

Health and Safety for HOSPITALITY



Small Business



Health and Safety for Hospitality Small Business



About Saskatchewan Workers' Compensation Board

The Saskatchewan Workers' Compensation Board (WCB) is a provincial agency funded by employers to deliver workplace insurance to Saskatchewan employers and benefits to Saskatchewan workers when they are hurt at work. The WCB is governed through legislation by *The Workers' Compensation Act, 2013*, (the Act). The Act describes the workplaces that the WCB covers and the benefits it provides.

WorkSafe Saskatchewan

WorkSafe Saskatchewan is a partnership between the 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.

About the SHSA

The Service and Hospitality Safety Association of Saskatchewan Inc. (SHSA) is driving cultural change through safety-centered leadership. It generates positive change in health and safety practices within the service and hospitality industries of Saskatchewan and enables its industries to work towards zero injuries while tolerating no fatalities. SHSA assists members to develop, improve and implement workplace health and safety programs.

For more information about the WCB, WorkSafe Saskatchewan, or Occupational Health and Safety, please go to:

www.wcbsask.com
www.worksafesask.ca
www.saskatchewan.ca/work

For more information about safety in the hospitality industry, please visit:

www.servicehospitality.com

The Ministry of Labour Relations and Workplace Safety's Occupational Health and Safety Division (OHS Division) is responsible for developing and enforcing occupational health and safety legislation. This publication does not change or replace any legislation.

As an employer, you are responsible for ensuring that the workplace is healthy and safe. This publication offers guidelines to help you interpret and apply the legislation.

This publication is informational only and does not prescribe the specific technical detail that some users may require, nor does it speak to every possible safety concern within any environment.

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.

We can neither assure that all necessary warnings and precautionary measures are contained herein, nor that additional information or measures may not be required due to particular exceptional circumstances.

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WorkSafe Saskatchewan publications

Visit the WorkSafe Saskatchewan website to learn more about workplace safety and injury prevention. You can access online resources, like the *Guide for New Workers* or *Understanding the WCB*. Promote safety at work — WorkSafe Saskatchewan provides a variety of free posters for the workplace. Learn more at www.worksafesask.ca.

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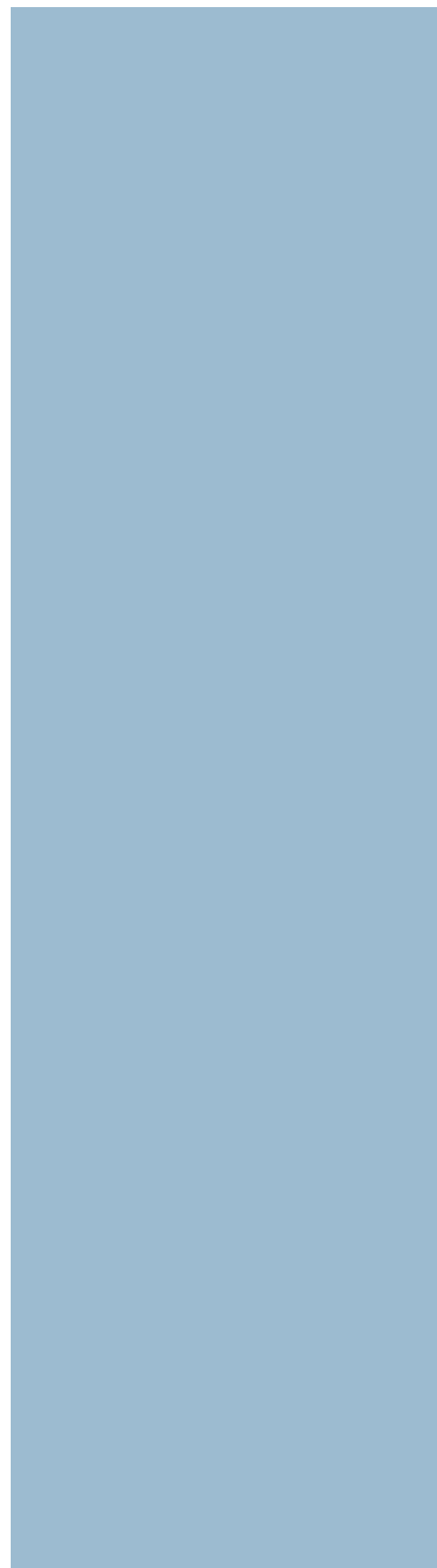
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Most small businesses in Saskatchewan's hospitality industry are classified as low-risk workplaces. This guide is mainly for such businesses. If your business is a prescribed place of employment listed under Table 7 of the appendix to *The Occupational Health and Safety Regulations, 1996* you may also use this guide; however, when you create your OHS program ensure that you include all of the elements listed in regulation 22.

How this guide is organized

This guide is meant for small businesses in the hospitality industry. You can use this guide if you're an owner, employer, manager, supervisor or worker in a hotel, motel, restaurant or other food service establishment.

This guide describes the key elements for health and safety in your business (pages 1-41). It also includes sample forms and checklists that you can use for managing health and safety (pages 42-57).

Information icons

Throughout this guide, you will see icons that indicate health and safety tips or references for more information.



The Tip icon indicates a suggestion that may help you improve health and safety in your workplace.



The clipboard icon indicates a form or checklist included in this guide.



The book icon indicates a true story and actual account of injury.



The mouse-and-monitor icon indicates a reference to a resource outside of this guide, including the following:

- WorkSafe Saskatchewan publications
- *The Saskatchewan Employment Act (SEA)*
- *The Occupational Health and Safety Regulations, 1996* (the regulations)
- *The Workers' Compensation Act, 2013* (the Act)
- Labour Relations and Workplace Safety (LRWS) or another online resource

Occupational health and safety programs

WorkSafe Saskatchewan recommends that all small businesses set up an occupational health and safety program. A health and safety program is a process for managing health and safety in the workplace. It includes a written document that details health and safety policies and procedures for your business.

The scope of your health and safety program depends on the size of your business and the hazards at your workplace. This guide focuses on the basics of a less formal program for smaller businesses. The keys to health and safety described in the following sections will be the basic components of your health and safety program.

Generally, a small business can state its health and safety policy and describe its program in a few pages. Use the “Sample Health and Safety Program for Small Business” form on pages 43-44 as a starting point for your program. Don’t just copy the sample. Your health and safety program should be unique and specific to your workplace.

Annual program review

Once you have a health and safety program in place, review it annually and revise as necessary to make sure it addresses your current health and safety concerns. Regulation 22 requires employers to revise their health and safety programs at least once every three years. But annual reviews help employers address health and safety changes in a timely manner. If you put it off, you may forget to update a process or procedure, or neglect hazard that may lead to an incident. Use the “Annual Review of Health and Safety Program,” form on pages 45-46.

Seven steps to health and safety

The following seven steps will help you improve health and safety in your workplace.

1. Control hazards and develop a safety plan.

As an employer, you must identify hazards in your workplace and take steps to eliminate or minimize them. Develop a safety plan. Tell your workers what you will do to ensure their safety and what you expect from them. Make sure your workers have access to a first-aid kit.

SEA and the regulations

For more information on health and safety programs, see SEA 3-20 and regulation 22.



Forms and checklists

- *Sample Health and Safety Program for Small Business*, pages 43-44
- *Annual Review of Health and Safety Program*, pages 45-46



Health and safety program

Review your health and safety program at least once every three years and whenever there is a change of circumstances that may affect workers' health and safety. For example: When you purchase new equipment, workers will need training and new safety procedures.



Tip

Encourage worker participation

Front-line workers know and understand the hazards associated with their jobs and often have ideas on how to deal with specific hazards. Good communication among employers, supervisors and workers on health and safety issues is vital for the success of a workplace health and safety program.



Regular meetings are an important way to improve workplace health and safety.

2. Inspect your workplace.

Regularly check all equipment and tools to ensure that they are maintained and safe to use. Also check storage areas and review safe work procedures.

3. Train your workers.

Take the time to train your workers. Tell them and show them how to do specific tasks. Provide written instructions and safe work procedures. Supervise your workers to ensure that they are using their training.

4. Talk regularly with your workers.

Creating a culture that supports open communication is important. To foster this, meet regularly with your staff to discuss health and safety issues. Encourage them to share their ideas and thoughts on how to improve safety in the workplace.

5. Investigate incidents.

Look into the causes of incidents, including dangerous occurrences (incidents where no one was injured or killed, but could have been). Find ways to change procedures or equipment to help prevent similar incidents from occurring.

6. Maintain records.

Keep records of all first-aid treatment, inspections, incident investigations and training activities. This information can help you identify trends in unsafe conditions or work procedures.

7. Make safety a key part of your business.

Safety shouldn't be an after-thought. It's just as important to a successful business as customer service, inventory control and financial planning. A commitment to health and safety makes good business sense because it's the one way to protect your greatest resource — your people.

Hazard identification and risk control

Identify workplace hazards and find ways to eliminate or control them

A hazard is a dangerous object, event, behaviour or condition, which could cause hurt, injury or loss.

Hazard identification is the recognition through a formal or informal process of a dangerous object, event, behaviour or condition, which could cause injury or loss.

Risk is the probability that during a given period of activity, a hazard could result in an incident with definable consequences.

Hazard control is a means of eliminating or reducing the risk of exposure to a hazard.

Saskatchewan occupational health and safety legislation has requirements for identifying and addressing specific hazards.

Hazard identification

Become familiar with the hazards of each work area that you are responsible for. You can locate most hazards by carefully reviewing tasks, equipment and sources of stress. Review documents, conduct inspections and perform a job hazard analysis on each dangerous task.

Types of hazards

Occupational hazards are divided into two groups:

1. Health hazards

An occupational health hazard is any agent that can cause occupational illness. There are five types of health hazards:

- a. chemical hazards
- b. biological hazards
- c. physical agents (energy sources strong enough to harm the body, such as electric currents, vibration, noise and radiation)
- d. work design hazards (ergonomic)
- e. psychosocial hazards (workplace stress, harassment and violence)

A health hazard may produce serious and immediate (acute) effects or cause long-term (chronic) problems. It may affect all or part of the body. Someone with an occupational illness may not recognize the symptoms immediately. Example: Noise-induced hearing loss is often difficult for a worker to detect until it is well advanced.

2. Safety hazards

A safety hazard is any force strong enough to cause a physical injury from an incident. An injury caused by a safety hazard is usually obvious, such as:

- slips, trips or falls
- pinch or crush points on machinery
- falling from a height
- material falling on a worker
- fire or explosion

Safety hazards cause harm when workplace controls are not adequate. For example, a worker may be cut badly due to a missing guard on a meat slicer.

