



OCCUPATIONAL HEALTH AND SAFETY PROGRAM

June 2011



GUYSBOROUGH ANTIGONISH STRAIT HEALTH AUTHORITY

OCCUPATIONAL HEALTH and SAFETY PROGRAM

INTRODUCTION

The Guysborough Antigonish Strait Health Authority is responsible for delivering health care services to the residents of the Guysborough Antigonish Strait Health Authority. These services include acute care hospitals, long-term care facilities, Public Health and Addiction Services.

The mission statement of the Guysborough Antigonish Strait Health Authority espouses fundamental values: health, dignity and worth of all individuals, community partnership for healthier populations and improved services, accountability for action taken and commitment to excellence and innovation in the delivery and promotion of preventative health. It is imperative that the employees of the Guysborough Antigonish Strait Health Authority are highly trained and motivated, an element essential to this readiness is a safe and healthy workplace. To that end the Occupational Health and Safety Program will provide the necessary direction for management and staff to create and maintain a safe and healthy work environment at all of our facilities throughout the District.

The Occupational Health and Safety Program is designed to meet the requirements and ensure compliance with the Nova Scotia Occupational Health and Safety Act and Regulations.

The Occupational Health and Safety Program is leadership's commitment to the employees of the Guysborough Antigonish Strait Health Authority. Adherence to policies, procedures and safety practices contained in the program is the responsibility of all employees of the Guysborough Antigonish Strait Health Authority.

The implementation of this program will assist in the reduction of work place accidents, property damage, waste, and will improve the environment and the overall quality of work life for all employees of the Guysborough Antigonish Strait Health Authority.



OCCUPATIONAL HEALTH AND SAFETY PROGRAM

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GUYSBOROUGH ANTIGONISH STRAIT HEALTH AUTHORITY

OCCUPATIONAL HEALTH & SAFETY PROGRAM MANUAL

Section No: 1

SAFETY ADMINISTRATION

- 1.1 General Occupational Health & Safety Policy
- 1.2 Occupational Health & Safety Program Administration & Internal Safety Audit System
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- 1.7 Purchasing and Contractor Contracts
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- 1.9 Constructive Discipline Policy-Safety Violations



General Occupational Health & Safety Policy

Section No: 1.1

Preamble

The Guysborough Antigonish Strait Health Authority will ensure that an Occupational Health & Safety Policy is in place which reflects commitment to Occupational Health & Safety.

This policy will address such issues as:

- compliance with legislative requirements
- hazard identification
- accident investigation
- occupational health & safety committees

The policy will be signed by the Chief executive Officer and posted in all facilities. The policy will be reviewed on an annual basis.

Policy

The Guysborough Antigonish Strait Health Authority is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury.

As the employer, the Guysborough Antigonish Strait Health Authority is responsible for the health and safety of its employees. All levels of management will co-operate with the Joint Occupational Health and Safety Committee, or the representative and employees to create a healthy and safe work environment. Dedicated to the objective of eliminating the possibility of injury and illness, the District will make every effort to foster a cooperative relationship between employees and management, to ensure that safe work practices are developed. These safe work practices will be communicated through policy development and training sessions as appropriate. Managers and supervisors also have a general responsibility for ensuring the safety of equipment and facility.

It is the goal of management and the Occupational Health and Safety Committee(s) to ensure that each employee understands and follows the Occupational Health and Safety program to maintain a safe and health workplace. Co-operation should also be extended to others such as contractors, owners, officers, etc.

The employees of the Guysborough Antigonish Strait Health Authority will be required to support this organizations' health and safety initiative and to co-operate with the occupational health and safety committee or representative and others exercising authority under the applicable laws. It is the duty of each employee to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Employees must protect their health and safety by complying with applicable Acts



and Regulations and follow policies, procedures, rules and instructions prescribed by the Guysborough Antigonish Strait Health Authority.

The Guysborough Antigonish Strait Health Authority will, where possible, eliminate hazards and the need for personal protective equipment. Where there is a requirement, employees will be required to use safety equipment, clothing, devices, and materials for personal protections.

The Guysborough Antigonish Strait Health Authority recognizes an employees' duty to identify hazards. Employees will be encouraged and supported to play an active role in the identification of hazards and to offer suggestions or ideas to improve the health and safety program.

CEO Signature

Date



1.2.1 OHS Program Administration

The Senior Leadership Team approved the Occupational Health and Safety Program and planned implementation. It is the responsibility of the Director of Human Resources to:

- Provide training to management personnel on requirements of the OHS. Program
- Communicate details and provide direction to management personnel and provide updates as required.
- Complete annual review of the OHS. Program manual to ensure requirements meet any changes in legislation.
- Provide an annual report to Senior Administration to include:
 - Update on OHS. Program Implementation Plan
 - Summary of employee accidents
 - Summary of safety inspections
 - Update OHS committees
 - A report on any significant OHS issues



1.2.2 Internal Safety Audit System

The Director of Human Resources is responsible to ensure an Internal Audit System is developed for regular monitoring of the OHS. Program. The Internal Safety Audit System measures adherence to all areas of the program. An Internal safety audit must be conducted on an annual basis and will include the following.

1. Number of OHS. committee meetings planned versus those conducted.
2. Number of OHS. committee issues tabled versus those resolved.
3. Number of refusals to work incidents.
4. Number of safety inspections required versus those completed.
5. Number of hazards identified versus those corrected.
6. Number of employee substandard condition reports.
7. Number of safe work procedures identified for writing versus those completed.
8. Number of employees trained in safe work procedures.
9. Number of employee accident reports.
10. Completed remedial actions versus not completed.
11. Safety rules established by occupation versus not established.
12. Number of managers trained regarding OHS. Program.
13. Compliance with personal protective equipment by occupation.

The Internal Safety Audit Report is to include the activities of the program for a calendar year. The Internal Safety Audit and subsequent report is to be completed by March 31st of the next year. The report shall be made available to all management personnel and the Joint Occupational Health and Safety Committees.



