

## SAMPLE using TEMPLATE 2

Title: 11.1(a) Continuous Improvement Plan	Date of Issue: July 2005
Approved by: President, Jack A.L. Rabbit	Review / Revise Date: July 2006
Location: needs to be adapted for each facility	

**Objective:** To develop and implement a formal orientation program including health and safety.

**Target Dates:** 2<sup>nd</sup> quarter of 2004

**Schedule of Review:** First Monday of January, February, and March.

**Responsibilities:**

- Human Resources Manager to develop the written program.
- Joint Health and Safety Committee (JHSC) to develop the health and safety component of the orientation.
- Plant Manager to review and implement the orientation program.
- Human Resources and Plant Supervisor to administer the program.

**Resources:**

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

**Senior Management Involvement:** review, approve and sign off.

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

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

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

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

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

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

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

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

Management Approval (signature):

**Date:**

**Distribution:** Management

Employee Notice Board

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

## Sample using Template 2

Title: 11.1(b) Review of Health and Safety Trends	Date of Issue: July 2005
Approved by: President, Jack A.L. Rabbit	Review / Revise Date: July 2006
Location: all facilities – including off-site occurrences	

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

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

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

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

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

Suggested categories for the Trends Review are:

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

A sample of a Trends Review follows.

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

**Important Reminder**

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

## SAMPLE – Trends Review Process

The annual review will be completed using the following process:

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

### Records

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

## SAMPLE – Trends Review (or hazards)

Year Reviewed        January 2004 to December 2004

### Data reviewed

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

### Results of review

In 2004 the areas that have had the largest occurrences of injuries and near misses are, in order of highest to lowest:

#### 1) Warehouse

- (a) contact with broken wooden pallets (injuries and near misses)
- (b) bent racking caused by contact with the forklift (near misses only)
- (c) slips on wet floor (highest occurrences after rain or snow storms)

#### 2) Office area

- (a) slips on wet floor (highest occurrences after rain or snow storms)
- (b) contact with open filing cabinet drawers (critical injury occurred)
- (c) trips and catching on cords under workstations

#### 3) Production area

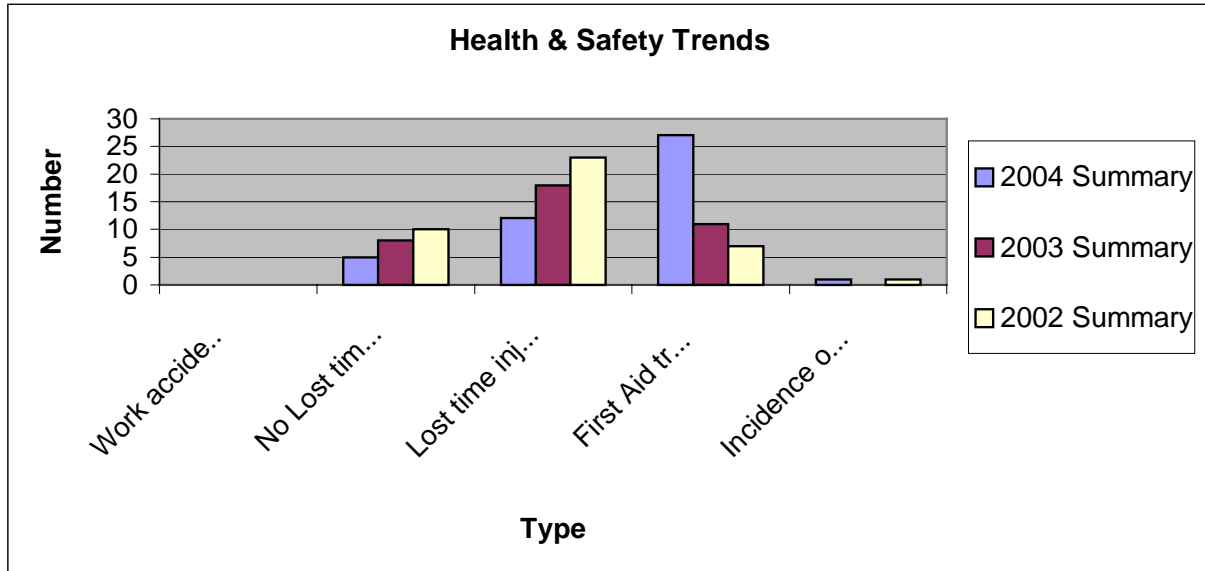
- (a) slips on wet floor (spillage from decanting product)
- (b) Burns from contact with vats (1<sup>st</sup> and 2<sup>nd</sup> degree)
- (c) Slivers from loading wooden pallets

Health and Safety Trends, includes types of injuries, for the last 3 years are found on the next page.