Risk estimation

Identified hazards that cannot be eliminated immediately must be effectively controlled to eliminate or reduce the risk. Risk estimation is used to prioritize hazards by the degree of risk they pose and to evaluate the effectiveness of implemented controls.

Risk matrix

Saskatchewan's occupational health and safety legislation does not require that workplaces use a tool, such as the risk matrix on the next page, to estimate and assign a value to the risk a hazard poses. However, it is recommended that workplaces select a risk matrix and use it consistently.

When assessing the risk of a hazard, you must first decide how likely it is that the hazard will cause harm. Think about how often the task is completed and the number of people completing the task at any one time. Once likelihood has been determined, the next step is to consider what the potential consequences would be. The final step is to use a tool, such as the risk matrix on the next page, to get a risk rating.

For example, a veterinary clinic has identified that lifting large dogs onto exam, treatment and surgery tables is a hazard that the clinic cannot eliminate.

When determining the likelihood that the hazard could cause harm, the clinic would look at how many employees are lifting large dogs and the number of large dogs lifted in a typical day. Using the risk matrix below, the likelihood would be estimated at five (almost certain).

Next, the clinic would decide what injuries could result from lifting large dogs. Such injuries might include back, shoulder or arm muscle strains. Using the risk matrix, the consequences would be estimated at three (serious injury). With a likelihood of five and consequences at three, the risk rating would be 15 (medium).

RISK ASSESSMENT MATRIX

		RISK RATING						
LIKELIHOOD	5	5	10	15	20	25	High	Stop work until risk is addressed
	4	4	8	12	16	20		
	3	3	6	9	12	15	Medium	Implement temporary precautions until risk is addressed
	2	2	4	6	8	10		
	1	1	2	3	4	5	Low	Address risk as soon as reasonably practicable
		1	2	3	4	5	CONSEQUENCES	

LIKELIHOOD (probability/frequency)

- 5. Almost certain**
Expected to occur regularly under normal circumstances
- 4. Likely**
Expected to occur at some time under normal circumstances
- 3. Possible**
May occur at some time under normal circumstances
- 2. Unlikely**
Not likely to occur under normal circumstances
- 1. Rare**
Could happen, but probably never will under normal circumstances

CONSEQUENCES

- 5. Fatality**
- 4. Major injury**
(permanent disability)
- 3. Serious injury**
(time loss incident)
- 2. Medical aid incident**
(health care facility treatment)
- 1. Minor injury**
(first aid at worksite)





Cook fractures arm

A cook was operating a dough machine. The machine had a rotating shaft with mixing spindles and drew dough through a die to produce noodles. The cook noticed that the machine was drawing the dough too slowly, a sign that the dough was too wet. When he reached in through the dough machine lid to take a sample for testing, one of the spindles caught his hand and pulled his arm in, fracturing it.

Minimizing risks and controlling hazards

You can prevent most workplace injuries and illnesses if you identify workplace hazards and eliminate or minimize the risks from them.

Ways to minimize the risks include the following:

- Modify work processes or equipment (for example, evaluate safety features when purchasing or replacing equipment).
- Develop and implement safe work procedures.
- Ensure that workers use appropriate personal protective equipment and follow safe work procedures.

Pages seven to 12 describe common hazards in the hospitality industry and how to reduce the risks associated with these hazards.



Overexertion

Hazard

More than one-quarter of overexertion incidents in hotels and motels result from moving fixtures and furniture.

Prevention

Use the following safe lifting techniques:

- Place your feet apart for good balance.
- Bend your knees.
- Keep the load close to the centre of your body.
- Use smooth, gradual motions.
- Avoid twisting your back.



Burns

Hazard

About 14 percent of incidents in restaurants result in burns and scalds. The most common causes are spilling or splashing of hot liquids and contact with hot surfaces.

Prevention

Reduce the risk of burns and scalds by following these guidelines:

- Dry items thoroughly before using them with hot oil.
- Lower food and utensils slowly into hot oil.
- Make sure the handles of pots and pans do not stick out from counters or stoves.
- Use oven mitts or dry cloths when handling hot objects.
- Open lids away from you to allow steam to escape.



Unguarded machinery

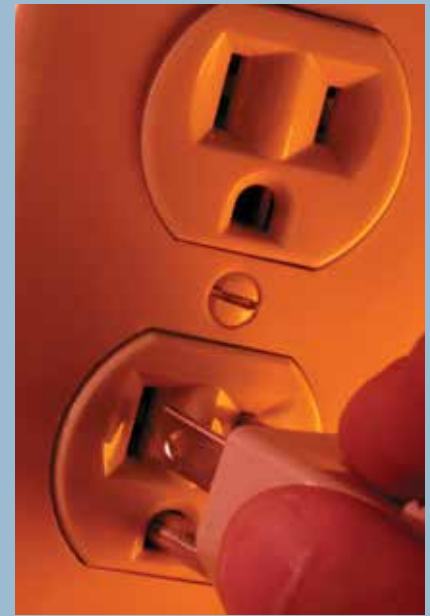
Hazard

Common equipment such as mixers, meat slicers, general maintenance equipment and electrical tools can cause serious injuries. Guarding, if used properly, can protect workers from serious cuts, crushing injuries, fractures and amputations.

Prevention

Reduce the risk of injury by following these guidelines:

- Make sure all guards are in place before using equipment.
- Check manufacturers' instructions for safe use.
- Retrofit older equipment with guards whenever possible.



Machinery not locked out

Hazard

Equipment that starts up unexpectedly, especially during clean up or maintenance, can cause serious injuries.

Prevention

Reduce the risk of injury by unplugging equipment before clean up, maintenance or repairs. If the equipment is hardwired, follow the specific lockout procedure for that equipment.

Tip



Rubber mats provide traction in wet areas.



Slippery floors

Hazard

Slippery surfaces are one of the major causes of slips and falls in the hospitality industry.

Prevention

Reduce the risk of injury by following these guidelines:

- Use non-slip footwear.
- Keep floors free of water and grease.
- Clean floors regularly.
- Clean up spills immediately.
- Post warning signs around spills or wet floors.
- Install non-slip tiling or other non-slip floor products.
- Use rubber mats in areas where the floors are constantly wet.
- Use slip-resistant waxes to polish and treat floors.



Cuts

Hazard

Knives are involved in many incidents in the hospitality industry, especially among chefs and cooks. Injuries range from minor cuts to loss of fingers.

Prevention

Reduce the risk of injury by following these guidelines:

- Use a flat surface or cutting board.
- Use the right knife for the job and make sure it is sharp.
- Hold the knife securely with your stronger hand.
- Curl the fingers of your other hand over the object to be cut.
- Cut away from your body when cutting, trimming or deboning.
- Wear protective equipment such as cut-resistant gloves, if necessary.



Sprains and strains

Hazard

Manual handling, especially in storage areas, can lead to overexertion injuries, and sprains and strains.

Prevention

Reduce the risk of injury by following these guidelines:

- Stack items so they are stable.
- Organize storage areas by weight, with heavier items between knee and chest levels to minimize lifting.
- Use a ladder or stepstool to reach items on higher shelves.
- Keep the floors of cold storage areas free of ice buildup.
- Use safe lifting techniques.
- Use dollies whenever possible.
- If an item is too heavy, ask for help.

Hand, foot, and eye protection commonly used in the hospitality industry.

	Type of PPE	When to use
Hands	Chemical-resistant gloves	Cleaning with or handling chemicals (check the SDS for specific glove requirements)
	Work gloves	Handling garbage, landscaping or working in storage areas
	Disposable waterproof gloves	Cleaning blood and other body fluids
	Cut-resistant gloves	Cutting and equipment cleaning operations
Feet	Non-slip footwear	Working in and around kitchens
	Steel-toed boots	Operating landscaping equipment
	Footwear with ankle support	Working outdoors
Eyes	Safety glasses	For general eye protection
	Safety goggles and face shields	Working with chemicals that may splash

Tip

Consider personal protective equipment (PPE)

PPE is equipment or clothing worn by a worker to prevent or minimize exposure to specific hazards. Examples of PPE include respirators, gloves, as well as head, eye and foot protection.

PPE should be your last line of defense. Before considering PPE, eliminate or minimize the risks using other means. For example, use less hazardous chemicals, or modify work processes or equipment.



Needle sticks restaurant worker

A restaurant worker had emptied a bathroom garbage can and was carrying the garbage bag outside to dispose of it. The bag contained a used needle that pricked the worker when the bag rubbed up against her thigh.



LRWS and Worksafe Saskatchewan publications and the regulations

For more information on safe handling of needles and working with chemicals, see the following:

- WHMIS/GHS online
- Regulation 85 – Exposure control plan



Biohazards: Used needles

Hazard

Workers can be exposed to infected blood and body fluids if sharp contaminated objects puncture their skin.

Prevention

Reduce the risk of exposure by following these guidelines:

- Don't pick up sharps unless you have been told how to do so safely.
- Wear disposable waterproof gloves.
- Use tongs or pliers to pick up needles or other contaminated sharp objects.
- Place needles in a disposal container made for sharps. Contact your municipality for information on safe disposal.
- Look before you clean.
- Needles have been found on top of picture frames, under mattresses and in other unexpected places.



Biohazards: Cleaning

Hazard

Workers cleaning bathrooms may come across body fluids such as blood, vomit or feces.

Prevention

Reduce the risk of exposure by following these guidelines:

- Use personal protective equipment such as disposable waterproof gloves.
- Use disposable towels to clean up all visible material.
- Discard towels in a waterproof garbage bag.
- Disinfect the area with a diluted bleach solution.
- Don't compress garbage or reach into garbage containers with bare hands.
- Don't hold garbage against your body during handling.



Biohazards: Laundry

Hazard

When making up rooms, workers may come across items that are soiled by blood or other body fluids.

Prevention

Reduce the risk of exposure by following these guidelines:

- Use personal protective equipment such as rubber gloves.
- Use garbage bags or specially marked laundry bags to separate soiled items.
- Train laundry workers so they can use appropriate personal protective equipment and take other necessary precautions.



Chemical exposures

Hazard

Many chemicals used in workplaces may cause irritation or even serious injury or disease.

Prevention

Reduce the risk of exposure by following these guidelines:

- When handling chemicals, use personal protective equipment as recommended by the manufacturers and required by the employer.
- Read the labels and the safety data sheets (SDSs) that accompany chemicals.
- Follow safe work procedures.
- Store chemicals in a properly ventilated, locked area and post warning signs.



Falls from ladders

Hazard

Falls from ladders comprise about 5 percent of falls in the hotel industry.

Prevention

Reduce the risk of injury by following these guidelines:

- Use a ladder that has slip-resistant feet.
- Set the ladder on a flat, firm surface.
- Face the ladder when standing on it and when climbing up or down.
- Keep the centre of your body between the side rails of the ladder.
- Don't work from the top two steps of a stepladder.