	SMRH	SRH	SMMH	GMH	EMH
Number of OHS. committee meetings planned versus those conducted.					
Number of OHS. committee issues tabled versus those resolved.					
Number of refusals to work incidents.					
Number of safety inspections required versus those completed					
Number of hazards identified versus those corrected.					
Number of employee substandard condition reports					
Number of safe work procedures identified for writing versus those completed.					
Number of employees trained in safe work procedures.					
Number of employee accident reports.					
Completed remedial actions versus not completed.					
Number of managers trained regarding OHS. Program.					
Safety rules established by occupation versus not established					
Compliance with personal protective equipment by occupation.					



Occupational Health and Safety is the responsibility of all employees of the Guysborough Antigonish Strait Health Authority. In order to meet the requirements of the Occupational Health and Safety Program and the legislative regulations, all employees are required to ensure the following responsibilities are adhered to.

Senior Management

- Set direction; provide commitment and philosophy that sets expectations.
- Ensure the Occupational Health and Safety Program is implemented as per the approved plan within their division.
- Review Occupational Health and Safety Internal Audit Reports and take necessary action to address non-compliance.
- Ensure manager and supervisors are trained in the requirement elements of the program
- Monitor compliance with the requirements of the Occupational Health & Safety Program.
- Ensure the Occupational Health & Safety Program is implemented through the department.
- Follow the requirements of department of Labor as dictated by the policies and procedures of the Occupational Health & Safety Program.

Managers & Supervisors

- Develop and implement general safety rules for the department
- Provide leadership to ensure the Nova Scotia Occupational Health and Safety legislation is met or exceeded throughout the department.
- Accountable for the safety of personnel and equipment in their department.
- Ensure that all workers are instructed in the safe work practices and procedures.
- Shall require employees to use the appropriate personal protection equipment for the task preformed.
- Undertake the investigation of accidents and incidents ensure the necessary corrective action is taken.
- Take corrective action to ensure compliance with standards and procedures within the Occupational Health and Safety Program.
- Provide employees with information about hazards on the job site
- Ensure compliance with necessary regulations, i.e., WHIMS, etc.
- Conduct safety inspections of your area of responsibility; ensure identified hazards are corrected.
- Review relevant occupational health and safety issues at staff meetings



Employees

- Carry out their work in a manner that will not create a hazard to their own health and safety or that of other employees.
- Assist in identifying hazard in the workplace.
- Report all accidents/incidents to their supervisor.
- Participate on the Joint Occupational Health and Safety Committee upon election by co-workers.
- Cooperate with the Joint Occupational Health and Safety Committee members.
- Participate in investigation of accidents and incidents as needed.
- Follow general safety rules.
- Wear the appropriate personal protection equipment for the task assigned.
- Ensure that the safe work practices and procedures are followed.
- Participate and attend educational in services as provided by the employer.



Section 1.4 Joint Occupational Health and Safety Committees

As a requirement of Section(s) 29, 30, and 31 of the Nova Scotia Occupational Safety Act and Regulations, the Guysborough Antigonish Strait Health Authority requires the establishment of Joint Occupational Health & Safety Committees at each facility. The committees shall operate under the following rules and procedures.

Rules of Procedure

1. Meeting will be held at each facility at a time and location agreed to by the committee.
2. The Joint Occupational Health & Safety committee shall consist of representatives of both union and management. All union groups on the site shall be represented.
3. The committee will have two co-chairs, one representing management, and one representing union. On an annual basis, the members representing union shall select one co-chair, and members representing management shall select a co-chair. The co-chair shall sit for a term of one year.
4. If elected co-chairs are unable to chair the meeting, a chair for that meeting may be chosen from the regular members of the committee.
5. The co-chair for the meeting must call the meeting to order.
6. Someone other than the co-chair shall adjourn the meeting.
7. The Joint Occupational Health and Safety committee shall choose a member of the committee to be secretary. This person is responsible for recording the minutes of all meetings. The committee may choose to rotate this duty among members of the committee.
8. A copy of the minutes of the Joint Occupational Health and Safety committee shall be sent to every member of the committee and their alternates. The minutes of the meeting shall also be posted on a designated OH&S bulletin board in each facility. A copy of the minutes shall be sent to the central Human Resources Department at the Guysborough Antigonish Strait Health Authority.
9. In the event of a tie in a vote at a site Joint Occupational Health and Safety committee, the matter will go to **the Steering committee**, who shall collectively cast the deciding vote.
10. The Joint Occupational Health and Safety Committee shall consult with the Director of Human Resources in the event of any outstanding issues. In the absence of the Director of Human Resources, the site will consult with the Chief Executive Officer or designate.
11. The Joint Occupational Health and Safety committees will review the rules of procedure annually.



12. Activities Related to the JOHS Committee

- Review and provide advice on the occupational health and safety program and policy
- Preparing recommendations
- Attending training required by the regulations and / or necessary to carry out the employees functions as a committee member
- Participate in inspections, investigations or similar activities
- Preparing and reviewing inspection reports and hazard reports
- Preparing recommendations
- Attending meetings
- Observing tests
- Dealing with work refusals
- Carrying on agreed upon committee responsibilities
- Advising on protective devices / clothing

13. Rights of the JOHS Committee

- Employer required to provide information, or response to recommendation within 21 days
- JOHSC/Rep. observe workplace monitoring, measurements and tests
- JOHSC member or Rep. accompany OH&S Officer on inspection



Section 1.5

Refusal to work due to unsafe conditions (Section 43 & 44)

An employee may refuse to do any act where the employee has **reasonable grounds** for believing that the act is likely to put their or someone else's health or safety in danger.

“You have an honest belief that your work will cause you or someone else harm. The right to refuse is only to resolve concerns and issues related to health and safety”.

