

## Occupational Health & Safety Certificate

### Certificate Overview:

Building Operations professionals will gain an understanding of safe working practices and procedures and be able to identify the location of all safety equipment. They will be able to identify and rectify most unsafe situations and utilize emergency safety equipment and the requirement for the completion of appropriate incident reporting. They will be able to safely use all tools and equipment required of a Building Operations professional. Effectively communicating Health & Safety programs to tenants, suppliers, staff, visitors, will also be covered within this certificate.

Modules	Learning Objectives	Notes
<ul style="list-style-type: none"><li>2.1 Introduction to Occupational Health and Safety</li></ul>	<p>2.1.1 Occupation Health and Safety Legislation Overview</p> <p>2.1.2 What is the Internal Responsibility System</p> <p>2.1.3 General Duty Clause and Due Diligence</p> <p>2.1.4 Regulations</p> <p>2.1.5 What does this mean for you?</p>	<ul style="list-style-type: none"><li>Estimated runtime: 15 minutes</li></ul>
2.2 Health and Safety Program Overview	<p>2.2.1 Policy Statement</p> <p>2.2.2 Employer Responsibilities</p> <p>2.2.3 Worker Responsibilities</p> <p>2.2.4 Worker Rights</p> <p>2.2.5 Importance of Compliance</p> <p>2.2.6 Health and Safety Program: Things to Consider</p>	<ul style="list-style-type: none"><li>Estimated runtime: 15 minutes</li></ul>

<p>2.3 WHMIS and the Workplace</p>	<p>2.3.1 What is WHMIS and Why is it Important?</p> <p>2.3.2 WHMIS - Symbols, Labels and Safety Data Sheets</p> <p>2.3.3 WHMIS Training Requirements - Standard</p> <p>2.3.4 WHMIS Training Requirements - Site/Company Specific</p>	<ul style="list-style-type: none"> <li>Estimated runtime: 15 minutes</li> </ul>
<p>2.4 Workplace Inspections</p>	<p>2.4.1 What are Workplace Inspections?</p> <p>2.4.2 Different Types of Workplace Inspections</p> <p>2.4.3 Benefits of a Workplace Inspection</p> <p>2.4.4 Outcomes of a Workplace Inspection</p> <p>2.4.5 Basic Steps for Effective Workplace Inspections</p>	<ul style="list-style-type: none"> <li>Estimated runtime: 15 minutes</li> </ul>
<p>2.5 Hazards and Safe Work Procedures</p>	<p>2.5.1 Hazards and Safe Work Procedures</p> <p>2.5.2 Four Types of Workplace Hazards</p> <p>2.5.3 Dealing With Hazards</p> <p>2.5.4 Safe Working Procedures</p> <p>2.5.5 Procedures and Training - Best Practice</p>	<ul style="list-style-type: none"> <li>Estimated runtime: 15 minutes</li> </ul>

2.6 Fire and Life Safety and Emergency Response Plan	<p>2.6.1 Introduction to Fire and Life Safety</p> <p>2.6.2 Fire Safety Plans</p> <p>2.6.3 Fire Systems Maintenance</p> <p>2.6.4 Describe the Responsibilities of the Building Operations Professional for Fire Drills</p> <p>2.6.5 Persons Requiring Assistance</p> <p>2.6.6 Emergency Response</p>	<ul style="list-style-type: none"> <li>Estimated runtime: 15 minutes</li> </ul>
2.7 Medical and First Aid Response	<p>2.7.1 What is Medical and First Aid?</p> <p>2.7.2 What is the Goal of First Aid?</p> <p>2.7.3 Responsibilities of a First Aid Provider</p> <p>2.7.4 Describe First Aid Regulations</p>	<ul style="list-style-type: none"> <li>Estimated runtime: 15 minutes</li> </ul>
2.8 Common Incidences and the Role of the Building Operations Professional: Scenarios	<p>2.8.1 Explain the Legislative Requirements of a H&amp;S Program</p> <p>2.8.2 Scenarios</p> <p>2.8.3 Be familiar with legislation</p> <p>2.8.4 Describe the requirements for a H&amp;S program in residential and commercial buildings</p>	<ul style="list-style-type: none"> <li>Estimated runtime: 15 minutes</li> </ul>