Violence

Hazard

Despite the relatively small number of incidents that occur, workplace violence in the hospitality industry can result in physical and psychological injuries.

Prevention

Reduce the risk of incidents by following these guidelines:

- Ensure workers know the early warning signs of a potentially violent situation.
- Ensure workers are able to get help quickly if an incident occurs.
- Develop and make available to workers written safe work procedures for working alone or in isolation.

Preventing violence in the workplace

Violence is the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reason to believe that they are at risk of an injury.

Employers must take the following steps to help prevent violence in the workplace:

1. Determine if there is a risk of violence in the workplace.
2. Implement procedures to eliminate or minimize risks to workers.
3. Train workers about the hazards of workplace violence and the appropriate responses to violent behaviour or threats.

Incidents of violence include attempted or actual assaults, or any threatening statement or behaviour toward an employee by anyone other than a co-worker. For example, your staff may have to deal with people under the influence of drugs or alcohol. Workers need to know how to handle these kinds of situations before they happen.

Incidents don't always occur at the worksite. For example, workers may face risks walking to or from a bus stop on their way to work, especially at late hours.

If the interaction between your employees and persons other than co-workers presents any risk of threats or assaults, you need to conduct a risk assessment.

For more information on violence in the workplace and to find a list of workplaces required to have a written violence policy statement and prevention plan, see SEA 3-21 and regulation 37.

Preventing harassment in the workplace

Harassment is any inappropriate conduct, comment, display, action or gesture by a person that could be a threat to the health or safety of another worker.

There are two types of harassment:

- The mistreatment of a worker based on their race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin. This type of harassment is strictly prohibited.
- Personal harassment that negatively affects the worker's psychological or physical well-being where the harasser knows, or should know, the harassment would humiliate or intimidate the worker. Some examples of personal harassment include verbal

or written abuse or threats, insulting jokes or gestures, personal ridicule or malicious gossip, work sabotage and vandalism of personal property.

Employers have two responsibilities for preventing harassment in the workplace. They must:

- Develop and implement a written harassment policy that meets the requirements set out in the regulations; and
- Ensure, as much as reasonable, that workers are not exposed to harassment arising from any situation at work.

Regulation 36 provides information on preventing workplace harassment.

Resources for hazard identification and risk control

You can find health and safety guides, reports, posters and many other resources at www.worksafesask.ca. For more information on preventing injuries, see the following publications:

- Safety posters
- *Guide for New Workers*
- WHMIS/GHS online
- *Ergonomic Tips for the Hospitality Industry* (series of eight pamphlets — www.worksafebc.com)
- *Preventing Injuries to Hotel and Restaurant Workers: Focus Report* (www.worksafebc.com)

The Service and Hospitality Safety Association also offers a variety of publications and information on their website at www.servicehospitality.com.

The Canadian Centre for Occupational Health and Safety offers the Food Service Workers Safety Guide. For more information, go to www.ccohs.ca/products/publications/food.html, or call 905.570.8094 or 1.800.668.4284 toll free in Canada.

The regulations:

- For the definition and more information on working alone, see regulation 35.
- There is an additional legislative requirement to protect workers of businesses open between 11:00 p.m. and 6:00 a.m. See regulation 37.1.

Occupational health and safety regulations

This guide does not replace the occupational health and safety standards set by legislation.

You will still need to refer to the SEA and the regulations to determine the exact requirements that apply to your business. The legislation describes health and safety requirements for all workplaces under Saskatchewan's jurisdiction.

The regulations consist of 33 parts:

- Core requirements, Parts I-VI, apply to all workplaces and include subjects such as giving notice to OHS Division, general duties, occupational health and safety committees (OHCs), first aid, cleaning, lighting and smoking.
- General hazard requirements, Parts VII-XXV, apply to most workplaces and include subjects such as personal protective equipment, WHMIS, powered mobile equipment, and entrances and exits.
- Industry and activity-specific requirements, Parts XXVI-XXXIII and Tables 1-22, apply to specific industries and activities, and include subject areas such as forestry, oil and gas, prescribed places of employment and health care workers.

Tip

Refer to the online version of the regulations to ensure that you are referencing the most up-to-date requirements. Look up *The Occupational Health and Safety Regulations, 1996* at the Saskatchewan Queen's Printer website. Go to: www.saskatchewan.ca.



Search the regulations online

The Queen's Printer website contains searchable electronic versions of the SEA and the regulations. For example, when you find the PDF of the regulations, enter the search term 'train' and then select the relevant sections of the regulations where train is mentioned.

Roles and responsibilities

Employers, workers and supervisors all have specific roles and responsibilities for health and safety.

Employers

- Ensure the health, safety and welfare of your workers.
- Correct any workplace conditions that are hazardous to the health and safety of your workers.
- Inform your workers about the hazards in your workplace and how to protect themselves from those hazards.
- Provide your workers with access to the SEA and the regulations.
- Ensure that your workers know their legislated rights and responsibilities, and that they comply with the health and safety requirements for your workplace.
- Establish an occupational health and safety program.
- Provide and maintain protective devices, equipment and clothing, and ensure that workers use them.
- Ensure your workers receive education, training and supervision specific to your workplace.
- Consult and cooperate with your occupational health and safety committee (or worker health and safety representative).
- Cooperate with OHS Division.

Tip

Exercise due diligence

Due diligence is the standard of care required to comply with the requirements of the OHS legislation. Being duly diligent means taking all reasonable steps and precautions (given the current knowledge, technology and invention) to protect the health and safety of workers.

Right to refuse dangerous work

Workers have the right to refuse unsafe work. In fact, workers should not carry out any task that they have reasonable cause to believe is unusually dangerous to themselves or others.

When a worker believes they have been asked to perform unusually dangerous work, they should inform the supervisor or employer politely that they cannot do it due to a health and safety concern. The supervisor or employer who receives the report must investigate immediately. If there is an unsafe act or condition, it must be corrected immediately.

Sometimes the supervisor or employer may not agree that the task is unusually dangerous. In this case, SEA 3-31 must be followed.

Workers must not be disciplined for refusing to perform tasks that they have reasonable cause to believe is unusually dangerous. The worker may be assigned other work at no loss in pay while the reported unsafe act or condition is investigated. The refused task(s) may be reassigned to another worker as long as the replacement worker is advised in writing of the reasons for the refusal, why the replacement worker can perform the task(s) safely and the replacement workers' legislated right to refuse.

Workers

- Take reasonable care to protect your health and safety and that of other workers.
- Comply with the requirements of the SEA and regulations.
- Follow established safe work procedures.
- Use any required personal protective equipment.
- Refrain from causing or participating in the harassment of another worker or any other conduct that could endanger other workers.
- Do not work if you are impaired by drugs or alcohol.
- Report incidents and dangerous occurrences to your supervisor.
- Report to your supervisor or employer:
 - Hazards that might endanger others.
 - Problems with personal protective equipment or clothing.
 - Violations of legislative standards or other workplace requirements.
- Cooperate with your OHC or representative.
- Cooperate with OHS Division.

Supervisors

- Ensure the health and safety of workers under direct supervision and direction.
- Know and comply with the legislative and workplace requirements that apply to the work you are supervising.
- Ensure that workers under your direct supervision are informed about all hazards in the workplace and that they comply with the workplace and legislative and the employer's requirements.
- Consult and cooperate with the OHC or representative.
- Cooperate with OHS Division.

Safe work procedures

Safe work procedures are directions on how work is to be carried out safely. Information about hazards and what must be done to eliminate or minimize risks is built into the procedures for the workers' safety. For example, you may need to develop procedures for handling cash or disposing of hot oil. In your procedures, include information about how to carry out each step in the procedure safely.

When do I need written safe work procedures?

Not all tasks require a written safe work procedure. It may be sufficient to address safety issues verbally when training workers. To decide if a written procedure is required, consider the following:

- How severe would the consequences of an incident be?
- How often is the task done?
- How complex is the task?

In general, written safe work procedures are recommended for:

- Medium- to high-risk hazardous tasks;
- Complicated tasks, so that important steps don't get missed;
- Frequently performed tasks, to avoid shortcuts; and
- Less routine tasks, if workers need reminders about the hazards and how to control the risks.

What kinds of tasks require safe work procedures?

Common tasks in the hospitality industry that may require written safe work procedures include the following:

- Disposing of hot oil;
- Handling garbage;
- Cleaning up blood and other body fluids;
- Cleaning bathrooms, ovens or swimming pools; and
- Turning mattresses.

The regulations often require written safe work procedures for some specific tasks and situations. Examples common to most small businesses in hospitality include the following:

- Locking out equipment;
- Preventing workplace violence and harassment;
- Working alone or in isolation;



Written safe work procedures help eliminate or minimize the risks of hazardous tasks.

Tip**Specify personal protective equipment (PPE)**

When writing safe work procedures, list the required PPE. Not only does the procedure need to identify when the PPE is to be worn, but workers must also be trained in the limitations of it, how it is to be maintained and stored, and who to contact when it needs to be repaired or replaced. Certain tasks may also require the use of more than one type of PPE.

For example, workers may need to dilute concentrated, corrosive chemicals such as cleaning agents before using them. The PPE required for this task may include face and eye protection such as goggles or face shields, as well as skin protection such as appropriate chemical resistant gloves. To determine the appropriate type of PPE, check the SDS for the product.

- Cleaning up chemical accumulations, spills or leaks;
- Cleaning up biological or radioactive materials; and
- Conducting an emergency protocol.

Post the procedures prominently at the locations where the tasks are performed or next to the equipment used for the tasks. Supervisors and managers will find them helpful in training workers how to do their jobs safely. Workers are then responsible for following the procedures.

How do I develop written safe work procedures?

The process of developing a written safe work procedure for a hazardous task includes the following four steps:

1. Determine the overall task that requires a safe work procedure.
2. Break down the task into its basic steps.
3. Identify the hazards associated with each step and ways to eliminate or minimize the risks to workers from these hazards.
4. Write the safe work procedure — the list of actions that workers must do when performing the task.

Sample: Developing a safe work procedure

This section describes how to develop a safe work procedure for a common hazardous activity in kitchens: cleaning the deep fat fryer.

1. Determine the overall task.

The overall task can be stated as follows: Drain the oil from the deep fat fryer and transfer it into the oil dump drum for disposal.

2. Break down the task into basic steps.

The basic steps are as follows:

1. Drain the oil from the deep fat fryer into a container.
2. Transport the oil through the kitchen and out to the oil dump drum.
3. Transfer the oil from the container into the oil dump drum.