The employee who refuses the unsafe work may be assigned to other duties while the matter is resolved, but may not be penalized or punished

Another employee may be assigned to do the work which was refused, but that employee must be informed of the refusal of the first employee. The replacement employee also has the right to refuse the work.

An employee may not refuse where

- the refusal puts another person directly in danger; or
- the danger is *inherent* in the work

Inherent ...

Part of the very essence of the job function

Could reasonably be expected by the employee

Does not include danger arising from employer sub-standard arrangements

Onus on employer to prove “inherence

No employer shall take, or threaten to take, discriminatory action against an employee because the employee has acted in compliance with this Act or the regulations or an order or direction or has sought the enforcement of this Act or the regulations (Section 45 & 46)

Three steps for the employee:

Report to supervisor...

if not satisfied, then

Report to JOHS committee...

if not satisfied, then

Report to the Department of Environment and Labor



Section 1.6

Regulations, Codes, and Safety Reference Information

In order to ensure all available information to assist management and employees with the knowledge of regulations, codes and other legislative requirements, a central area will be defined at each facility to house these documents. The resource library will be used to house the documents. If the site is not equipped with a library the Facility Manager will designate a site.

It is the responsibility of the Director of Human Resources and the Facility Manager(s) to ensure the information is updated as required.

An outline of the requirements per site is as follows. See page 18



	SMRH	SRH	GMH	EMH	SMMH	PH	AD	CC
Location								
Legislation								
NS OHS. Act								
W.H.M.I.S								
Transportation Dangerous Goods								
Atomic Regulation								
Confined Space Entry Regulated								
GASHA OH&S Program								
Fall Protection Regulated								
First Aid Regulations								

Notice is to be posted on the Occupational Health & Safety bulletin boards at each facility indicating the location and content of the legislative materials at the site.



Section 1.7

Purchasing and Contracts Control

The Director of Materials Management has the responsibility to ensure that:

- Services provided and goods obtained will comply with all standards, codes and regulations prescribed by law and District Occupational Health and Safety polices.
- The external service provider ensures that all handling practices, operating and maintenance procedures are present and communicated to the organization prior to the new item/materials/substances being used.
- The vendors are certified and / or are equipped to adequately apply proper materials management and the applicable regulations.
- Specifications are defined for equipment, machinery, chemicals and products and are included in the purchasing order.
- An employee who requires a controlled product for use at a workplace shall obtain a suppliers' material safety data sheet (MSDS)
- Ensure that suppliers servicing GASHA have WCB coverage.



Section 1.8

Management Performance Development Program

The Guysborough Antigonish Strait Health Authority will ensure that a biannual review of designated health and safety requirements is conducted with all management and supervisory personnel. This review will form part of the “Performance Appraisal” (PA). A copy of each Performance Appraisal will be kept on the personnel file.

Each job description for management and supervisory personnel will include specific reference to the responsibilities under the GASH Occupational Health and Safety Program and relevant regulatory requirements.



Section 1.9

Constructive Discipline All Employees

The Guysborough Antigonish Strait Health Authority through the Occupational Health and Safety Program is committed to providing a safe and healthy workplace for all staff. . Violations of safety regulations are a serious offence and all employees are expected to comply with these regulations

Individuals who fail to comply with the requirements of the OHS Program will be subject to the terms and conditions of the District's Constructive Discipline Policy. All constructive discipline is administered on a fair, uniform, and impartial basis.

See Policy ___7300 3 - 65 Constructive Discipline (all Employees)



GUYSBOROUGH ANTIGONISH STRAIT HEALTH AUTHORITY

OCCUPATIONAL HEALTH & SAFETY PROGRAM MANUAL

Section No: 2

SAFETY INSPECTIONS

- 2.1 Safety Inspection System
- 2.2 Follow-up System
- 2.3 Preventative Maintenance
- 2.4 Pre-use Equipment Checks
- 2.5 Alternate Substandard Condition Reporting System



Section 2.1

Safety Inspection System

Scope and Purpose

The consistent visual inspection of the workplace environment will help to identify and correct potential and actual hazards in the workplace. Planned safety inspections will

- Comply with legislative requirements
- Improve the effectiveness of service areas
- Provide safe and clean workplace
- Enhance a proactive safety culture

Method

Safety inspections evaluate the work environment for health, safety and environmental conditions and identify areas for improvement or modification. The frequency of the inspection will be determined by the nature of the work and legislated requirement. All areas that directly effect patient care and involve the frequent use of equipment and materials will have monthly inspections.

It is recommended that the responsibility for the monthly inspections is assigned on a rotating basis to personnel working in a designated area.

- Timing of the inspection coincides with a work period representative of typical traffic and practice.
- Personnel conducting the inspection are free of usual responsibilities for the time frame involving the inspection.
- Inspection specifics are described by each unit and are included on the inspection form. This form doubles as the inspection record.
- Protective apparel if required are supplied and worn by the personnel conducting the inspection.
- Nature and scope of the inspection are such that the requirements are manageable by the assigned personnel .

The completed inspection record will be submitted by the assigned inspector to the area manger / designate , identified issues will be addressed and the record filed.



Section 2.2 Follow Up system

Each manager or designate of a specific area must be able to present a completed record of inspections upon request.

SMRH : the Occupational Safety Coordinator will record on a monthly basis the areas with completed inspections

District Sites: JOHS Committee Chair will ensure that inspection records are presented at the monthly meeting

Non Compliance:

Issues of Non Compliance can be of two types and will be addressed in the following way.

Failure to ensure area inspections:

Review of Unit Inspection compliance will be a standing agenda item for each site specific JOHS committee. Delinquent areas will be noted. Once an area has missed three consecutive inspections a letter requesting compliance or an explanation of noncompliance will be sent by the chair to the involved manager. If there is continued non compliance the name of responsible manager will be forwarded to Senior Leadership team. The VP of the particular service will pursue same.