## Occupational Health and Safety Certificate

(New Slide- First slide)

## On screen Text

### Module 1

#### Introduction to Occupational Health and Safety

## Welcome to the Occupational Health and Safety Certificate

## Occupational Health and Safety Certificate

(Follow the Water Treatment slide)

\*This is the list of 8 modules with v/o and the current module boxed or highlighted

\*All modules that have been completed will be grayed out and the keyline box appears on the current module they are taking

### Voice Over Text:

- In this certificate we will cover 8 modules including;
  - **Module 1 - Introduction to Occupational Health and Safety**
  - Module 2 - Health and Safety Program Overview
  - Module 3 - WHMIS and the Workplace
  - Module 4 - Workplace Inspections
  - Module 5- Hazards and Safe Work Procedures
  - Module 6 – Hazards and Fire and Life Safety and Emergency Response Plan
  - Module 7 - Medical and First Aid Response
  - Module 8 - Common Incidences and the Role of the Building Operations Professional: Scenarios
- select next to proceed.

(New Slide)

## About the Building Operations Designation Program (Only in the first module of each certificate)

\*Single-line heading at top of screen: About the Building Operations Designation Program

\*Video of aerial view of rooftop (from prototype) with voiceover

\*Timed with voiceover, the BOD/PMIC/MEC Real Learning logos appear on screen

### Voice Over Text:

- Welcome to the Building Operations Designation BOD Program. The program curriculum responds to the skills and competencies required of a building Operations Professional to effectively operate a commercial building. In tandem with commercial real estate industry professionals, the BOD program is proudly developed and delivered by the Property Management Institute of Canada and MEC Real Learning. We would like to thank you for selecting the certificate and look forward to seeing you progress through all programs certificates to ultimately achieve your BOD or Building Operations Designation.
- Select next to proceed.

(New Slide)

## BOD Program Certificates (Only in the first module of each certificate)

Use the same format as the Water Treatment slide)

\*The collage of coloured certificates with v/o, similar to prototype (Customer Service is larger than the rest)

\*As the voice over is read, the full list of certificates on a single line in one column (with customer service present)

**Voice Over Text:**

- This certificate is a part of a series of comprehensive online self-paced e-learning certifications that encompass the Building Operation Designation and address a range of professional topics and disciplines for building Operations Professionals. The development of the curriculum for the certificates was the result of the support and contribution of subject matter experts from across the country who will be recognized at the end of each module.

**The following text will be said as a voice over when the list of certificates comes up**

- Here is a current list of certificates that you will complete throughout the program.
- Select next to proceed.

**(New Slide)**

## Getting Started/Navigation Controls **(Only in the first module of each certificate)**

(Use text and image similar to prototype)

**Voice Over Text:**

- Familiarize yourself with the player controls.
- The shows or hides the menu. The transcript button shows the transcript for the slide.
- Use the previous and next buttons to navigate through the slides.
- The speaker icon controls the audio volume.
- The CC icon brings up the closed captioning.
- The play button and the seek bar controls the slides progression.
- Select next to proceed.

**(New Slide)**

## Occupational Health and Safety Certificate

select next to proceed.

Globally: Add the slide with the 8 Module names present, BOD logo and Customer Service Certificate cover with the current module bolded

Background image: Suggestion: Hero image to have on all Health and Safety modules as an intro slide- Not voice over, text, or content will be on this slide.

**(New Slide)**

## Module 1: Introduction To Occupational Health and Safety

**VO:**

- Welcome to the first of eight modules that make up our Occupational Health and Safety Certificate- Module 1 Introduction to Occupational Health and Safety
- This first module will provide a detailed summary of Occupational Health and Safety. It will include an overview of legislation, the Internal Responsibility System, General Duty Clause and Due Diligence, and Regulation.