3. Identify hazards and risk control methods.

The following table summarizes the hazards associated with each of the basic steps and suggests ways to control risks.

SAMPLE: Hazards and risk control methods when cleaning deep fat fryers

Basic step	Hazards	Risk control methods
Cool the oil in the deep fat fryer.	Oil in deep fat fryers is very hot – approximately 350°F when cooking (flesh burns at 200°F). The hotter the oil being drained, the greater the risk of burns.	Allow the oil to cool before draining it. You may need to turn off the fryer a few hours ahead of time to give the oil enough time to cool. You can determine the exact safe temperature or time required for the oil to cool from the fryer manufacturer’s instructions and the type of oil or shortening.
Drain the oil from the deep fat fryer into a container.	The oil can splash or spill onto the worker who is draining it.	Fit a hose or tube to the drain spout of the fryer and carefully direct the oil into a container with a narrow opening. Ensure that the container is dry. Any water in the container may cause the oil to spit. Wear appropriate personal protective equipment, including the following: <ul style="list-style-type: none"> • Goggles and a face shield; • Rubberized, oil-resistant gloves to cover the hands and lower arms; • A rubberized, oil-resistant apron long enough to cover the lower legs; and • Footwear with closed-over toes and non-slip soles.
	Warm oil can warp plastic containers and cause them to give way.	Use a metal bucket or similar container, or a specialized container with wheels.
Transport the oil through the kitchen and out to the oil dump drum.	Warm oil can spill and cause burns.	Make sure the container is closed. Use a container with a tight-fitting lid, such as a metal bucket that has a metal lid with clasps and a tight seal.
		Wear appropriate personal protective equipment (see above).
	The weight of the container can increase the risks of spilling and overexertion.	Make sure aisles and pathways are clear of tripping hazards and that the outdoor path to the oil dump drum is not slippery.
		Use an enclosed container equipped with wheels so it can be moved easily through the kitchen. If you need to go up or down stairs and curbs, use a container with larger wheels. If you are carrying closed containers, consider their size and how many you need. Two half-full containers will be easier to carry than one heavier full container. Use a dolly to carry bucket-like containers safely.
Transfer the oil from the container into the oil dump drum.	The oil can splash or spill onto the worker who is draining it.	Wear appropriate personal protective equipment (see above).
		Use specially designed equipment: <ul style="list-style-type: none"> • Some containers can be hooked over the lip of the drum and lifted from their base. • Some metal buckets have a spout attachment so the whole lid doesn’t have to be removed. • Some metal buckets have a handle at the base to assist with pouring.

Tip**Handle and dispose of hot oil safely**

Newer fryers incorporate automatic draining systems that minimize the risk to workers. Additionally, a variety of specialized equipment is available for safe handling and disposal of hot oil. Contact your local restaurant equipment supplier for more information.

4. Write the safe work procedure

After identifying hazards and ways to eliminate or minimize the risks they pose, you will be ready to write the safe work procedure. The following sample should give you an idea of the amount of detail to include.

SAMPLE safe work procedure: Cleaning the deep fat fryer

Wear the following personal protective equipment during all steps:

- Goggles and face shield;
- Elbow-length rubberized gloves;
- A rubberized apron long enough to cover your lower legs; and
- Non-slip, close-toed shoes.

Draining the hot oil from the deep fat fryer into a container

1. Allow the oil to cool as much as possible before removing it from the deep fat fryer. Turn off the fryer at least three hours ahead of time.
2. Use the designated metal container marked 'For Hot Oil Use'. It has a metal lid, a handle at the base and fitted with clasps.
3. Ensure that the container is dry.
4. Fit a hose to the drain spout of the fryer and carefully direct the oil into the container.

Transporting the oil through the kitchen and out to the oil dump drum

1. Make sure aisles and pathways are clear of tripping hazards and that the outdoor path to the drum is not slippery.
2. Make sure the container is closed properly.
3. Use a dolly to move the container. Make sure the container is fastened securely.

Transferring the oil from the container to the oil dump drum

1. Properly adjust your personal protective equipment to protect you from spills or splashes.
2. Grasp the handle at the base of the container as you pour the oil into the drum.

Education, training and supervision

Ensure that your workers receive health and safety education, training and adequate supervision.

Your occupational health and safety program will describe the type of education and training to provide to workers and when to provide it. For example, workers should receive instruction in safe work procedures when performing hazardous tasks. Also train workers in emergency response procedures.

Orientations and other education

Orientations are important for preventing work-related incidents. They provide an opportunity for the employer to establish health and safety guidelines *before* a worker starts a new job. Health and safety education is an ongoing process. Provide instruction to workers whenever there are changes in the workplace such as a new work process or piece of equipment.

What to include in an orientation

An orientation should include the following:

- Explain that the worker should not perform any task that the worker is not trained to do safely.
- Encourage the worker to ask questions whenever the worker is unsure of anything.
- Introduce the worker to the representative or a member of the OHC.

In addition, inform the worker about:

- Potential workplace hazards such as hazardous materials or equipment;
- Worker rights, responsibilities and restrictions;
- How to report potential hazards and unsafe work conditions;
- How to get first aid;
- How to report injuries and other incidents; and
- Locations of emergency exits, fire extinguishers and first-aid kits, as well as procedures for rescue and evacuation.



Forms and checklists

- *Worker Orientation Checklist*, pages 47-48

Tip

Use safe work procedures

When a safe work procedure for a task is available, provide a copy to the worker, post it in a visible spot in the work area or tell the worker where to find a copy. Written safe work procedures are also a great tool for training workers.

Tip

Leave alternate contact information

Tell the worker where to get help in your absence.

Tip

Observe workers on the job

Periodically observe what workers are doing on the job and assess any risks resulting from their actions or inactions.



WorkSafe Saskatchewan youth resources

For more information on young workers, see the following resources:

- *Guide for New Workers*
- *Understanding the WCB*
- www.worksafesask.ca/youth/

Training

All workers need supervised, hands-on training on how to perform their tasks safely before they start a job. Properly trained workers will have a positive impact on productivity and customer service. The following three steps describe a general procedure that supervisors can follow when training new workers.

1. Prepare the worker.

- Explain the job in detail, including all hazards and any safety precautions or personal protective equipment required.
- Encourage the worker to ask questions and take the time to answer them fully.

2. Train the worker.

- Demonstrate and describe specific procedures, including all hazards and safety precautions.
- Go through procedures at normal speed, then at slow speed while the worker asks questions.
- Have the worker perform procedures until the worker can do it exactly as required.
- Answer any questions or repeat any key points that the worker may have missed.
- Keep training records. Document who was trained, when they were trained, what the training included and who trained them.

3. Check progress and observe the worker on the job.

- Monitor the worker to ensure that the worker maintains safety standards.
- Make unscheduled check-up visits. As the worker progresses, make visits shorter and less frequent.
- Correct unsafe work habits and provide coaching.
- Reinforce and recognize good work habits.

Supervision

Supervisors are responsible for ensuring the health and safety of any workers under their direct supervision and direction. Train supervisors so they can fulfill their responsibilities, including the following:

- Explain the hazards of the job.
- Instruct new workers in safe work procedures.
- Ensure that workers have been trained for the tasks assigned to them, including safety precautions and safe work procedures.

- Ensure that safety equipment and personal protective equipment is maintained in good working order and by a competent worker.
- Ensure that all materials are handled, stored and disposed of safely.
- Enforce health and safety requirements.
- Correct unsafe acts or conditions that you observe or that workers bring to your attention.
- Continually monitor worker performance and well-being.
- Set a good example in areas such as following safe work procedures and using personal protective equipment.

Young workers

The hospitality industry employs a large number of young workers. Half of all work-related incidents involving young workers aged 15 to 24 happen during the worker's first six months on the job. About 20 percent of all injuries in the hospitality industry are to workers who are 15 to 24.

Employers should take special care to ensure that young workers receive adequate orientation, education, training and supervision. Young workers tend to be inexperienced and may not ask important questions because they are self-conscious about their lack of experience or simply don't know what to ask.

The most common injuries to young workers are cuts to their hands from knives or slicers. They are also often injured from being struck by a door or they are hurt by over-exertion from moving beds, mattresses or boxes.

It is important to discuss safety topics during orientations and training. Pair young workers with a mentor and encourage them to ask questions whenever necessary.

Young workers in supervisory roles

Young workers in hotels and restaurants may find themselves in situations where they are supervising their co-workers, even though they may not have the title of supervisor or assistant manager. Often they may not realize all the implications of such a supervisory role, especially with regard to health and safety. If a worker's job includes some supervisory tasks, make sure that the worker understands their responsibilities.

Tip

New and young workers: Questions to ask

Young workers should ask the following questions whenever they start a new job, move to a new worksite or are assigned new duties:

- When will I receive a safety orientation?
- Who do I report unsafe work or hazards to?
- Who do I report injuries to?
- Will I be working with or in close proximity to hazardous chemicals? If yes, will I receive WHMIS/GHS training and where are the SDSs stored?
- What PPE will I need to use? Who will supply it? Do I require PPE training (for example, fall-arrest training)?
- What machinery, equipment or power tools will I be required to operate? If I have to operate machinery, will I be given powered mobile equipment training? Are there written safe work procedures for any of them?
- What should I do in emergencies such as tornadoes or fires?
- Are there any specific health or safety hazards at this workplace that I should be aware of (for example, potential for violence, harassment, poor air quality or high noise levels)?

Tip

Prepare for inspections

Before starting an inspection, follow these guidelines:

- Review the previous inspection report.
- Make sure that any problems identified in that report have been corrected.
- Ensure the inspection team is equipped with tools required for the inspection such as floor plans, safe operating procedures, PPE and checklists.



Safety inspections should be carried out by a supervisor and a worker.

Safety inspections

In addition to correcting any hazards that you observe from day to day, set aside time for regular workplace safety inspections. Regular inspections are legislated for the employer. The representative or OHC will assist you with identifying and assessing hazards so you can control any risks to workers. Inspections are an ongoing task because the workplace is always changing.

When should inspections occur?

You need to inspect your workplace at regular intervals that will prevent the development of unsafe working conditions over time. You also need to inspect your workplace when there has been an incident or when you've added a new work process or piece of equipment. OHS Division recommends that the representative or OHC conduct an inspection before the representative meets with the employer or a scheduled OHC meeting.

Who should conduct them?

Employers, contactors or owners are required to inspect their workplaces regularly and take immediate steps to correct any unsafe conditions that could harm workers. However, this task is often delegated to supervisors. Supervisors should conduct regular inspections of the worksite and workflow, as well as tools and equipment. Because workers are the most familiar with the work area, equipment and procedures, it is best practice to involve them in inspections. The representative or OHC must also inspect the workplace at regular intervals.