Failure to correct / address identified deficits

Deficits identified during the inspection will be reviewed at the Joint Occupational Health and Safety committee meeting. Should the deficit remain beyond three consecutive inspections a letter will be sent to the involved manger to

- request immediate action
- propose a time sensitive resolution
- require a written explanation for continuance of the deficit

The Occupational Safety Coordinator / designate will compile a District wide inspection compliance record biannually for review by the OHS Steering Committee.



Section 2.3

Preventative Maintenance

A Preventive Maintenance system is designed to assess and service designated equipment to ensure safe operation, avoid breakdown and the subsequent consequences.

Preventive maintenance is pre determined and regularly scheduled with the goal to reduce safety risks and equipment replacement.

Managers need to list those pieces of equipment that require preventative maintenance, and establish a schedule, identify the individual /service responsible for the check and devise a method of recording and communicating the process



Section 2.3

Pre – use Equipment Checks

Due to the potential for injury and loss, all mobile and materials handling equipment must have pre-use checks performed before they are used. The person responsible for completing the pre-use inspection is the employee who intends to use the equipment.

If during the inspection an unsafe condition is identified then it must be repaired or made safe before the machine or equipment is operated. Any defects should be reported to the area manager/supervisor.

It is the responsibility of the area manager/supervisor to ensure a pre-use checklist is attached to each designated piece of equipment deemed to require a pre –use check. The manager/supervisor is to inform and train employees of the requirement of pre-use checks. It is then the responsibility of the employee to complete the pre –use checklist inspection.



Section 2.5

Substandard Condition Reporting System

The Guysborough Antigonish Strait Health Authority Occupational Health & Safety Program is comprised of policies, procedures and practices that facilitate the identification of unsafe conditions in the workplace. Employees are encouraged to report hazards to their supervisors and have the issue corrected. When corrective action is not forthcoming, the employee is advised to document concerns.

To document an issue the Incident Report form should be completed.

For the NSNU Staff the Workload Situation Report is also available.

The following procedure should be followed in such cases.

1. Employee observes unsafe condition
2. Completes Incident Report and or the Workload Situation Report form
3. Copy to immediate manager to Occupational Safety Coordinator and or the Risk Management Coordinator . Other specific forwarding information noted on the “Workload Situation Report” form
4. Manager pursues correction or contacts person responsible for follow-up.
5. Person responsible completes remedial action .
6. Follow up reported to Occupational Safety Coordinator, if necessary , involved manager
7. Human Resources contacts employee to advice of the corrective action or update as to the status of the situation.
8. Chair of JOHS committee advised of report and follow up.



**GUYSBOROUGH ANTIGONISH STRAIT HEALTH AUTHORITY
OCCUPATIONAL HEALTH & SAFETY PROGRAM MANUAL**

Section No.3

SAFE WORK PROCEDURES, SAFETY RULES AND WORK PERMITS

- 3.1 General Safety Rules
- 3.2 Identification of Critical Tasks by Department
- 3.3 Establish of Written Safe Work Practices by Department
- 3.4 Training for Employees Requiring Safe Work Practices
- 3.5 Safety Rules by Department
- 3.6 Specialized Work Permit Systems



Section 3.1

General Safety Rules

The Guysborough Antigonish Strait Health Authority will ensure that “General Safety Rules” are:

- Posted in strategic areas on all sites and on all Occupational health & safety bulletin boards
- Included in education publications, newsletters and orientation sessions.
- Reviewed annually by Human Resources and OHS Committees
- Reviewed annually with every employee.

The “**General Safety Rules**” are as follows:

The rules listed below are designed for safety and well being of all our employees; compliance with these rules is required of all employees.

1. Report all accidents to your immediate supervisor.
2. Obey all instructions, rules, signs and safe work procedures.
3. Wear approved personal protective equipment as directed.
4. Report any unsafe conditions immediately.
5. Ensure proper storage of materials and equipment, keep you work area clean and orderly.
6. Use tools and equipment safely, as instructed, don’t alter, adjust or repair equipment except where authorized.
7. Use proper lifting procedures and devices.

The “General Safety Rules” are approved by Human Resources Director or designate.

Failure to comply with the General Safety Rules will result in discipline for non-compliance.



Section 3.2

Identification of Critical Tasks by Department

Critical Tasks by Department

Job related injuries occur every day in the workplace and lack of employee training in the proper job procedure is a contributing factor. Establishment of proper job procedures and training of all employees in safe and efficient work methods will reduce workplace injuries.

The first step in establishing safe work procedures for each department is to first identify the “Critical Tasks” performed by the employees. A critical task is one that:

- Has a demonstrated history of injuries and workplace accidents.
- Known dangerous or potentially dangerous procedure.

It is generally recommended to identify all the tasks required to be performed by the occupation and then use the above criteria to identify those tasks that are considered critical.

It is the responsibility of the area manager/supervisor to ensure these critical tasks are identified. The final list of critical tasks by department will be recorded and maintained by the Human Resources service.



Section 3.3

Establishment of Written Safe Work Practices by Department

Once the critical tasks have been identified by department, the next step is to establish safe work procedures for each set of critical tasks. The safe practice must clearly identify the hazard and list the steps needed to perform the task safely. Consider the following when establishing safe work procedures.

- Can the task be eliminated?
- Is it possible to complete the job in another way?
- Is there other personal protective equipment?
- Can you engineer out the “hazard”?

It is the responsibility of the area manager/supervisor to establish safe work practices for their employees.

These safe work practices should be developed with the input of the employees on the Unit.

All safe work practices must be reviewed on an annual basis, revision and re-training provided as processes and equipment are changed.

It is the responsibility of every employee’s direct supervisor to ensure each employee has received the required training on the required safe work practices in their work area. A record of all training provided for individual employees must be forwarded to their personnel file and copied to Training and Development



Section 3.4

Safety Rules of Departments

Within the Guysborough Antigonish Strait Health Authority, specific safety rules for each service will identify hazards associated with the tasks inherent in each different occupation.

