination
37	There is a documented contractor safety program in place.	Develop, document and implement the following processes in conjunction with the JHSC: <ul style="list-style-type: none"> • Competency and qualifications • WSIB clearance certificates • Guidelines for hazardous work • WHMIS processes • Health and safety legislation compliance • Health and safety orientation • Auditing and monitoring 		OHS Act S. 25-28 HC Regs. S. 8, 9 Construction Projects Ontario Regulation 213/91	<ul style="list-style-type: none"> • OSACH - Competent Supervision: Resource Manual • OSACH - Training program

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Health and Safety Program	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
38	There is a documented preventive maintenance program in place.	Develop, document and implement a preventive maintenance program in conjunction with the JHSC that includes: <ul style="list-style-type: none"> • Policy and procedures • Schedule and list of equipment requiring maintenance including ventilation systems • Record keeping of equipment inspections, maintenance and repairs • Preventive maintenance contracts • Back-up systems 		OHS Act S. 25-28 HC Regs. S. 8, 9, 19-21, 44-61	<ul style="list-style-type: none"> • OSACH - Developing Occupational Health and Safety Programs: Resource Manual
39	There is a documented electrical lock-out and equipment tag-out program in place.	Develop, document and implement a lock-out program in conjunction with the JHSC that includes: <ul style="list-style-type: none"> • Policy and procedures • Appropriate lock-out/tag-out equipment • Staff training 		OHS Act 25-28 HC Regs. S. 8, 9, 62-73 Industrial Regs S. 42	
40	There is a documented machine-guarding program in place.	Develop, document and implement a machine-guarding program in conjunction with the JHSC that includes: <ul style="list-style-type: none"> • Safe operating procedures • Inspection and maintenance processes • Appropriate guarding devices • Staff training 		OHS Act. 25-28 HC Regs. S. 8, 9, 44-61 Industrial Regs. S. 24	

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Item	Health and Safety Program	Recommendation	Status Yes/No	Reference	Current OSACH Products Available
41	There is a documented comprehensive radiation safety program in place.	<p>Designate a competent person as a radiation safety officer charged with developing, implementing and evaluating the radiation safety program to meet all applicable legislation and best practice standards. Program development should include the following elements:</p> <ul style="list-style-type: none"> • Worker safety measures • Worker medical surveillance and dosimeter management • Safe operating and maintenance procedures • Emergency responses measure and procedures • Storage, packaging and transport of radiation material • Radionuclide safety program • Laser safety • X-ray safety • Education and training of the worker 		<p>Lasers: CSA Z386-01 Healing Arts Radiation Protection (HARP) Act Nuclear Safety and Control Act General Nuclear Safety and Control Regulation Radiation Protection Regulation Packaging and Transport of Nuclear Substances Regulation</p>	<ul style="list-style-type: none"> • OSACH –Safety Considerations for Health Care Workers Caring for Radiotherapy Patients • Also, contact the Radiation Safety Institute of Canada www.radiationsafety.ca

Yes – fully meets requirement – program is documented, communicated, enforced and reviewed annually

No – partially meets or doesn't meet requirement

Legend

ANSI	American National Standards Institute
CDC	Centers for Disease Control (Atlanta, Georgia)
CSA	Canadian Standards Association
FAF	Functional Abilities Form
H&S Rep	Health and Safety Representative
HC	Health Canada
HC Regs	Health Care and Residential Facilities Regulation
HVAC	Heating, ventilation and air conditioning
ID	In development – document not yet available; consult with your regional consultant for availability date
JHSC	Joint Health and Safety Committee
MoHLTC	Ministry of Health and Long-term Care
MoL	Ministry of Labour
MSD	Musculoskeletal disorders
OHS Act	Occupational Health and Safety Act
PDA	Physical Demands Analysis
WHMIS	Workplace Hazard Materials Information System
WSI Act	Workplace Safety and Insurance Act
WSIB	Workplace Safety and Insurance Board

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