

Health and Safety For Business Owners

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Outline

1. Introduction
2. What is a Health and Safety Program-
Large employer/Small employer
3. Legal duties
4. Purpose of a program-System approach,
misconceptions, investigating incidents
5. Where to start

Health and Safety Program

What is it?

- A program implemented for ensuring worker health and safety at your workplace. The foundation upon which health and safety activities are built.

Do I need a program?

- Every workplace in BC must have a health and safety program.

Formal or less formal?

- Dependent upon the worker count and risk of injury.

Am I a large or small employer?

- In the manufacturing sector employers with 20 or more workers employed are considered large for the purpose of H&S Program and Joint Occupational and Health and Safety Committee establishment.

Who is Responsible for Safety

Roles and responsibilities-The Workers Compensation Acts prescribes responsibilities and roles of all parties in a workplace.

1. Directors and Officers

Must ensure compliance with the Act, Regulation, and Orders.

2. Owners

Maintain safe land and premises. Communicate hazards present.

3. Employers

Overall responsibility. Ensuring the health and safety of all workers working at a workplace. Information, instruction, training, and supervision of workers.

Maintain equipment, tools, devices, and PPE.

**Establish OHS policies, and programs in accordance with the regulations.*

Who is Responsible for Safety

Roles and responsibilities-The Workers Compensation Acts prescribes responsibilities and roles of all parties in a workplace.

4. Supervisors

Must ensure the health and safety of all workers under the direct supervision of the supervisor and ensure that the workers under his or her direct supervision are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work.

5. Workers

Must carry out his or her work in accordance with established safe work procedures as required by this Part and the regulations.

6. Suppliers

Provide directions respecting the safe use of any tool, equipment, machine or device, or any biological, chemical or physical agent, that is obtained from the supplier to be used at a workplace by workers.

Who is Responsible for Safety

There is a unique role the CEO or business owner plays

- Employees know it's important when it comes from the top
- If you're the leader then lead
- When it's driven from the top, procedures can be implemented evenly across all aspects of the business. No one is left out

When embraced at the top:

- Aids in attractions and retention of employees
- You share a common language; communication between areas improves
- Fosters a team feel—everyone has everyone else's backs
- Right thing to do

Health and Safety Program

What are the required and key elements of a robust health and safety program?

- Statement of the employers aims. Roles and responsibilities are clear.
- Regular inspection of premises, equipment, work methods and work practices, at appropriate intervals.
- Appropriate written instructions, available for reference by all workers.
- Provision for holding periodic management meetings for the purpose of reviewing health and safety activities and incident trends.
- Prompt investigation of incidents to determine the action necessary to prevent their recurrence.
- The maintenance of records and statistics, including reports of inspections and incident investigations.
- Provision by the employer for the instruction and supervision of workers in the safe performance of their work.

Health and Safety Program

- Do I need a Joint Health and Safety Committee?
- Small employers require a worker representative to participate in health and safety management.
- Training is required for worker representatives.
- There are requirements for training and entitlement for paid training in the WCAct and OHS Regulation.
- The JHSC plays a key role in supporting the employers OHS Program and ensures H&S matters are taken from the worker level to management in a manner which assists in remedy of unsafe conditions.
- Training opportunities are available through many avenues and agencies.
- JHSC are worthwhile even if not required as they bring employees together from different areas regularly and foster better communication

Health and Safety Program

Implementation of a program → A systems approach

- The health and safety program should be a part of your core business processes.
- Not a parallel activity simply to satisfy the Regulator.
- Design of the workplace must include health and safety of persons.
- Incorporated into the HR system. Orientations and introduction to the job.
- Purchasing and commissioning must integrate health and safety.

Health and Safety Program

Implementation of a program → A systems approach

- Production, distribution, and retailing must include health and safety.
- Quality control increases with health and safety integration.
- Identification, verification, and correction of hazards becomes easier.
- Provides value. Promotes a system of continual improvement.
- Business systems must be designed, developed, implemented, and evaluated to provide effectiveness.
- Improves the team atmosphere. Workers become safety champions.