A systematic approach to the identification of specialized work rules should include a team(s) comprised of managers and employees. One of the goals of this team (s) will be an assessment of all services and inherent duties. The review may include the following:

- Tasks lists and procedures
- Regulatory requirements
- Code/standards
- Accidents/incident analysis
- Engineering design reviews
- Inspection of reports
- Operating process descriptions.

The specific safety related rules should be reviewed with each individual required to work in that service annually. It is the responsibility of the employee's immediate supervisor to ensure this review is completed. A record of the rule review must be kept on the employee personnel file.

Failure to comply with these rules will result in disciplinary action.



Section 3.5 Specialized Work Permit Systems

A systematic approach to identifying the needs for work permit systems must be followed:

- A team of knowledgeable people must be used. Such a team should include representatives from management, maintenance, operations and technical support personnel (such as safety staff and industrial hygiene) as appropriate.
- A clear description of the nature of hazardous work occurring or likely to occur at the organization.
- The following types of permits and procedures might be included:
 - Confined space entry permits
 - Hot work permits
 - Radiation permits
 - Work with energy sources
 - Work at height
 - Major lifts (hoists)
 - Work with hazardous material
 - Transport of Dangerous goods

A list of required permits at the site, with a description of the nature of work to be covered by the permits, should be compiled. Once completed a review of the specialized work permits system should occur every two (2) years.

In order for any employees to operate /or complete work as required by specialized work permit system, the following conditions must be adhered to:

- All necessary authorities, internal and external to the organization are notified.
- Affected employees are properly trained on the specific.

Following the completion of the required work a record of the same is kept by the manager/supervisor who approved the permit.



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Section No: 4

ACCIDENT INVESTIGATION AND ANALYSIS

- 4.1 Employee Accident Investigation System
- 4.2 Major Accident Investigations
- 4.3 Remedial Action and Follow-up



Section 4.1

Employee Accident Investigation System

Preamble:

Accident investigation is a key component of the Guysborough Strait Health Authority's commitment to workplace health and safety. This system will ensure the prompt investigation of accidents which may or have caused personal injury or property damage. The process will lead to the identification of the immediate and basic causes of accidents. Remedial action will be taken to correct unsafe acts or conditions that may cause similar accidents to occur.

The term "accident" can be defined as an unplanned event that interrupts the completion of an activity, and may (or may not) include injury or property damage.

For purposes of this policy "accident" will include the definitions applicable to the term

"Incident" described in Administrative Policy 3 – 20, when the incident has caused or may have caused personal injury or property damage.

The Incident Report form described in Policy # 3 -20 will be used to record the event as soon as possible after the occurrence... The reporting protocol depicted on the back of Form will be followed.

See appendix A

Procedure:

All accidents must be reported in a timely manner to ensure employees have received appropriate care and action is taken to correct the unsafe condition or unsafe act that caused the accident to occur.

The individual who has experience / witnessed the injury or the property damage is described as the "Reporter" on the report form. This individual should complete the Incident Report Form as soon as possible after the occurrence

The completed form will be given to the immediate manager and concurrently faxed to the Risk Coordinator

Reported, Medical Aid, Lost Time Accidents

If an incident results in injury to staff that requires them to seek medical attention or miss time a WCB Accident Report form must be completed by both the employer and the injured worker (medical attention includes doctor visit, lab work and/or physiotherapy).

The manager/designate must fax the WCB Accident Report to the appropriate number (Halifax or Sydney) indicated on the form within five business days. The original will be sent to the Occupational Health Coordinator for follow up and trending.



The Department, Unit, or Facility Manager (typically at District sites) will review the Incident Report Form for the purpose of identifying and correcting the causal factor(s) that lead to the accident / event. The goal of the review will be to recognize/ remove error-producing conditions, prevent reoccurrence and improve safety. As appropriate other members of the health care team may be involved in the review.