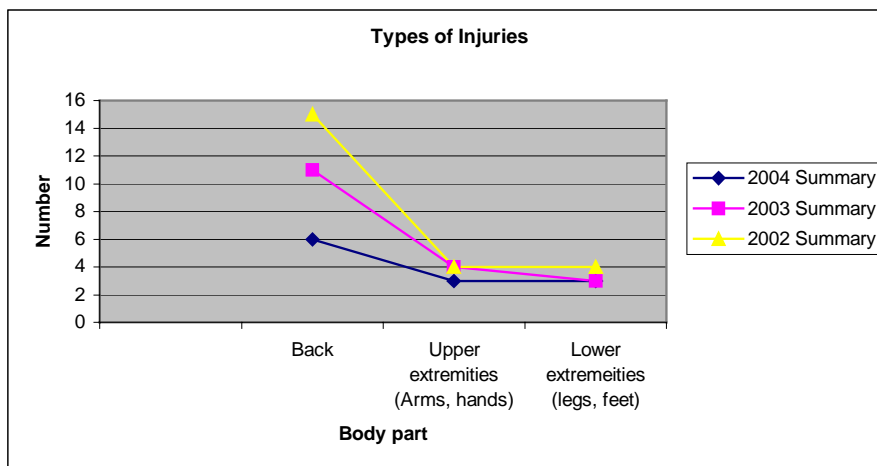
### SAMPLE - Trends Review (Types of injuries)

**Health and Safety Trends**

Number of	2004 Summary	2003 Summary	2002 Summary
Work accident fatalities	0	0	0
No Lost time injuries(NLTI)	5	8	10
Lost time injuries (LTI)	12	18	23
First Aid treatment only	27	11	7
Incidence of Occupational illnesses	1	0	1



Type of Injuries(for LTI only)	2004 Summary	2003 Summary	2002 Summary
Back	6	11	15
Upper extremities (Arms, hands)	3	4	4
Lower extremeities (legs, feet)	3	3	4



## SAMPLE using TEMPLATE 2

Title: 11.1(c) Employers Response to Joint Health and Safety Committees/Worker Representative Recommendations	Date of Issue: July 2005
Approved by: President, Jack A.L. Rabbit	Review / Revise Date: July 2006
Location: all facilities	

Senior Management of Rabbit Express will respond with a written response to the Joint Health and Safety Committee/Worker Representative within 21 days of receiving a recommendation.

The management written response will be completed using the 'Management response to JHSC recommendations' form. The original will be sent to the Worker Co-chair, copies to the Management Co-chair, the Health and Safety Co-ordinator and attached to the next management minutes.

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

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

A sample of the completed form follows.

#### Documentation

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

#### Records

The original copies will be kept in accordance with the Records Management policy.

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



## SAMPLE using TEMPLATE 2

Title: 11.1(d) (g)Communication Program: On and Off the Job Communication	Date of Issue: July 2005
Approved by: President, Jack A.L. Rabbit	Review / Revise Date: July 2006
Location: all facilities	

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

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

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

#### Frequency of Communication

Communication of health and safety information is done on an ongoing basis.  
At a minimum communication of health and safety information must be done at monthly safety talks.

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

Off the job health and safety topics could include:

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

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

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

For elements 11.1(e) and 11.(f) are used by the auditors to determine the integration and record keeping on health and safety and whether or not its consistent throughout the company.

These are the guidelines from the Workwell audit document:

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

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

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

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

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

### Important Reminder

Ensure that all documentation indicates the following:

- Date of issue
- Date of review / revision

OR

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

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

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

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

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

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

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

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Definition:

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

Executive management responsibilities CAN NOT be delegated to someone else.