- This module will help you to understand:
  1. The importance of Occupational Health and Safety and applicable legislation
  2. What the Internal Responsibility System and General Duty Clause are
  3. The importance of Regulations and what they mean for Building Operations

**VO/CC/TOS:** The importance of Occupational Health and Safety and applicable legislation

**VO/CC/TOS:** What the Internal Responsibility System and General Duty Clause are

<and>.

**VO/CC/TOS:** The importance of Regulations and what they mean for Building Operations

Please have the learning objectives pop up beside, or somewhat covering the video- ONLY when they are being read through the voice over. <and> can stay in voice over only.

“Now let’s get started”

[Production] Filename: 21.1 Lead-in video.mov (Adobe Stock 245829093 - 20 sec) Uploaded to Visuals - Health & Safety [https://drive.google.com/file/d/17opRf9tt5A7GoKnc9hHhfLPhrsKY-Kmh/view?usp=share\\_link](https://drive.google.com/file/d/17opRf9tt5A7GoKnc9hHhfLPhrsKY-Kmh/view?usp=share_link) (Approved by Amy)



(New Slide)

### 1.1.1 Occupational Health and Safety Legislation Overview

**VO/CC:**

Occupational Health and Safety (OHS) legislation sets out the rights and responsibilities of all workplace parties in each jurisdiction. Regulations, codes, standards and practices tell workplaces how to apply those Acts. Legislation varies across all provinces and territories.

**TOS:**

- Occupational Health and Safety (OHS) legislation sets out the rights and responsibilities of all workplace parties in each jurisdiction.
- Regulations, codes, standards and practices tell workplaces how to apply those Acts.
- Legislation varies across all provinces and territories.

[Production] Filename: 21.1.1 Occupational Health and Safety Act.jpg (Adobe Stock 336114888) Uploaded to Visuals - Health & Safety [https://drive.google.com/file/d/1LC0bWQeggCFghu9lUTeJhmR7NabL53aL/view?usp=share\\_link](https://drive.google.com/file/d/1LC0bWQeggCFghu9lUTeJhmR7NabL53aL/view?usp=share_link) (Approved by Amy)



(New Slide)

### 1.1.2 Governing Bodies

**VO/CC:**

Canada Labour Code (federal), provincial bodies (Ontario Occupational Health and Safety Act), municipal government (municipal bylaws) provide the laws and guidelines for Occupational Health and Safety in Canada. In some provinces, Worker's Compensation and Health and Safety Legislation are under one governing body (used to be separate) For example, Crown Corporations and banks are federally regulated, and most other industries would be regulated by provincial legislation.

**TOS:**

- Canada Labour code (federal)
- Provincial Bodies (example. Ontario Occupational Health and Safety Act)
- Municipal Bodies
- In some provinces, Worker's Compensation and Health and Safety Legislation are under one governing body (used to be separate)
- Examples of separation of regulations include: Crown Corporations and banks are federally regulated, and most other industries would be regulated by provincial legislation

(New Slide)

### 1.1.3 Workplace Sectors

**VO/CC:**

Legislation is also dictated by the type of workplace sector you are in (commercial real estate, health care, mining, industrial, construction etc.), the work that is being done, and the hazards you are exposed to (asbestos, noise, confined space, etc.). Be aware that there are certain nuances related to OHS within each municipal, provincial and federal area of legislation.

**TOS:**

Legislation is also dictated by:

- The type of workplace sector you are in:
  - Commercial real estate, health care, mining, industrial, construction
- The hazards you are exposed to:
  - Asbestos, noise, confined space

Be aware that there are certain nuances related to OHS within each municipal, provincial and federal area of legislation.

**<Insert image of industrial/construction>** Suggestions: Shutterstock 295685957 (Industrial)/1141302044 (Construction)



(New Slide)

### 1.1.4 The Role of the Building Operations Professional

#### VO/CC:

As a Building Operations professional, there are certain pieces of legislation/code that you need to be aware of, including elevating devices (TSSA) and fire code ESA-Building Codes. Legislation is a “minimum requirement” as new legislation is often introduced as a reaction to historical events (reaction to recurring injuries/deaths). For example, the introduction of Naloxone kits for opioid drug overdoses, availability of resources for assisting persons with mental health issues, and legislation to combat workplace violence and sexual harassment.