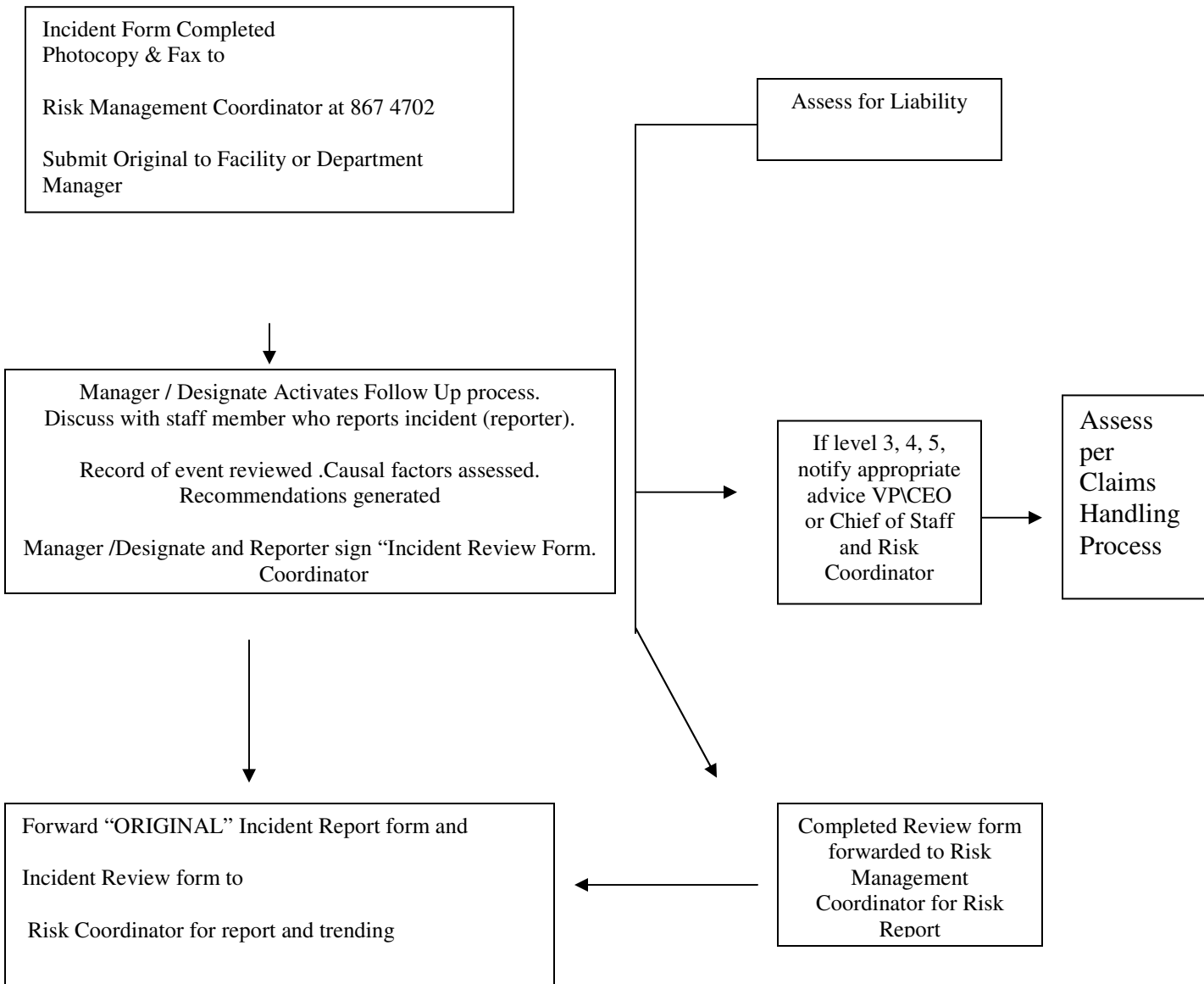
The findings and recommendation are recorded on the Incident Review Form and will be discussed with the staff member who reports the occurrence. Upon reviewing, the manager and reporting staff member will sign the Review form.

The findings and recommendations will be discussed at the next JOHS Committee meeting

Accident statistics will be compiled and submitted monthly to Quality Council and quarterly to the Board of Directors through the Quality Management Committee of the Board.



Appendix A INCIDENT / ADVERSE EVENT/ ACCIDENT REPORT PROCESSING





Section 4.2

Major Accident Investigation

The accident investigation required after an occurrence of a major accident, i.e., one that causes serious injury to an employee requires the involvement of management personal / designate above the immediate managerial level, a participant of the Occupational Health and Safety Committee, the Occupational Health and Safety Coordinators and notification to the Nova Scotia Department of Labor.

Procedure: Major Accident

A major accident –is one that results in an extremely severe injury, any such event requires immediate notification of Senior Management, Department of Labor Officials and delegate of the Joint Occupational Health and Safety Committees. Some examples are listed, but not limited to those below:

Amputation
Paralysis,
Unconsciousness,
Internal hemorrhage
Third degree burns
Any injury causing death
Loss of vision

Upon becoming aware of an accident the priority is the **injured workers(s)** and the most important immediate tasks--rescue operations, medical treatment of the injured, and prevention of further injuries--have priority and others must not interfere with these activities.

The senior administrative officer is responsible to notify:

- The Nova Scotia Department of Labor
- Human Resources Safety Representative
- The department Director where the accident occurred
- Delegated member(s) of the Joint Occupational Health & Safety Committee

Once assembled the accident investigation will be conducted in conjunction with the representative of the Nova Scotia Department of Labor



Where applicable the investigation will include but is not limited to:

> An examination of the accident site, preservation of evidence, and identification of all witnesses

> Consideration of the work process and checking items such as:

- positions of injured workers
- equipment being used
- materials or chemicals being used
- safety devices in use
- position of appropriate guards
- position of controls of machinery
- damage to equipment
- housekeeping of area
- weather conditions
- lighting levels
- noise levels
- time of day

> taking photographs before anything is moved, both of the general area and specific items.

> interviewing of witnesses

The investigation will consider the following aspects of the occurrence: See Appendix B

Environment: The physical environment, and especially sudden changes to that environment, is factors that need to be identified. The situation at the time of the accident is what is important, not what the "usual" conditions were. Was a safe work procedure used? For most of these questions, an important follow-up question is "If not, why not?"

Material: Seek out possible causes resulting from the equipment and materials used. Was there an equipment failure? Again, each time the answer reveals an unsafe condition, the investigator must ask **why** this situation was allowed to exist.

Personnel: The physical and mental condition of those individuals directly involved in the event must be explored. The purpose for investigating the accident is **not** to establish blame against someone but the inquiry will not be complete unless personal characteristics are considered. Some factors will remain essentially constant while others may vary from day to day.

Management: Management holds the legal responsibility for the safety of the workplace and therefore the role of supervisors and higher management and the role or presence of management systems must always be considered in an accident investigation. Were safety rules communicated to and understood by all employees?



APPENDIX B

ACCIDENT INVESTIGATION CAUSAL GUIDE
QUESTIONNAIRE

QUESTION	YES	NO	COMMENTS
Was a safe work procedure used?			
Had conditions changed to make the normal procedure unsafe?			
Were the appropriate tools and materials available?			
Were they used?			
Were safety devices working properly?			
Was there an equipment failure?			
What caused it to fail?			
Was the machinery poorly designed			
Were hazardous substances involved?			
Were they clearly identified?			
Was a less hazardous alternative substance possible and available?			
Was the raw material substandard in some way?			
Should personal protective equipment (PPE) have been used?			
Was the PPE used?			
Were users of PPE properly trained?			
What were the weather conditions?			
Was poor housekeeping a problem?			
Was noise a problem?			



