

Empowering Small Businesses with Health and Safety Resources

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Agenda

WSPS & System Partners

Small Business Centre

Orientation Handbook Generator

Free Small Business Advisory Service



Supporting Ontario workplaces

With our expertise and strong industry connections, we are here to help your business navigate health and safety.

- We serve **171,000 MEMBER FIRMS** and **4.2 MILLION WORKERS** in Ontario's manufacturing, agricultural and service sectors
- We support **COMPLIANCE** with federal and provincial H&S regulatory requirements
- We offer **CONSULTING, TRAINING, GUIDANCE AND RESOURCES** to protect businesses and workers



Your partner in safety

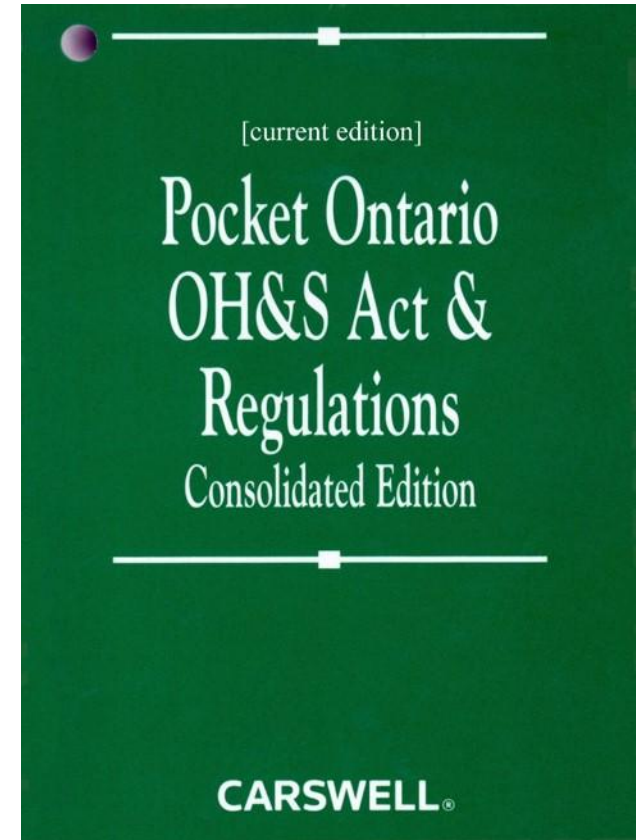
WSPS is a member of the Ontario health and safety system.

We are one of four sector-specific health and safety associations, with a focus on prevention of workplace injuries and illness.



Health and Safety Law in Ontario

- Occupational Health and Safety Act (OHSA)
 - Explains the legal responsibilities of everyone in the workplace
 - Regulations
 - Part of the OHSA
 - Detailed, specific legislation for how to work safely



Why is Health and Safety Important?



BMO Field in Toronto, Ontario, Canada

X 7

The Foundation of Health and Safety Law in Ontario

– Internal Responsibility System

JHSC or Health and Safety Representative

- Monitors the system
- Makes recommendations to the employer
- Supports communication between parties

Employer provides a safe environment, establishes the health and safety program and policy and is responsible for health and safety within the organization



Supervisors communicate, monitor and enforce programs and policies



Workers comply, participate and bring concerns to the attention of the company

Health and Safety Representatives (HSRs) and Joint Health and Safety Committees (JHSC)

When Does A Company Need a JHSC and Certified Members?

Number of Workers	1-5	6-19	20-49	50+
Legal Requirement	There is no legal requirement for a JHSC unless your workplace uses a designated substance. In this case you are required to have a JHSC with at least one management and one worker representative who must be certified	The workplace is required to have a Health and Safety Representative from among the workers at the workplace who do not exercise managerial functions	The workplace is required to have a JHSC with at least two members. At least one management and one worker representative must be certified. Certified member are not required for farming operations	The workplace is required to have a JHSC with at least four members. St least one management and one worker representative must be certified. This includes some farming operations

The Rights of Workers under the Occupational Health and Safety Act

Right to Know

- Job related hazards
- How these hazards can harm them
- How to control these hazards

Right to Participate

- Be part of the process of recognizing, assessing and controlling hazards
- Be a Health and Safety Representative or a member of a Joint Health and Safety Committee