How should they be conducted?

During an inspection, identify unsafe conditions and acts that may cause injury so you can take corrective measures. Follow these guidelines:

- Use a checklist to ensure that your inspection is thorough and consistent with previous inspections.
- Ask yourself what hazards are associated with the job that you are observing or that would be performed in that work area.
- Observe how workers perform tasks. Do they follow safe work procedures and use personal protective equipment as required?
- Talk to workers about what they're doing. Ask them about concerns they may have about health and safety.
- Record any unsafe actions or conditions that you observe.

What should inspections focus on?

There are different ways to approach safety inspections, depending on the objectives of your health and safety program. For example, you can focus on the most common tasks your workers perform or on a specific issue addressed by your program, such as ergonomics.

Here are some examples of things to look for:

- Improper storage of materials (for example, in front of emergency exits or electrical panels, stacked above shoulder height without necessary stabilizers such as pallet wrapping or steel/nylon banding or blocking aisles or stairs).
- Accumulation of liquid or grease on floors.
- Failure to put a sign or barrier near wet floors.
- Dull knives.
- Lack of guarding on mixers and other equipment.
- Lack of visibility through swing doors.
- Poor maintenance of equipment such as dollies and carts.
- Dirty or broken PPE.
- Electrical wires exposed or electrical outlets close to liquids.
- Lack of documents available such as, safe work practices, OHC minutes, SDSs or health and safety policy.

Safe work procedures

Check if workers are following safe work procedures. For example, observe and ask if workers:

- Unplug the meat slicer when cleaning it;
- Wear gloves when handling garbage;
- Use WHMIS/GHS to provide guidance for safe handling, storing and disposing of controlled products and controlling the hazards they pose;
- Use proper lifting techniques; and
- Know safe work procedures for working alone or in isolation.

The regulations:

For more information on inspections, see:

- Regulation 23 – Examination of plant
- Regulation 28 – Inspection at the place of employment



Forms and checklists

- *Department Inspection Report Guide*, page 50
- *General Area Inspection Report*, pages 51-52

What should happen after the inspection?

The occupational health and safety representative or OHC will make recommendations for corrective action after an inspection and the employer will take the appropriate corrective action. Follow these guidelines when recommending or taking corrective action:

- Immediately correct serious hazards or unsafe work practices that you have the authority to correct. For example, if you find that a ladder has a loose or damaged rung, immediately remove the ladder from service and repair or replace it.
- Prioritize other, lower-risk hazards and assign someone to remedy each one.
- Follow up on any actions that will take time to complete and advise workers what is being done in the short term to protect their health and safety (for example, retro-fitting a guard and providing training on safe operating procedures while waiting on newly-purchased equipment).
- Make recommendations to the employer to correct hazards or unsafe work practices where you do not have authority.

Tip

Get to the root of the problem

For example, if you see a wet floor, ask: Why is the floor wet? Where is the water coming from? How long has it been like that? Possible explanations include:

- A water leak;
- A job process that creates the problem; or
- Workers who need training and education on how to clean up the hazard.

Fix it right the first time and the problem is unlikely to recur.

Incident investigation

Incident investigations help determine the causes of an incident or dangerous occurrence so steps can be taken to ensure that the same incident will not happen again.

The investigation

Employers and representatives or OHCs are required to investigate:

- All fatalities;
- All medical aid incidents that, under slightly different circumstances, could have resulted in a fatality;
- All medical aid incidents that require the worker to be hospitalized for 24 hours or more; and
- Every dangerous occurrence.

Investigate all incidents promptly and document the investigation.

Notice requirements

When there is an incident that caused a serious injury or could lead to the death of an injured worker OR a dangerous occurrence, the employer, contractor or owner is required to notify OHS Division. See regulations 8 and 9 for more details and a list of the information to include in a notification.

NOTE: In both cases, the employer or contractor must provide a copy of the notification to their OHC's co-chairpersons or the representative.

Workers must report incidents to their supervisors. Owners, employers or supervisors usually initiate the investigation and are required to involve the representative or the OHC's worker and employer co-chairs.

What are the goals of an investigation?

As much as possible, an investigation must:

- Determine the causes of the incident (i.e., direct, indirect and root);
- Identify any unsafe conditions, acts or procedures that contributed to the incident; and
- Identify ways to prevent similar incidents.

Who should take part in an investigation?

Everyone in the organization has a role to play.

What is an incident?

An incident is an unplanned event or other occurrence that resulted in or had the potential for causing a death, injury, occupational disease or damage to equipment or property.

Incidents include:

- Incidents where a worker is injured or killed.
- Incidents that did not cause, but could have caused a worker(s) to be injured or killed, but equipment or property is damaged. This type of incident is called a dangerous occurrence.

The terms accident and incident are often used interchangeably, but the preferred term is incident. It is Mission: Zero's campaign that all incidents are predictable and, as such, preventable. Therefore, there is no such thing as accidents, only incidents.

What is a dangerous occurrence?

Examples of dangerous occurrences are provided in regulation 9. Employers, contractors and owners are required to notify OHS Division about the incident, investigate the causes for the incident, correct the hazards responsible for the incident and complete an investigatory report.



The regulations

For more information on incident reporting and investigation, see regulations 8, 9, 29, 20, 31 and 32.



WorkSafe Saskatchewan resources

For more information on incident investigations, see the following resources:

- *Understanding the WCB*
- *Incident Investigations Guide*
- www.worksafesask.ca



Forms and checklists

- *Incident Investigation Report*, page 53



Tip Motor vehicle incidents

Employers are not required to investigate motor vehicle incidents that occur on public streets or highways. The RCMP or local police generally investigate such incidents.

How should investigations be conducted?

Interview witnesses and the people involved in the incident even if they weren't present at the incident. Start with those closest to the incident and move outwards. For example, start with the injured worker, if possible, then move to the witnesses and then it may be appropriate to interview a supervisor who gave instructions at the start of the shift or a trainer who previously instructed the worker(s) involved.

Questions to ask

The investigation should answer the following questions:

- Who was involved or injured?
- Where did the incident happen?
- When did it occur and what happened before, during and after?
- What were the causes?
- Why was an unsafe act or condition allowed?
- How can similar incidents be prevented?

Factors to consider

Usually there are several factors that cause or contribute to an incident. Try to identify as many causes as possible. Factors to consider when investigating an incident include:

- Lack of training and supervision;
- Unsafe or defective equipment;
- Unsafe environment or conditions;
- Unsafe work practices;
- Poor instruction;
- Physical hazards;
- Chemical or biological hazards;
- Unusual or unfamiliar work conditions;
- Poor planning;
- Poor housekeeping; and
- Personal factors.

Completing an investigation report

After completing an investigation, the employer must prepare an incident investigation report. Incidents covered by regulations 29, 30 and 31 must be completed in consultation with the representative or OHC. The employer must keep a copy of the investigation in case OHS Division requests a copy.

Examples of incidents requiring investigation

Consider the following examples of incidents you may need to investigate. What recommendations would you make to prevent these types of incidents in the future?

- A deep fryer caught fire. When the cook used a fire extinguisher to douse the flames, the flames shot back. The cook suffered second-degree burns to his face and arms.
- At closing time, a door attendant at a restaurant asked several people who were loitering on the sidewalk to move along. One of them punched him and several others jumped on him. He was stabbed three times with a pen and suffered a collapsed lung.
- A cook injured his shoulder lifting a heavy bucket of lard from the floor up to the stove.
- A kitchen worker was held at gunpoint during an armed robbery. She was forced to lie on the floor and then locked in a cooler. She subsequently suffered from post-traumatic stress disorder.

Reporting incidents and injuries to the Saskatchewan Workers' Compensation Board (WCB)

Once you are aware of a work-related injury that requires medical attention, you, as an employer, must report it to the WCB within five days by submitting the **Employer's Initial Report of Injury (E1)** form. If you do not report within five days, you may be subject to a fine and/or penalty.

You should also make sure the worker submits a **Worker's Initial Report of Injury (W1)** form. You are required to provide this form to any worker who is injured or who asks for it. You can get the forms online or from the WCB.

There are several ways to report an injury:

Online

Go to www.wcbask.com. Click **File an injury incident form (E1)**. Complete the report on screen and click **Submit** to send the report to the WCB automatically.

By phone

Dial 1.800.787.9288. A WCB representative will fill out the E1 form with you over the telephone.

By fax or mail

Download a copy of the E1 form from our website www.wcbask.com under the Employers tab – Employer Forms & Fact Sheets. You can complete the form on screen or complete it by hand. You may also request an E1 form from our office. Use the fax number or mailing address on the form to send it in.

Tip

Take a unique approach to investigating MSIs

Investigating musculoskeletal injuries (MSIs) such as sprains or strains may require you to think about events differently. MSIs may not result from a single event such as lifting or twisting, but from a history of activity. Employers, contractors or owners have a duty to explain the signs and symptoms of MSIs that their workers are at risk for developing, as well as developing a protection plan that will reduce the likelihood of workers developing MSIs.

For more information see regulation 81.

What is a work-related injury?

Under *The Worker's Compensation Act, 2013*, a work injury is an injury that:

- Happens at work;
- Needs medical treatment; and
- May or may not need time away from work.



Forms and checklists

- *OHC Minutes form*, page 54

Occupational health and safety committee meetings

OHS Division requires OHCs to meet four times a year (or once every three months). See regulation 41 for more information.

Focus your meetings on identifying and correcting hazardous conditions or tasks, and making health and safety a priority in your workplace. Keep a record of each meeting, including what was discussed and who attended. Post meeting minutes for everyone to read. To each meeting bring:

- Your latest inspection report and any outstanding actions;
- Any success stories from your workplace or industry;
- Any incident or hazard reports completed during the past month;
- Any new safe work procedures; and
- The minutes from the last meeting.

Use the sample meeting agenda as a guideline for your committee meetings. Do not simply copy the sample. Make it specific for your business and use it as a starting point to develop your unique agenda.

SAMPLE: *Meeting agenda*

1. Incidents and other occurrences

- Discuss all incidents and dangerous occurrences that have occurred since the last meeting, along with the results of any incident investigations.
- Review success stories where hazards have been identified and controlled before there was opportunity to cause harm.

2. Results of monthly inspection

- Discuss the results of your monthly inspection.
- Encourage workers and supervisors to identify unsafe conditions or tasks.
- Discuss ways to eliminate or minimize any unsafe conditions or tasks that have been identified.
- Assign responsibilities for eliminating or minimizing specific risks. Follow up on these assignments at your next meeting.

3. Education and training

- Discuss any new safe work procedures or other health and safety policies and procedures you are implementing.
- Discuss a health and safety topic.