#### TOS:

- There are certain pieces of legislation/code to be aware of
- Legislation is a minimum requirement.
- New legislation is often introduced as a reaction to historical events
- Examples include:
  - Naloxone kit
  - Availability of resources for mental health issues
  - Legislation to combat workplace violence and sexual harassment.

**<Insert image of naloxone kit>** Shutterstock 2318381119





(New Slide)

### 1.1.5 Enforcement of Legislation

#### VO/CC/TOS:

The enforcement component of legislation is also important to make note of. Eg. Ministry of Labour, TSSA, local fire departments, and others will enforce requirements of legislation. As a Building Operations professional, you need to be prepared for inspections, either unannounced spot inspections, based on an accident or because an issue was brought forward by a tenant or facility visitor.

We will cover the Building Operations professional's role in Module 8 in greater detail, but it is important to keep in mind these important items:

- Know the legislation and requirements and your company's internal policies
- Understand your personal liability for the enforcement of Health and Safety Regulations,
- Have current maintenance, training, and inspection records available
- Be aware of any potential facility issues that may not follow legislative requirements

**<Insert image of legislation document>** Image suggestions: Shutterstock 1239200608, 331515974 (Please choose)



(New Slide)

## 1.2.1 What is the Internal Responsibility System

**TOS/VO/CC:**

What is the Internal Responsibility System (IRS)?

- A functioning system within an organization,
- Everyone has direct responsibility for health and safety as an essential part of his or her job.
- It doesn't matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do

**(New Slide)**

## 1.2.2 IRS Components

**TOS/VO/CC:**

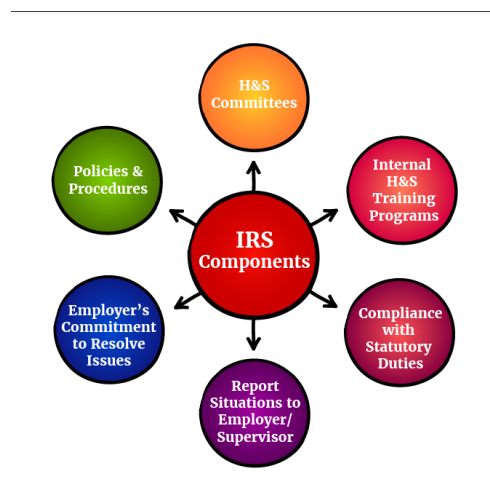
IRS components:

- Having well defined policies and procedures
- Having JH&S committees that inspected the property
- Internal H&S training programs
- Compliance with their respective statutory duties
- Statutory duty to report situations to the employer or a supervisor
- Employer's commitment to resolve identified issues

In summary, this means that everyone (employers, supervisors, workers, contracted staff) plays a role in keeping the workplace safe and healthy. If everyone is fulfilling their duties and responsibilities, there should be minimal workplace health and safety related issues.

To learn more about the Internal Responsibility System, one good source of information is <https://www.ccohs.ca/>

[Production] Filename: 21.1.2 IRS.pdf (Adobe Stock 486038418) - Uploaded to Visuals - Health & Safety  
[https://drive.google.com/file/d/1LjSdRi01mHYqbE7NYS-BEtCRgOeLyBxm/view?usp=share\\_link](https://drive.google.com/file/d/1LjSdRi01mHYqbE7NYS-BEtCRgOeLyBxm/view?usp=share_link)  
(Approved by Amy)



(New Slide)

## 1.2.3 General Duty Clause and Due Diligence

<Notes to developer: If possible, have General Duty Clause and Due Diligence appear as separate, clickable boxes on the main slide. The learner should be able to click each box to learn more about each topic.>

**TOS/VO/CC: (When the learner clicks the General Duty Clause image)**

These are critical concepts and must be clearly understood.