Right to Refuse Unsafe Work

- Can refuse work that they believe puts themselves or another worker in danger
- There is a defined procedure to do this:
 - Must tell employer
 - Employer must investigate

Hazard Categories

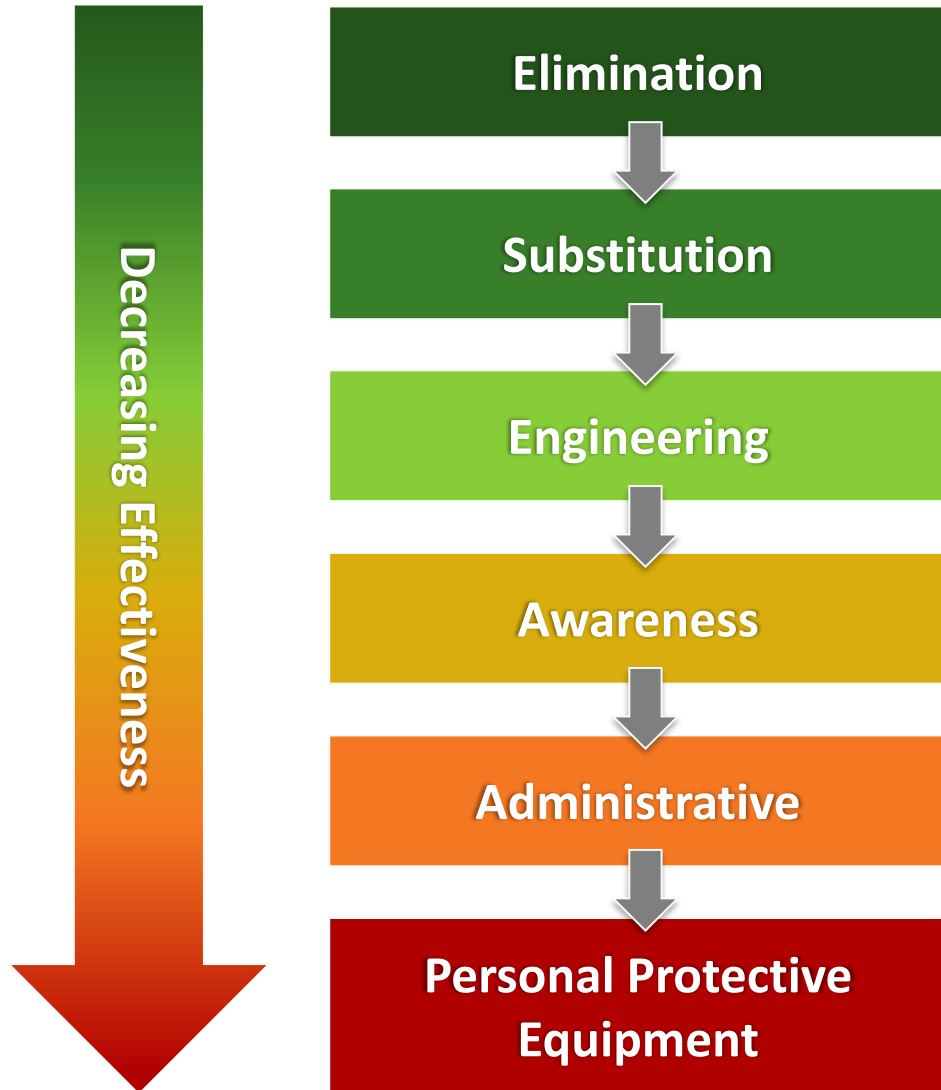
What is a “Hazard”?

“A hazard is any source of potential damage, harm or adverse health effects on something or someone.”