4. Other concerns

- Encourage workers and supervisors to report and discuss any other health and safety concerns.

5. Next meeting

- Set the date for your next meeting.
- Remind everyone that health and safety is a shared and individual responsibility, and that it is a top priority in your workplace.

First aid

Follow the first-aid requirements that apply to your small business.

Effective first-aid treatment often reduces the severity of work-related injuries, helping to minimize the financial costs associated with extensive medical treatment or the need to replace employees who are unable to work.

All small businesses in hospitality must keep appropriate first-aid supplies on site. The type of first-aid kit and the need for a first-aid attendant depends on the number of workers and the travel time to the nearest hospital. Most hospitality small businesses require only a basic first-aid kit that includes items such as bandages, scissors and disposable gloves.

Employers must follow these basic first-aid requirements:

- Develop and implement first-aid procedures, including:
 - The location of first aid and how to call for it;
 - How the first-aid attendant is to respond to first-aid calls;
 - The authority of the first-aid attendant over the treatment of injured workers and the responsibility of the employer to report injuries to the WCB;
 - Who is to call for transportation for the injured worker, as well as the methods of transportation and calling; and
 - Prearranged routes in and out of the workplace and to medical treatment.
- Post first-aid procedures conspicuously in suitable locations throughout the workplace or, if posting is not practicable, adopt other measures to ensure that the information is communicated to workers.
- Ensure that the first-aid attendant and all other persons authorized to call for transportation of injured workers are trained in the procedures.
- Keep a first-aid register and record all work-related injuries or occupational diseases.



The regulations

For more information on first aid, see Part V and Tables 1-4 and 9-12 in the appendix to the regulations.



Forms and checklists

- *Standard Minimum First-aid Kit*, page 55
- *Additional First-aid Supplies and Equipment*, page 56
- *First-aid Record*, page 57

First-aid kits

Most hospitality small businesses only require a first-aid kit containing standard supplies, a manual, a register and emergency information (see page 55), some require minimum plus a Class A attendant and supplies (see page 56), others require minimum plus a Class B attendant and supplies. Each class is more comprehensive than the last.

Refer to Table 9 in the appendix to the regulations to determine the requirements for your workplace. For example: Workplaces with 40 employees located 90 minutes from the nearest medical facility would require the standard minimum first-aid supplies, plus a Class A attendant and supplies, blankets, a stretcher and splints.

First-aid attendants

If your workplace requires a first-aid attendant, the attendant must hold a valid first-aid certificate for the level necessary for your workplace.

Transportation of injured workers

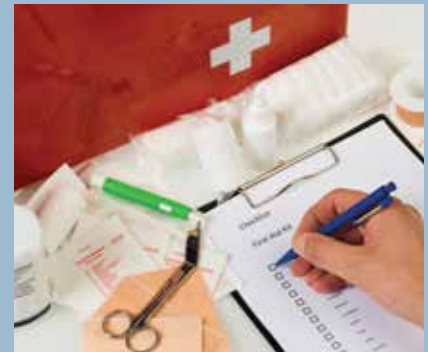
Your business needs written procedures for transporting injured workers. Post these procedures in your workplace. These procedures should include who and how to call for transportation.

Employers must ensure that a means of transportation for injured workers from the workplace to the nearest source of medical treatment is available (regulation 61).



The regulations

For information on access to first-aid records, see regulation 57.



Hospitality small businesses must keep a first-aid kit that meets the legislated requirements on site.

Tip

Check first-aid requirements for different shifts

First-aid requirements are based on the number of workers per shift; therefore, the requirements may vary from day to night shifts.

Tip

Train backup first-aid attendants

If you require a first-aid attendant, ensure that enough workers are trained for this responsibility to cover vacations and other absences. See regulation 54 for more information.

Records and statistics

Employers are required to keep health and safety records and statistics on file. Examples of documentation include training activities, first-aid treatments, incident investigations and OHC meeting minutes.

Records and statistics can help:

- Identify trends for unsafe conditions or work practices so you can take steps to correct these potential hazards;
- Provide material for education and training; and
- Provide documentation in case an occupational health and safety officer requests it, or if an incident occurs and you need to prove that you did all you could reasonably do to prevent it.

What records and statistics should I keep?

Maintain records for:

- Health and safety program reviews (see pages 45-46) help you track the progress of your program;
- Worker training records (see pages 47-48) ensure that workers are getting the education and training they need;
- Inspection reports (see pages 50-52) provide historical information about hazards that your business has encountered and how you have dealt with them;
- OHC meeting records (see page 54) monitor how promptly and how well you have carried out action items;
- Incident investigation reports (see page 53) clarify which hazards have caused incidents and how they were controlled; and
- First-aid records (see page 57) provide injury statistics that will help prioritize health and safety efforts.

Statistics that may be of value include:

- Number of incidents and injuries each year;
- Area of injury and occupational disease;
- Number of workdays lost each year due to injury or occupational disease; and
- Cost to your business from workplace injuries each year.

The image shows three overlapping forms. The top form is an 'Incident Investigation Report' with fields for 'Date of investigation', 'Location', 'Date of occurrence', 'Time of occurrence', 'LAWNS not', 'Investigator', 'Witnesses', 'Nature of incident', 'Factors in', 'Supplies', 'Notes on', 'Reasons', 'Corrective', and 'Investigator'. The middle form is a 'FIRST AID RECORD' with a table for recording incidents. The bottom form is a 'Monthly Health and Safety Meeting Record' with sections for '1. Objectives and other business', '2. Results of monthly inspections', '3. Education and training', '4. Other activities', and '5. Next meeting'. It includes a table for recording inspection results and a table for recording training activities.

Keep all your written health and safety records organized and available for reference.

Common questions and answers

This section answers commonly asked questions about health and safety in hospitality small business.

Common questions from employers

Q. Do I need to register with the WCB?

A. Under *The Workers' Compensation Act, 2013*, most small businesses in Saskatchewan are required to register with the WCB and pay premiums. To find out more about registration requirements or to register online, visit www.wcsask.com, click **Register a business**. You can also register by telephone. Call Employer Services at 306.787.4370 or 1.800.667.7590.

Q. As the owner of a motel, can I operate without WCB coverage?

A. Motels are not exempt from WCB coverage. You are required to register your business. For a list of business that are exempt, see *The Workers' Compensation Board Exclusion Regulations, 2014*.

Q. Do I have to pay WCB premiums if my teenage children work for me in the business?

A. Yes. Family members are considered workers just like other workers. If you pay your children wages and your firm operates in a mandatory coverage industry, you require a WCB account and must report wages. There is no minimum age for coverage. If you do not pay your children wages, they are considered volunteers and no coverage would be in place.

Q. I know that all small businesses must keep a first-aid kit on site, but how do I determine if I need to have a first-aid attendant?

A. The number of workers per shift and the distance to the nearest hospital will determine if you need a first-aid attendant. Refer to Table 9 in the appendix to the regulations.

Q. A row of shelves fell in my store. No one was injured. Do I need to conduct an investigation?

A. Yes. Employers must investigate all incidents, including dangerous occurrences like this one. Remember to notify OHS Division when a dangerous occurrence happens at your workplace. Investigations help determine why the incident happened and prevent it from re-occurring. For more information, see "Incident investigation," pages 26-28.

Q. Can I pay the medical costs of a worker's injury to prevent an increase to my WCB premiums?

A. No. All work-related injuries that require medical attention must be reported to the WCB.

Q. We've never had an incident at our workplace. Do I still need to set up a health and safety program?

A. No. Table 7 in the appendix to the regulations lists the places of employment that are required to establish and maintain an occupational health and safety program. But, it's a good idea to have one because it will help you maintain your excellent safety record. For more information, see "Occupational health and safety programs," pages 2-3.

Q. Can I or my workers smoke at work?

A. No, you and your workers may not smoke indoors at work. Smoking is prohibited in enclosed places of employment and their work areas. For more information, see regulation 77. Also check your local bylaws as many cities and municipalities have additional restrictions regarding smoking.

Q. I recently hired a subcontractor. Am I responsible for the subcontractor's health and safety?

A. Yes. You share responsibility for the health and safety of subcontractors' workers. Contractors must work with subcontractors to control and eliminate health and safety hazards by:

- Coordinating the health and safety programs of all the subcontractors on site;
- Providing subcontractors and OHCs with the relevant information to protect their workers' health and safety; and
- Monitoring the subcontractors' work to ensure they are complying with OHS legislation and report and correct non-compliance.

Q. I only have a staff of two. Should I still hold regular health and safety meetings or can we meet less often?

A. You and your staff should hold regular safety meetings to ensure that they have an opportunity to discuss health and safety matters and to correct unsafe conditions or procedures. As an employer, you must keep records of the meetings and the matters discussed. See page 54 for a copy of the OHC meeting minutes form that OHS Division provides.

Common questions from workers

Q. I only work part time. Am I entitled to benefits if I get hurt on the job?

A. Yes. All workers, including young and part-time workers, may be entitled to workers' compensation benefits in the event of a work-related injury or illness.

Q. My job requires me to lift and stack heavy boxes. What is the maximum allowable lifting weight?

A. There is no specific maximum allowable lifting weight. However, if you are required to lift heavy boxes, the owner or employer must provide a safe work procedure for this task. See "Safe work procedures," pages 16-19.

Q. My supervisor or employer has asked me to perform a task I believe is dangerous. What can I do?

A. You have the right to refuse work that you have reasonable cause to believe is dangerous to your health or safety. The first thing you should do is tell your supervisor or employer that you think the task is dangerous. Your supervisor should reassign you to a different work that you are trained, knowledgeable and experienced for. The supervisor can then assign the task to another worker who knows how to perform it safely. For more information, see "Right to refuse dangerous work," page 15.

Q. I often work alone at night. What do I do if I'm robbed or injured?

A. Your employer must have a written violence policy statement and prevention plan that explains the procedures and safeguards for working alone. These safe work procedures should be included in the health and safety program for your workplace and your supervisor should review them with you as part of your training. For more information, see "Preventing violence in the workplace," page 11.

WorkSafe Saskatchewan training courses

Classroom training

- Computer Workstation Assessment Training (CWAT) – a six-hour course including a presentation and demonstrations.
- Back Talk – outlines ergonomics of safe lifting, safety tips, hazard assessment and control to prevent back injuries.
- Understanding the WCB – a one-day course on injury prevention and WCB processes, including registering your business, filing a claim, managing a claim and effective RTW management.
- Effective Return to Work – a two-day course in how to set up, implement and administer a RTW program within your organization.

To view the schedule for upcoming training opportunities and to register for specific course dates, please visit www.worksafesask.ca.