Appendix B
Cont'd

QUESTIONS	YES	NO	COMMENTS
Was there adequate light?			
Was it too hot or too cold?			
Were toxic or hazardous gases, dusts, or fumes present?			
Were workers experienced in the work being done?			
Had they been adequately trained?			
Can they physically do the work?			
Were they tired?			
Were written procedures and orientation available?			
Were they being enforced?			
Was there adequate supervision?			
Were workers trained to do the work?			
Had hazards been previously identified?			
Had procedures been developed to overcome them?			
Were unsafe conditions corrected?			
Was regular maintenance of equipment carried out?			
Were regular safety inspections carried out?			

Source: Adapted from

<http://www.ccohs.ca/oshanswers/hsprograms/investig.html>

Canadian Centre for Occupational Health and Safety; Canadian National OHS Resource:



Section 4.3

Remedial Action and Follow-up

The Occupational Health Coordinator, Occupational Safety Coordinator, JOHS committee /designate and applicable member of the Senior Leadership Team will review every reported accident. It is the responsibility of these individuals to review each report to ensure:

- The investigation was completed
- The cause was identified
- The remedial action was completed

Remedial actions include:

- Response to the recommendations in the report by explaining what can and cannot be done (and why or why not).
- Development of a timetable for corrective actions.
- Monitoring that the scheduled actions have been completed.
- Checking the condition of injured worker(s).
- Informing and training other workers at risk.
- Re-orienting worker(s) on their return to work.

It is imperative that all identified remedial action is completed for every reported accident. Management is responsible for acting on the recommendations in the accident investigation report. The Joint Occupational Health and Safety committee will monitor the progress of these actions.



GUYSBOROUGH ANTIGONISH STRAIT HEALTH AUTHORITY
OCCUPATIONAL HEALTH & SAFETY PROGRAM MANUAL

Section No: 5

MANAGEMENT'S OCCUPATIONAL HEALTH AND SAFETY TRAINING

5.1 Senior Management Training

5.2 Middle Management Training



Section 5.1 **Senior Management Training**

Leadership is essential for the success of the Guysborough Antigonish Strait Health Authority's Occupational Health and Safety program. The leadership and direction for the organization comes from the Senior Leadership Team and District Directors. All members will receive adequate training related to the District's Occupational Health and Safety program.

Education sessions will be arranged through the Human Resource department and record of same will be maintained by Education and Development coordinator.



Section 5.2 Middle Management Training

The majority of activities associated with the implementation and ongoing compliance with the Occupational Health and Safety Program are the responsibility of managers and supervisors in the organization. To ensure the success of the program it is imperative Middle managers are educated about their responsibilities inherent in the OHS Program, as well as safety concepts basic to the success of the program.

Therefore, it is a requirement that each middle manager receive eight (8) hours of OHS training every two years. The training will consist of the following:

- Elements of Occupational Health and Safety Program
- Relevant legislation
- Review current status OHS Program

Copies of all middle management training are to be forwarded to the Education and Learning Department, as well as kept on their personnel file.



GUYSBOROUGH ANTIGONISH STRAIT HEALTH AUTHORITY

OCCUPATIONAL HEALTH & SAFETY PROGRAM MANUAL

Section No: 6

6.1 Identification of Personal Protective Equipment by Occupation

6.2 Personal Protective Equipment: Record Keeping and Monitoring



Section 6.1 Identification of Personal Protective Equipment by Department

Three commonly used methods of controlling occupational hazard are engineering controls, administrative controls and the use of personal protective equipment (PPE). Engineering and administrative controls should be thoroughly evaluated and considered before the use of personal protective equipment. Since PPE is the “last line of defense,” it is extremely important that items to be used properly and in accordance with established standards.

Protective equipment should be provided to the employee whenever there is actual or potential exposure to hazards of a process or environment. This exposure would be such that the employee could be subjected to a substance or source of energy that could exceed or does exceed the threshold limit of the body, body part or system (e.g., respiratory system).

The decision to employ personal protective equipment can be made following formal assessments or surveys. These surveys should include at least two of the following:

1. Review and analysis of tasks.
2. Physical hazard analysis
3. Accident/incident analysis
4. Review of regulations, codes and industry standards

The use of personal protective equipment should be considered only when engineering controls would be impractical, or the risk exceeds the control.

It is the responsibility of the employer to provide PPE to employees and to ensure that adequate training has been provided. A record of such training should be maintained on the employees’ personnel file and with the Department of Education and Learning.

The Human Resources Department is responsible to establish a process to ensure that where applicable, personal protective equipment (PPE) is identified for each department. Both employee and employer representatives should be included in these assessment teams.



Section 6.2 **Personal Protective Equipment Record Keeping and Monitoring**

Every manager /supervisor must ensure that a record is made when PPE is issued to an employee. This record should include:

- Type of equipment issued
- Date issues

Every manager/supervisor must include as part of their monthly safety inspection an audit of the PPE requirements in their areas.

Employees are required to comply by wearing the required PPE. Failure to comply will result in discipline.



GUYSBOROUGH ANTIGONISH STRAIT HEALTH AUTHORITY

OCCUPATIONAL HEALTH & SAFETY PROGRAM MANUEL

Section No: 7

SAFETY AND COMMUNICATIONS

- 7.1 Safety Issues with Management and Staff Meetings
- 7.2 Safety Bulletin Boards



Section 7.1 **Safety Issues with Management and Staff Meetings**

Human Resources will produce on a biannual basis an Occupational and Safety Report. This report will consist of the following:

- Status of the Occupational Health and Safety Program
- Overview of Occupational Health and Safety Issues
- Safety Inspection summary and analysis
- Accident summary and analysis
- Safety recommendations and suggestions
- Critical safety topic presentations

The report will be distributed to:

- Senior Leadership Team
- Middle Managers
- Occupational Health & Safety Committee
- Applicable Bulletin Boards
- District Newsletter

Managers and Supervisors are expected to review the appropriate details of the report with their staff. A record of the communication of this report should be reflected in the minutes of the meeting.