Source: CCOHS.ca



Choice of Controls



Examples

- Remove the hazard
- Replace the hazardous substance
- Build something to reduce the risk
- Deliver training
- Implement better procedures
- Wear or use PPE

Small Business Centre

We're here to help small business owners reach their full potential. Access free advice & education to stay on track with health & safety

Safety Road Map

- [Safety Road Map](#) >
- [1-5 Employees](#) >
- [6-19 Employees](#) >
- [20-49 Employees](#) >



Understanding Health & Safety

- [The Business Case for Safety](#) >
- [Case Studies](#) >
- [Free Resources for Small Businesses](#) >



Additional Support for Small Business

- [Free Small Business Advisory Service](#) >
- [WSIB Health & Safety Excellence program](#) >



What's New

- [Health & Safety Handbook Generator](#) >
- [Small Biz Bytes: Health & Safety Knowledge Checks](#) >
- [Small Biz Safety Podcast](#) >
- [Training for Health and Safety Representatives](#) >



Duties & Responsibilities

Safety Road Map:

- 1. Safety Checklist >
- 2. Duties & Responsibilities >
- 3. Health & Safety Policy >
- 4. Posting Requirements >
- 5. Violence & Harassment >
- 6. Health & Safety Representative >
- 7. Workplace Hazards >
- 8. Training & Orientation >
- 9. First Aid >
- 10. Injury Reporting >
- 11. Return to Work >

Health & Safety Doesn't Have to be Complicated



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Duties & Responsibilities

Overview

Video

Downloads

Training

eCourses

Resources

MOL Health and Safety Awareness Training for Workers and Supervisors

The OSHA requires health and safety awareness training for every worker and supervisor. Learn more about the regulation and requirements.

Who Needs to be Trained?

- New employees
- Young workers
- Promoted or transferred workers
- Returning workers
- Supervisors
- Contractors
- Suppliers/contractors and work-related visitors



Areas of Training

- Health & Safety Awareness for Worker
- Health & Safety Awareness for Supervisors
- WHMIS
- Violence & Harassment Program
- Emergency plan and evacuation areas
- Personal Protective Equipment (PPE) use and care
- Common Job hazards and their controls
- First Aid locations
- Supervisor and JHSC/HSR contact



Simplify your compliance with our free orientation handbook generator

We understand that as a small business, allocating resources for worker orientation can be challenging. That's why we're excited to offer you a free tool: **Orientation Handbook Generator!** This tool helps you download and produce employee handbooks instantly!

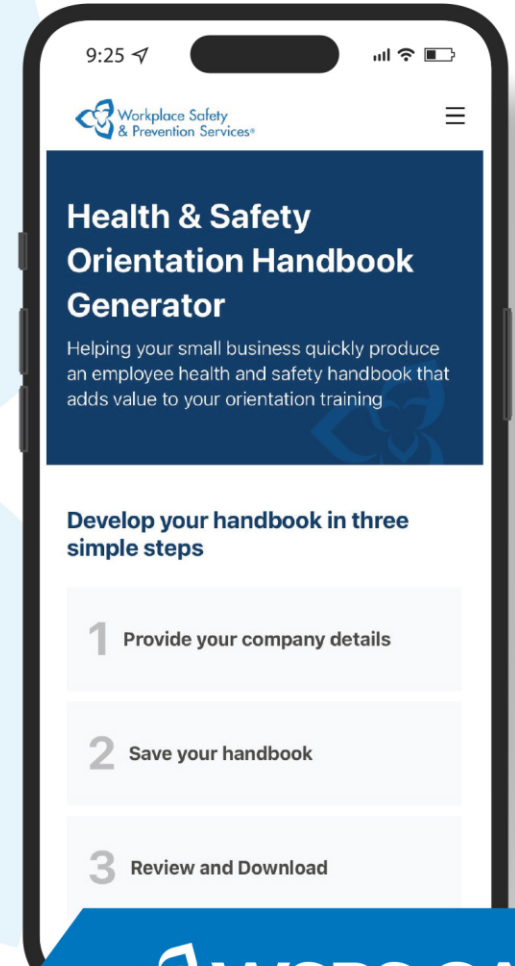
Why do you need the Orientation Handbook?

- ✓ Simplifies compliance as per OHSA
- ✓ Customizable for your sector and company size
- ✓ Aids in creating an orientation program
- ✓ Easy to produce and free to download

SAFETY SIMPLIFIED



Scan and generate your free **Small Business Orientation Handbook** INSTANTLY!