Occupational health and safety committee training

- Level 1 OHC Training – a two-day course for OHC co-chairs, members and representatives about their duties under OHS legislation.
- Level 2 OHC Training – a two-day course for OHC members about their role and duties in conducting inspections and incident investigations.
- Supervision and Safety Training – a one-day course for supervisors about their role and responsibilities in workplace health and safety.

Occupational Health and Safety Train the Trainer (TTT) – certifies participants to deliver OHC training. Participants must have completed applicable OHC training as a prerequisite.

- OHC 1 TTT – a two-day course in how to deliver Level 1 OHC training.
- OHC 2 TTT – a two-day course in how to deliver Level 2 OHC training.
- Supervision and Safety TTT – a two-day course in how to deliver Supervision and Safety training.

Classroom training courses are available for onsite delivery at an employer's worksite. For more information, contact prevention@wcbsask.com.

Online training (available at www.worksafesask.ca)

- WHMIS – covers basic WHMIS training.
- Workplace Inspection Training – covers purpose, planning, conducting and responding to workplace inspections and the role of the OHC in conducting workplace inspections.
- Workplace Incident Investigation – covers how to conduct workplace investigations and the role of the OHC in investigating workplace incidents and dangerous occurrences.
- Young Worker Readiness Certificate – all 14- and 15-year-old workers in Saskatchewan need a Young Workers Readiness Certificate of Completion to be able to work. The online course requires completion of three modules and a test, upon which a Certificate of Completion is issued.



WCB contact information

To help us respond to inquiries quickly and effectively, please include your name, firm name and number, phone number, email address and claim number when applicable.

Saskatchewan Workers' Compensation Board

Head office

200 – 1881 Scarth St.
Regina SK S4P 4L1

Saskatoon office

115 24th St. E.
Saskatoon SK S7K 1L5

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

Report an injury

Online www.wcbask.com

WCB inquiry line: 1.800.787.9288

Email forms@wcbask.com

Claims inquiries and information

Fax 306.787.4311

Toll free fax 1.888.844.7773

Email askwcb@wcbask.com

Report suspected fraud

Fraud TIPS line 1.877.595.2541

(Direct line to WCB investigators)

Email fraud@wcbask.com

Mail c/o Director, Internal Audit

(Regina address above)

Fair Practices Office inquiries

Phone 306.787.8651

Toll free 1.888.787.8651

Fax 306.787.6751

Toll free fax 1.866.787.6751

Email fairpracticeoffice@wcbsask.com

Appeal inquiries

Phone 306.787.4370

Toll free 1.800.667.7590

Fax 306.787.1116

Email appeals@wcbsask.com

WorkSafe Saskatchewan

Phone 306.787.4370

Toll free 1.800.667.7590

Email worksafeinquiry@wcbsask.com

Online www.worksafesask.ca

All other phone inquiries

Phone 306.787.4370

Toll free 1.800.667.7590



Provincial government contact information

Ministry of Labour Relations and Workplace Safety –

OHS Division

300 – 1870 Albert St.

Regina SK S4P 4W1

Toll free 1.800.567.SAFE (7233)

Fax 306.787.2208

Online www.saskatchewan.ca

Office of the Workers' Advocate

300 – 1870 Albert St.

Regina SK S4P 4W1

Toll free 1.877.787.2456 (WCB Appeal Advocate Services)

Fax 306.787.0249

Online www.saskatchewan.ca

Forms and checklists

This section includes forms and checklists that you can use to develop, implement and maintain your health and safety program.

- Sample Health and Safety Program for Small Business 43
- Annual Review of Health and Safety Program 45
- Worker Orientation Checklist 47
- Health and Safety Checklist for Small Business 49
- Department Inspection Report Guide 50
- General Area Inspection Report 51
- Incident Investigation Report 53
- OHC Minutes Form 54
- Standard Minimum First-aid Kit 55
- Additional First-aid Supplies and Equipment 56
- First-aid Record 57



Sample Health and Safety Program for Small Business

Use this sample as a guideline to help you prepare your written occupational health and safety program.

This is only a guideline. You should tailor it to meet the health and safety needs of your particular workplace. For example, you'll need to add specific information on written safe work procedures, state any personal protective equipment you need, list additional training and orientation topics, and provide details about first aid and emergency procedures.

HEALTH AND SAFETY POLICY

(Name of firm) _____ wants its workplace to be a healthy and safe environment. To achieve this, our firm will establish and maintain an occupational health and safety program designed to prevent injuries and disease. The employer is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and service contractors are required to work safely and to know and follow our company guidelines for safe work procedures.

Signed: _____

Date: _____

Employer's responsibilities include the following:

- Establish the health and safety program.
- Conduct review regularly.
- Train supervisors.
- Provide a healthy and safe work environment.

Supervisors' responsibilities include the following:

- Orient new workers.
- Train workers on an ongoing basis.
- Conduct regular staff safety meetings.
- Perform inspections and investigations.
- Report any health or safety hazards.
- Correct unsafe acts and conditions.

Workers' responsibilities include the following:

- Learn and follow safe work procedures.
- Correct hazards or report them to supervisors.
- Participate in inspections and investigations where applicable.
- Use personal protective equipment where required.
- Help create a safe workplace by recommending ways to improve the health and safety program.

WRITTEN SAFE WORK PROCEDURES

You need to have written procedures for high-risk or complex tasks. List high-risk tasks. The Service Hospitality Safety Association may be able to advise you on procedures to include. For example: You may need written safe work procedures for using special equipment, dealing with shoplifters or working alone.

Attach the procedures to this program.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

List any PPE required, when it must be used and where workers can find it. For example: Workers may be required to wear eye protection when using certain equipment. Attach PPE requirements to this program.

EDUCATION AND TRAINING

All workers will be given an orientation by their supervisor immediately upon hiring. Include:

- Fire exit routes and the marshalling area;
- Location of first-aid kits and fire extinguishers;
- How to report incidents;
- Location of safety data sheets (SDSs) (suppliers provide SDSs for chemical products and include information on how to handle and use the chemical product safely);
- Workplace Hazardous Materials Information System (WHMIS) training for any hazardous product in the workplace; and
- Applicable written procedures.

At the end of the orientation, give workers a copy of this program and advise them of their responsibilities under the Occupational Health and Safety Regulations, 1996.

The employer will make sure that staff receives training when necessary to ensure the safe performance of their duties. Staff meetings are one way to increase safety awareness.

For higher-hazard work areas and jobs, orientation in additional topics may be necessary. List these topics here.

INSPECTIONS

A supervisor and a worker will conduct regular inspections to identify hazards and make recommendations to eliminate or minimize risks. Inspections will also look at how workers perform their work.

Deal with serious hazards or unsafe work practices found during inspections or observed by workers, supervisors or the employer immediately. Deal with other hazards as soon as possible.

State how often to perform inspections – typically once a month or at intervals that prevent the development of unsafe working conditions. It's useful to inspect the workplace before OHC meetings so that OHCs can take action to correct the identified hazards. Use the 'Inspection Checklist'.

HAZARDOUS MATERIALS AND SUBSTANCES

If you use hazardous materials or substances at your workplace, list them here. Also list the location of safety data sheets and any applicable written safe work procedures.

First aid

This workplace keeps a (type) _____ first-aid kit in the (location) _____. (Give the name of your first-aid attendant if one is required. To find specific legislated requirements for first aid at your business, refer to the regulations.

EMERGENCY PREPAREDNESS

Fire – See the fire plan posted at (location) _____
_____. Fire extinguishers are located at (list locations):

(Names of employees) _____

are trained to use them.

Note other emergency procedures, such as protection from violence, working alone, severe weather, power outage and exposure to biological hazards.

INVESTIGATING INCIDENTS

A supervisor and a worker must investigate any injuries or near misses on the same day they occur. Investigate any incident that results in an injury requiring medical treatment or that had the potential for causing serious injury immediately. The purpose of an investigation is to find out what went wrong, determine if health and safety practices were faulty and recommend actions that will prevent a re-occurrence. Use the 'Sample Incident Investigation Report'.

RECORDS AND STATISTICS

Accurate health and safety records provide an excellent gauge to determine how we are doing. Maintain the following records and review annually:

- Claims statistics;
- First-aid records;
- Completed inspection lists;
- Occurrence investigations;
- Safety data sheets; and
- Inspection reports.

These records are kept at (location) _____

Handle medically-related records in a manner that respects confidentiality.



Annual Review of Health and Safety Program

Use this checklist to review the effectiveness of your occupational health and safety program.

PURPOSE

Review your occupational health and safety program to make sure it's up to date and effective. A program review helps you identify the strengths and weaknesses of your program and allows you to focus on the areas that need improvement. Involve employees in the review process.

HOW TO USE THIS CHECKLIST

- If you answer 'no' to any of these questions, take action to correct the deficiency in your program.
- If you are unsure what a question means, read the relevant section in the guide, refer to the health and safety regulations, or contact the WCB's Prevention department at 306.787.6916, toll free 1.800.667.7590 ext. 6916 or email askwcb@wcbask.com.

Company name: _____

Date of review: _____

Conducted by: _____

Written program	Yes	No	Safe work procedures	Ye	N
1. Do you have a written safety program?			8. Have you posted safe work procedures near any hazardous equipment or machinery used in your business?		
2. Do you keep a copy easily accessible?					
3. Have you posted a copy of your program?			9. If any employee works alone, have you developed written procedures for safeguarding the worker's well-being when working alone?		
4. Does your written program include a policy statement?					
5. Does your policy clearly state the responsibilities of:			10. Have you conducted a risk assessment and developed procedures for preventing violence in the workplace?		
• The employer?					
• Managers and supervisors?					
• Workers?			11. Do you have written rules prohibiting horseplay and the use of drugs and alcohol at work?		
Safe work procedures	Yes	No			
6. Does your program list all the written safe work procedures that you have developed for your business?			12. Do you enforce rules prohibiting horseplay and the use of drugs and alcohol at work?		
7. Have you reviewed these safe work procedures in the last year?			13. Do you keep records when you discipline workers for not following these rules?		