Health and Safety Program

A systems approach is different than 'caring about safety':

- Do you include H&S into performance evaluations?
- When you interview a potential employee do you ask a question about their commitment to health and safety?
- Do you treat your contractors like employees?
- Do temp workers get a safety orientation? Farm workers? Volunteers?
- When buying new equipment do you assess for safety as part of the process?
- Do you start all meetings with an item about safety?
- Do you reward employees for following safety procedures, filling out near miss reports?
- Do you think most accidents are someone's fault?

...That Guy Was Just Not Paying Attention

Find out HOW an accident was caused rather than WHO caused it

- Often there are many factors involved
- Often many people are involved
- Tinhorn Creek Example



This approach says you want continuous improvement, not blame, and reinforces that you respect your employees.

...But We Have a Very Safe Workplace

- Are you investigating incidents?
- Are you investigating near misses?
- Are you holding meetings to discuss and remedy unsafe conditions?
- Do you consider the health and safety of workers during procurement and commissioning of new machinery, equipment, or setting up the workplace?
- Do you feel workers have to use common sense in order to prevent injuries, illness, and occupational exposures?
- Do you have workers read operator manuals before assigning them to use tools, machinery, and equipment?
- Are the terms “safeguarding” and “lockout” common in your workplace?
- We haven’t had an incident! Proof we have a safe workplace.

Misconceptions

- This is going to take too much time to implement.
- It is going to slow down production.
- I will be buried in paperwork.
- We don't need a program like this because we've never had an injury.
- This will cost us too much money.

The costs of injuries, incidents, and non-compliance can be significant.

- Aside from the human costs, injuries cost employers directly from increase in assessments, down time, training new workers, and WCB intervention.
- Injuries in a CU can drive up rates for all employers in that CU.
- Incidents associated with equipment break down, structural failures, lack of maintenance, poor set up, and poor training of operators directly impacts the bottom line.
- Penalties associated with failure to comply with the WCAct and OHS Regulation can be significant and grow exponentially with repeats.

Where Do We Start?

- Self assessment-take a health and safety inventory
- Contacting Consulting Agencies
- Gap Analysis-Where we think we are compared to reality
- Hit the “Big Ticket Items”
- Talk to your peers



How I Did It / How You Might Do It

How I did it at Tinhorn Creek

- Program written by me over course of a year
- Google was my best friend
- Universal roll out with no transition

How You Might Do It

- Right away start regular monthly inspections, hold monthly meetings with all staff, everyone start writing up near misses
- Work toward a “no work alone” policy
- Get rid of most ladders and step stools or replace any that are old
- Be aware of slips, trips and falls being one of biggest problems
- Get a gap analysis and tackle 2-3 areas every winter or slow season

Top 12 Non Compliance-Winery

H&S Program
Orientations
Safeguarding
Lock Out
Confined Space
Eyewash
Chemical Handling
Ladders
CO2 Monitoring
First Aid
PPE
WHMIS



Top 12 Non Compliance-Vineyard

H&S Program

Orientations

Mobile Equipment Safety-PTO, ROPS, Seat Belts

Coordination of Overlapping Activities

First Aid

Eyewash

Pesticide Storage

PPE

MSI

Supervision

Working Alone

Riding Equipment



Top 12 Non Compliance Brewery-Cidery

H&S Program

Orientations

Safeguarding

Lock Out

Confined Space

Eyewash

Chemical Handling

Pressure Vessel Venting

CO2 Monitoring

First Aid

PPE

WHMIS

***Distillery-flammable liquids, heat exposure**



Top 12 Non Compliance-Retail

H&S Program

Orientations

MSI-lack of prevention

Coordination of Overlapping Activities

First Aid

Eyewash

Footwear/PPE

Emergency Escape

Supervision

Working Alone

Slip and Trip-Housekeeping

Cash Handling



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