- General Duty Clause
  - This clause is typically applied to federal and provincial pieces of legislation related to Occupational Health & Safety.
  - The clause is a duty placed on employers and sometimes supervisors to take every reasonable precautions to protect their employees
  - Building Operations professionals depending on the building can either take the “Employer/ Supervisor Role” or simply have the “Employee / Worker Role”
  - Understand that as the “Employer Supervisor” the Building Operations professional is responsible to ensure the worker is a competent worker ( knows the job), has proper training and Personal Protective Equipment (PPE)
  - This has been interpreted to require employers to perform workplace risk assessments and to reasonably address any identified issues

**TOS/VO/CC: (When the learner clicks the Due Diligence image)**

- Due Diligence
  - This is an employer's form of legal defense related to Occupational Health & Safety
  - Due diligence is the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances.
  - Applied to occupational health and safety, due diligence means that employers shall take all reasonable precautions, under the particular circumstances, to prevent injuries or incidents in the workplace.
  - Due diligence consists of important items such as training, documentation, listening to worker's concerns, and addressing issues that are brought forth.
  - Safety policies in general play an important role for each organization and the current policy must be posted or available to be accessed and understood by employees, Unions, Contracted Staff.
  - To exercise due diligence, an employer must implement a plan to identify possible workplace hazards and carry out the appropriate corrective action to prevent incidents or injuries arising from these hazards.

[Production] Filename: 21.1.3 General Duty Clause.jpg (Shutterstock 293155334) - Uploaded to Visuals - Health & Safety

[https://drive.google.com/file/d/1vbn5opZbnGEuFTC5e6iLlpSfCb4czm0f/view?usp=share\\_link](https://drive.google.com/file/d/1vbn5opZbnGEuFTC5e6iLlpSfCb4czm0f/view?usp=share_link)



(Approved by Amy)

## Knowledge Check

Is the following true or false?

Due diligence is the level of judgment, care, prudence, determination and activity that a person would reasonably be expected to do under particular circumstances.

**True.** This is the definition of Due Diligence

(New Slide)

### 1.2.4 Regulations

**TOS/VO/CC:**

- Regulations
  - Vary by industry type (Residential - housing corporations, industrial, construction, health care etc)
  - Vary by sector
    - i. Federally regulated facilities (ex. Banks, airports, rail, etc.)
    - ii. Provincially regulated facilities (ex. Restaurants, retail, supply chain, etc.)
  - Be aware of what Occupational Health and Safety legislation applies to your business and your internal Occupational Health and Safety policy(s)

[Production] Filename: 21.1.4 Regulations.pdf (Adobe Stock 591180280) Uploaded to Visuals - Health & Safety [https://drive.google.com/file/d/1LjSdRi01mHYqbE7NYS-BEtCRgOeLyBxm/view?usp=share\\_link](https://drive.google.com/file/d/1LjSdRi01mHYqbE7NYS-BEtCRgOeLyBxm/view?usp=share_link)



(Approved by Amy)

(New Slide)

### 1.2.5 What does this mean for Building Operations Professionals?

## TOS/VO/CC:

What does this mean for Building Operations professionals?

- Focus on your type of workplace and the industry you are working in
- In commercial real estate, the following questions will need to be understood:
  - i. The lease agreement between tenants and the building owner and/or property management firm
  - ii. What role am I taking- employer/ supervisor or employee/ worker?
  - iii. Who is responsible for what?

1. Examples: Who is responsible for maintaining:

- a. Common areas
- b. Life Safety systems
- c. Security systems
- d. HVAC systems
- e. Electrical systems
- f. Tenant spaces

2. Whether it's the building owner, property management firm or tenant, it is their responsibility to ensure that they understand the lease agreement Terms & Conditions and that they are communicated to their employees.

3. Health and safety is the responsibility of everyone in the workplace - you just need to determine what level of responsibility you will have.