Worker Orientation Checklist

Employee name: _____

Position/tasks: _____

Date hired: _____ Date of orientation: _____

Person providing orientation (name/position): _____

Company name: _____

Topic	Initials (trainer)	Initials (worker)	Comments
1. Supervisor name: _____ Telephone: _____			
2. Rights and responsibilities:			
a. General duties of employers, workers and supervisors			
b. Worker right to refuse unsafe work and procedure for doing so			
c. Worker responsibility to report hazards and procedure for doing so			
3. Workplace health and safety rules			
a. _____			
b. _____			
c. _____			
d. _____			
4. Known hazards and how to deal with them			
a. _____			
b. _____			
c. _____			
d. _____			
5. Safe work procedures for carrying out tasks			
a. _____			
b. _____			
c. _____			
d. _____			

Topic	Initials (trainer)	Initials (worker)	Comments
6. Procedures for working alone or in isolation			
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			
8. Personal protective equipment (PPE) – what to use, when to use it, where to find it and how to care for it a. _____ b. _____ c. _____			
9. First aid a. First-aid attendant name and contact information			
b. Locations of first-aid kits and eye wash facilities			
c. How to report an illness, injury or other incident (including near misses)			
10. Emergency procedures a. Locations of emergency exits and meeting points			
b. Locations of fire extinguishers and fire alarms			
c. How to use fire extinguishers			
d. What to do in an emergency situation			
11. Basic contents of the occupational health and safety program			
12. Hazardous materials and WHMIS a. Hazardous materials (controlled products) in the workplace			
b. Hazards of the controlled products used by the worker			
c. Purpose and significance of hazard information on product labels			
d. Location, purpose and significance of SDSs			
e. How to handle, use, store and dispose of hazardous materials safely			
f. Procedures for an emergency involving hazardous materials, including cleanup of spills			
13. Contact information for the OHC or the worker representative			

Health and Safety Checklist for Small Business

This checklist will give you some idea of the issues you need to address to improve health and safety in your business.

WORKPLACE HAZARDS

- Do you have an effective method for identifying hazards?
- Do you have effective methods for eliminating, controlling or minimizing hazards?

EDUCATION AND TRAINING

- Are you and your workers familiar with the health and safety regulations that apply to your business?
- Do your workers have information about hazards that they are or could be exposed to?
- Are your workers trained adequately in safety procedures for your operation? Is this information written and available to them?

EMERGENCY PREPARATION

- Are emergency procedures in place? Are you and your workers familiar with these procedures?
- Are emergency exits clearly marked?
- Are fire extinguishers properly located and regularly serviced? Do your workers know how to operate them?
- Do you have adequate first-aid supplies? Do your workers know where to find and how to use them?

INCIDENTS

- Do you report all serious incidents to the WCB?
- Do you investigate all incidents?
- Do you keep a written record of all incidents?
- Do you report all serious incidents to OHS Division?

YOUR WORK ENVIRONMENT

- Are your workers adequately supervised in the safe performance of their duties?
- Are workstations designed to suit your workers' physical requirements?
- Do you train your workers to prevent repetitive strain injuries?
- Are all work areas free of tripping and slipping hazards?
- Do you control noise at the source where possible? Is loud machine noise controlled?
- Do your workers have access to current SDSs for all the chemicals that require them?
- Are all chemical containers labelled properly?
- Do your workers have access to and know how to use appropriate personal protective clothing and equipment?

Department Inspection Report Guide

Guide

Observe and document all items applicable to the department inspected. Provide a detailed location and description to allow for a follow-up action plan. Use this section to identify who is responsible to complete the actions and meet the follow-up completion date. Provide completion dates for the action plans.

Items to inspect

- Machinery and equipment is clean and free of drippings from oil and grease.
- All guards and/or safety devices are in good working order and being used.
- All materials arranged and stored in an orderly manner.
- All slings and rigging devices are free from damage and in safe working order.
- All chemical substances labelled and stored as per WHMIS legislation.
- Tools are stored properly, clean and in good working order.
- All electrical switches, cables, cords and plugs are free from damage and breaks.
- Electrical panels closed, in good condition and free from obstructions.
- Lights are functioning and clean.
- No excess cable or power bars on floor or hanging.
- Aisles and building exits are free of obstructions.
- Floors are clean and dry.
- Area is clear of debris and garbage.
- Fire extinguishers are accessible and checked monthly.
- Eyewash stations are accessible, clean and functional.
- All required PPE is worn.
- Emergency response plan posted.

Conditions to observe

- Look around equipment and surrounding floor area. Observe drip and collector pans.
- Ask operators to confirm all guards and devices are available and working.
- Look for material leaning against or piled around storage racks, etc.
- Look for worn or damaged slings, chains and rigging devices.
- Look for damaged or missing labels.
- Look for damage and mushrooming to handles, tips, cords, plugs or hose ends.
- Look for breaks and damage to cords, cable insulation, plug ends and insulators.
- Electrical panels closed and no visible damage to the panel. One metre (1m) free and clear.
- Confirm all lighting fixtures in the area are working.
- Look for trip and fall hazards or hanging cables that could interfere with safe operations.
- Look for obstructions to foot and forklift traffic. Ensure exit doors are unobstructed.
- Look for spills and material in the aisles that could cause a trip and fall hazard.
- Look for full to overflowing garbage containers and debris.
- Look for accessibility, general condition of extinguisher. Confirm monthly inspection.
- Observe general condition and consider accessibility, functioning and fluid levels.
- Observe and consider nature of work and required PPE.
- Confirm posting of evacuation regroup map.

Comments/Notes

--





INCIDENT INVESTIGATION REPORT

Date of incident:	Time of incident: <input type="checkbox"/> AM <input type="checkbox"/> PM	Location:
Type of incident (check all that apply): <input type="checkbox"/> Near miss <input type="checkbox"/> Medical aid <input type="checkbox"/> First aid <input type="checkbox"/> Property/Equipment damage <input type="checkbox"/> Dangerous occurrence (regs 9, 31) <input type="checkbox"/> Serious incident (regs 8, 29) <input type="checkbox"/> Fatality (reg 30)		
Name(s) of deceased or injured worker:		
Injury details (if applicable):		
Description of events (describe in detail and list sequence of events, attach additional paper if required):		
Date incident reported to OHS Division – regs 8, 9 (if applicable):	Date incident investigation report sent to OHS Division - regs 29, 31 (if applicable):	
Investigation completed by: (Check all that apply) <input type="checkbox"/> Supervisor <input type="checkbox"/> OHC co-chairs <input type="checkbox"/> <input type="checkbox"/> Other (specify):		
Incident investigation results (attach additional paper if required):		
Direct cause of incident (i.e., what happened immediately before the incident and directly caused the incident):	Degree of risk <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Indirect cause(s) of incident (i.e., substandard acts and conditions that set the stage for the incident):	Degree of risk <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Root cause(s) of incident (i.e., the underlying problem(s) that allowed substandard acts and conditions to exist):	Degree of risk <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
NOTE: If sent to OHS Division, attach copies of graphics, photographs or other evidence		
Corrective actions taken to immediately protect the health and safety of workers	Completion target date	Date completed
Corrective actions taken to prevent the re-occurrence of incident	Completion target date	Date completed

Investigator signature _____

CEO/Supervisor/Manager signature _____

Minutes

Occupational Health Committee

Complete all information on top: Type or handwrite

Name of firm	<hr/>		
Mailing address & Postal Code	<hr/>	Phone: <hr/>	Total # of workers in workplace <hr/>
Worksite address	<hr/>	Phone: <hr/>	Meeting date <hr/>
		Fax: <hr/>	Date of next meeting <hr/>

Employer Co-chairperson <hr/>	Worker Co-chairperson <hr/>
-------------------------------	-----------------------------

Management members	Occupation	Present	Absent		Worker members	Occupation	Present	Absent

Item Date & No.	Problem or Concern Give full explanation and details Divide old/new concerns	Action Taken or Proposed name person responsible	Target Date

Other Business (including requests to Occupational Health and Safety)

<p>Distribute copies as follows: Copy 1 - Permanent Committee Files Copy 2 – Employer Copy Copy 3 – Post on Committee Board for workers’ information</p>	<p>In my opinion the above is an accurate record of this meeting</p> <p style="text-align: center;"> <hr style="display: inline-block; width: 200px; vertical-align: middle;"/> Employer Co-chairperson <hr style="display: inline-block; width: 200px; vertical-align: middle;"/> Worker Co-chairperson </p> <p>Page ____ of ____</p>
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Standard minimum first-aid kit

Keep these items in a weatherproof container that can be taken readily to the scene of an injury. Maintain adequate quantities of the following supplies and equipment for expected emergencies in a well-marked container:

- Antiseptic, wound solution or antiseptic swabs
- Bandage - adhesive strips and hypoallergenic adhesive tape
- Bandage – triangular, 100-centimetre folded and safety pins
- Bandage – gauze roller, various sizes
- Dressing – sterile and wrapped gauze pads and compresses, various sizes including abdominal pad size
- Dressing – self-adherent roller, various sizes
- Pad with shield or tape for eye
- Soap
- Disposable latex or vinyl gloves
- Pocket mask with disposable one-way rebreath valves
- Forceps – splinter
- Scissors – bandage

Additional first-aid supplies and equipment

CLASS A QUALIFICATION

- Bag – hot water or hot pack
- Bag – ice or cold water
- Bandage – elastic, 5-centimetre and 10-centimetre widths
- Sterile burn sheet

Include any other first-aid supplies and equipment appropriate to the dangers and other circumstances of the workplace and commensurate with the training of the first-aid attendant.

CLASS B QUALIFICATION

- Bag – hot water or hot pack
- Bag – ice or cold water
- Bandage – elastic, 5-centimetre and 10-centimetre widths
- Sterile burn sheet
- Stethoscope with a bell
- Sphygmomanometer
- Thermometer
- Where there are potential causes of spinal injury, short and long spine boards with adequate restraining straps and medium and large cervical collars
- Emergency oxygen system
- Bag valve and mask resuscitator

Include any other first-aid supplies and equipment appropriate to the dangers and other circumstances of the workplace and commensurate with the training of the first-aid attendant.



FIRST-AID RECORD

Sequence number:

Name	Occupation
Date of injury or illness:	Time of injury or illness: <input type="checkbox"/> AM <input type="checkbox"/> PM
Initial reporting date and time: <input type="checkbox"/> AM <input type="checkbox"/> PM	Follow-up report date and time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Initial report sequence number:	Subsequent report sequence number(s):
Description of how the injury, exposure or illness occurred (i.e., what happened):	
Description of the nature of the injury, exposure or illness (i.e., what you see - signs and symptoms):	
Description of treatment (i.e., what did you do):	
Witnesses: 1. _____ 2. _____	
Arrangements made relating to the worker (i.e., return to work, medical aid, ambulance, follow up, etc.)	
Provided worker handout <input type="checkbox"/> Yes <input type="checkbox"/> No	A form to assist in return to work and follow up was sent with the worker to medical aid <input type="checkbox"/> Yes <input type="checkbox"/> No
Alternate duty options were discussed <input type="checkbox"/> Yes <input type="checkbox"/> No	
First-aid attendant's name	First-aid attendant's signature
Patient's signature	

**Service Hospitality
Safety Association**

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WorkSafe Saskatchewan

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**Labour Relations
and Workplace Safety**

**Occupational Health
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