 **WSPS.CA**

 Workplace Safety & Prevention Services®

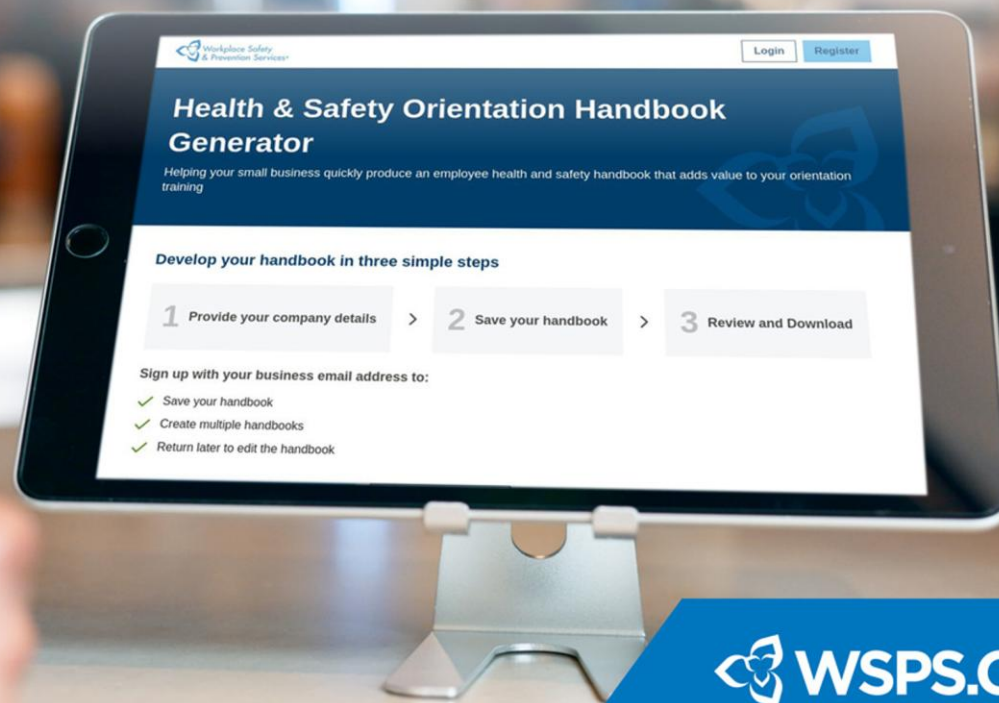
Compliance has never been easier!



SAFETY, SIMPLIFIED

IN 3 SIMPLE STEPS FOR SMALL BIZ

1. Scan QR Code
2. Enter your info
3. Download your free Orientation Handbook instantly!



 WSPS.CA

**Any questions
about the
handbook?**



Small Business Advisory Service



**Apply for the
WSPS Small Business
Advisory Service!**

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 Workplace Safety
& Prevention Services®

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Who can benefit from the Small Business Advisory Service?



Small Business Owners



Require Additional Support



No Time or Money for Health & Safety



Guidance from a Canadian Registered Safety Professional (CRSP)



No Cost and Free resources provided



Location visit, walk through and Action plan.

Why should I apply? Program Benefits



**ENHANCED
SAFETY**



COMPLIANCE



**COST
SAVINGS**



**EMPLOYEE
WELL-BEING**



**LONG-TERM
RESOURCES**



REPUTATION

What is included in the service?

- **Initial Assessment:** An expert reviews your current health and safety practices.
- **Customized Guidance:** Tailored advice and practical solutions are provided.
- **Resources:** You receive a handbook with tools and advice.
- **Support:** Help with implementing changes and follow-up support.
- **Flexible Scheduling:** About ten hours of commitment, scheduled to fit your business hours.

Business Owner Role and the Advisor Role

Business Owner's Role

- Set aside dedicated time.
- Collaborate effectively.
- Embrace suggestions and new ideas.
- Implement action plans.
- Enhance health and safety continuously.

Advisor's Role

- Guide the business.
- Identify workplace hazards.
- Inspect the workplace.
- Develop an action plan.
- Follow up and finalize.

Connect with WSPS

- Join our WSPS safety experts and special guests for free, simple safety guidance.
- Get helpful tips and advice you can put immediately into practice!

For all your health and safety solutions, contact:

Workplace Safety & Prevention Services

1 877 494 WSPS (9777)

WSPS.CA

CONNECT
WITH US



Small Business Session Evaluation

- We want your feedback on this session so we can understand your needs and continue to grow resources to support them.



Survey Link: <https://bit.ly/SBsession>

Questions