- a. Common areas ([Filename: 21.1.5.jpg - Adobe Stock 258712711](#))
- b. Life Safety systems ([Filename: 21.1.5b.jpg - Shutterstock 2146743691](#))
- c. Security systems ([Filename: 21.1.5c.jpg - Shutterstock 1240832179](#))
- d. HVAC systems ([Filename: 21.1.5d.jpg - Shutterstock 2002578230](#))
- e. Tenant spaces ([Filename: 21.1.5e.jpg - Shutterstock 1715648683](#))

[Filename: 21.1.5.2.jpg](#) - Image suggestion: [Adobe Stock 445692590](#)



(New Slide)

## 1.2.6 Bottom Line

**VO/CC/TOS:**

In this module, we have talked about The Occupational Health and Safety Act, Internal responsibility System and the General Duty Clause. We also discussed regulations and how they impact your role as a Building Operations professional.

Before continuing on to the next module, here are some key terms and definitions that will come in handy as we navigate our way through the remaining modules.

## 1.2.7 Occupational Health and Safety Definitions

**VO/CC/TOS:**

Click on each of the terms to learn more about the topic.

Safe Work Procedures ( <a href="#">Filename: 21.1.6a.jpg</a> - <a href="#">Suggestion: Adobe Stock 162653077</a> or <a href="#">SS2109214859</a> )	Generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. Eg. Tag out, Lock out
New Employee Orientation ( <a href="#">Filename: 21.1.6b.jpg</a> - <a href="#">Suggestion: Adobe Stock 580228930</a> )	A program to be conducted by the employer to train new employees about their roles, responsibilities, and company policies. Eg. H&S Policy
Training and Education ( <a href="#">Filename: 21.1.6c.jpg</a> - <a href="#">Suggestion: Adobe Stock 96944065</a> )	The process of learning the skills necessary to do a specific job and the process of gaining knowledge, skill, and development which comes from study or training. Eg. Health and Safety Awareness Workplace specific items (industry specific).
Workplace Inspections ( <a href="#">Filename: 21.1.6d.jpg</a> - <a href="#">Suggestion: Shutterstock 139579185</a> )	The process of examining the workplace for identification and mitigation of workplace hazards to ensure that all standards are met. Eg. Monthly H&S Inspection
Hazard Identification, Assessment and Control ( <a href="#">Filename: 21.1.6e.jpg</a> - <a href="#">Suggestion: Adobe Stock 173029131</a> )	These all make up the process of risk assessment: <b>Hazard Identification:</b> Identify hazards and risk factors that have the potential to cause harm. <b>Assessment:</b> Analyze and evaluate the risk associated with that hazard <b>Control:</b> Determine appropriate ways to eliminate the hazards or control the risk when the hazard cannot be eliminated
Accident/Incident Reporting and Investigation ( <a href="#">Filename: 21.1.6f.jpg</a> - <a href="#">Suggestion: Shutterstock 2176891665</a> )	A process by which a “Supervisor” looks for the root cause to determine unsafe conditions or human error. <b>Incident:</b> an unexpected event that could have resulted in property damage, illness, or injury to an employee or loss of product or process.

	<p><b>Accident:</b> an unexpected event that results in property damage, illness, or injury to an employee or loss of product or process.</p> <p><b>* The term incident is used in some situations and jurisdictions to cover both an, “accident” and “incident.”</b></p> <p><b>Reporting-</b> An incident requiring medical care has to be reported to the appropriate provincial accident/incident reporting body within a specific time limit for investigation purposes and to avoid fines,</p>
Worker’s Compensation Programs, Management & Early and Safe Return to Work ( <a href="#">Filename: 21.1.6g.pdf</a> - <a href="#">Suggestion: Adobe Stock 475530059</a> )	Provide medical treatment and salary protection for employees in the case of a work-related injury or occupational disease. These programs work in partnership with provincial Worker’s Compensation Boards.
Emergency Planning ( <a href="#">Filename: 21.1.6h.jpg</a> - <a href="#">Suggestion: Adobe Stock 602601411</a> )	<p>Specific procedures for handling sudden or unexpected situations. The objective is to be prepared to:</p> <ul style="list-style-type: none"> <li>• Prevent injuries and fatalities</li> <li>• Reduce damage to buildings, product or equipment</li> <li>• Protect the environment and the community</li> <li>• Accelerate the resumption of normal operations</li> </ul> <p>(Eg. Fire evacuation, spill response, bomb threats, natural disasters, active shooter, viral response, etc)</p>
Medical and First Aid Response ( <a href="#">Filename: 21.1.6i.jpg</a> - <a href="#">Suggestion: Shutterstock 1325668118</a> )	<p>The first and immediate assistance given after the injury occurs and at the location it occurred. It often consists of a one time, short term treatment.</p> <p>Eg. cleaning minor cuts, applying bandages,</p> <p>(First Responders, AED, First Aid Kits, etc)</p> <p>Significant medical emergencies will require immediate response plus coordination of EMS ( Fire and Ambulance) response.</p>