Section 7.2 Safety Bulletin Boards

Each facility must have a safety bulletin board located in an accessible area. Update and maintaining currency of the Safety Bulletin Board will be the responsibility of the individual designated by the JOHS Committee in each specific site.

The following items must be posted on the bulletin boards:

- Occupational Health and Safety Minutes and Notices
- Quarterly Reports
- Information from Occupational Health Nurse
- Information provided from Human Resources
- Regulatory and legislative information

Human Resources must approve all other information before being posted. Bulletin boards are to be checked weekly to ensure articles and notices are current and in good condition.



Appendix A

SMRH Safety Inspection and Reporting

Designation

SMRH Site has been divided into 21 Inspection sites

Each of the designated areas has described a document which directs the inspection

Each area is to be inspected "within the 1st two weeks of the scheduled month"

The designated areas are listed below:

DI

Cardio Respiratory

Mental Health Services

>In Patient

>Out Patient

>Child & Adolescent Unit

Rehab Services

Health Records/Switchboard

Garu/ Med-Surg

Emerg-Amb Care (Clinics)

OR, RR, Day Surgery

Martha Centre 4th Level

Martha Centre 3rd Level

Dietary

Pharmacy

Material Management

HITH /Palliative

Spiritual Care

Maintenance

Lab

Martha Center 1st Level

Laundry

CSR

CWH

PCU/ICU

Diabetic Clinic

Procedure:

The manager of the area is to establish a schedule of inspections including dates and individuals responsible for the inspection

The manager of the area is responsible to *ensure* that the inspections are carried out.

The designated personnel must conduct the inspection within the designated time frame.



The completed inspection will be discussed with the area manager and plans to address identified deficits will be made.

Deficits identified during the inspection and the name of the person specified to resolve the circumstance will be tallied and forwarded to the attention of the Safety Coordinator during the fourth week of each month by email. See attached document



JOINT OCCUPATIONAL HEALTH AND SAFETY
ST. MARTHA'S REGIONAL HOSPITAL
INSPECTION REPORT FORM

Department / Area _____
2006 **2007**

DATE	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Inspected By												
Deficit(s)												
Reported To												
Resolution/ Date												
Comments												



**Safety Inspection and Reporting
Eastern Memorial Hospital**

Workplace Inspection Checklist

Occupational Health & Safety

Check off the rooms/areas inspected

<input type="checkbox"/>	Soiled Utility	<input type="checkbox"/>	Family Room	<input type="checkbox"/>	Nursing Lounge
<input type="checkbox"/>	Bath	<input type="checkbox"/>	S-1	<input type="checkbox"/>	
<input type="checkbox"/>	C-1	<input type="checkbox"/>	D-2	<input type="checkbox"/>	
<input type="checkbox"/>	Observation	<input type="checkbox"/>	D-1	<input type="checkbox"/>	
<input type="checkbox"/>	C-2	<input type="checkbox"/>	Multipurpose	<input type="checkbox"/>	
<input type="checkbox"/>	Homecare	<input type="checkbox"/>	Patient Lounge	<input type="checkbox"/>	
<input type="checkbox"/>	DEC	<input type="checkbox"/>	Nursing Station	<input type="checkbox"/>	
<input type="checkbox"/>	S-2	<input type="checkbox"/>	Pharmacy	<input type="checkbox"/>	

Item	√	Comments	Recommendations/Follow up Comments
General <ul style="list-style-type: none"> • Free of Obstacles • Enough Lighting • Neat & tidy • Sufficient storage • Fire extinguisher • Proper signage • Eye Wash Stations • Other, specify 			
Electrical <ul style="list-style-type: none"> • Cords, in good working order • Outlets have covers • CSA appliances only • Appliances in good working order • Other, specify 			



Chemical <ul style="list-style-type: none"> • Proper storage • Proper labels • Inventory of chemicals • MSDS available • Other, specify 		
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Feb. '06

**Eastern Memorial Hospital
Workplace Inspection Checklist**

Occupational Health & Safety

Check off the rooms/areas inspected

<input type="checkbox"/>	Health Records	<input type="checkbox"/>	Physiotherapy	<input type="checkbox"/>	Corridor
<input type="checkbox"/>	Staff Room	<input type="checkbox"/>	OPD Office Area	<input type="checkbox"/>	Administration Office
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	OPD – Exam A	<input type="checkbox"/>	Supply Room - Office
<input type="checkbox"/>	Laundry	<input type="checkbox"/>	OPD – Exam B	<input type="checkbox"/>	Telehealth
<input type="checkbox"/>	Staff Bedrooms	<input type="checkbox"/>	Regis/Waiting Room	<input type="checkbox"/>	
<input type="checkbox"/>	Maintenance Room	<input type="checkbox"/>	Public Health	<input type="checkbox"/>	
<input type="checkbox"/>	Boiler Room	<input type="checkbox"/>	Laboratory	<input type="checkbox"/>	
<input type="checkbox"/>	Board Room	<input type="checkbox"/>	Radiology	<input type="checkbox"/>	

Item	√	Comments	Recommendations/Follow up Comments
General <ul style="list-style-type: none"> • Free of Obstacles • Enough Lighting • Neat & tidy • Sufficient storage • Fire extinguisher • Proper signage • Eye Wash Stations • Other, specify 			
Electrical <ul style="list-style-type: none"> • Cords, in good working order • Outlets have covers • CSA appliances 			



only <ul style="list-style-type: none"> • Appliances in good working order • Other, specify 			
Chemical <ul style="list-style-type: none"> • Proper storage • Proper labels • Inventory of chemicals • MSDS available • Other, specify 			

Completed by: _____ Reviewed by OH&S: _____
 Date: _____



REFERENCES

<http://www.gov.ns.ca/lae/healthandsafety/JointHealthSafetyCommittee.asp>