<p>Workplace Violence and Harassment (<a href="#">Filename: 21.1.6j.jpg - Suggestion: Adobe Stock 444788572</a>)</p>	<p>Any act in which a person is abused, threatened, intimidated and assaulted in his or her employment. Workplace Violence or Harassment includes:</p> <ul style="list-style-type: none"> <li>• Threatening behavior</li> <li>• Verbal or written threats</li> <li>• Verbal abuse</li> <li>• Physical attacks</li> </ul>
<p>Health and safety promotion, including psychological health (<a href="#">Filename: 21.1.6k.jpg - Suggestion: Adobe Stock 331516806</a>)</p>	<p>Ensuring there are programs in place to help with the mental well being of employees.</p> <p>Eg. Employee Assistance Program (EAP)</p> <p><b>*Note:</b> This can fall under the Social “S” and Governance “G” of an ESG program</p>
<p>Workplace H&amp;S Metrics/Key Performance Indicators (KPI's) (<a href="#">Filename: 21.1.6l.jpg - Suggestion: Adobe Stock 69600288</a>)</p>	<p>To be able to measure how you are performing. These can include leading and lagging indicators.</p> <ul style="list-style-type: none"> <li>• Incident Rates (Lagging)</li> <li>• Performing H&amp;S Audits (Leading)</li> </ul>
<p>Regular review and update of the health and safety program (<a href="#">Filename: 21.1.6m.jpg - Suggestion: Adobe Stock 515365162</a>)</p>	<p>H&amp;S programs must be maintained to ensure it captures current legislative and company requirements.</p> <p>(program is only as good as what you put into it)</p>
<p>Joint Health and Safety Committee (JHSC) <b>IMAGE NEEDED</b></p>	<p>A health and safety committee (HSC) is a forum for bringing the internal responsibility system into practice. The committee consists of labour and management representatives who meet on a regular basis to deal with health and safety issues.</p>

(New Slide)

## Knowledge Check

TOS/VO/CC:

- Let's take a moment to test your knowledge of what we've learned so far.



- After you've made your selection, hit submit. Remember, you have two chances to complete the Knowledge Check and can review previous content to find the correct answer

Choose all that apply.

Regulations can vary by sector. Identify common sectors in the list below:

- a. Federally owned facilities
- b. Religious facilities
- c. Provincially owned facilities
- d. All of the above

(New Slide)

## Module Summary - based on the final, approved content in Module 1

### Final Module Quiz

1. True or **False**  
Occupation Health and Safety Legislation is the same in every jurisdiction across the country.
2. Which of the following are federally regulated:
  - a. **Banks**
  - b. **Crown Corporations**
  - c. Amusement Parks
  - d. Private Schools
3. What is the IRS?
  - a. Internal Revenue System
  - b. Independent Review System
  - c. **Internal Responsibility System**
  - d. Internal Storage Server
4. **True** or False  
The General Duty Clause has been interpreted to require employers to perform workplace risk assessments and to reasonably address any identified issues.
5. **True** or False  
Due Diligence is the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances.
6. Select all that apply.  
To exercise due diligence, and employer must:
  1. **Implement a plan to identify possible workplace hazards**
  2. **Carry out the appropriate corrective action to prevent incidents or injuries**
  3. Suspend all workplace activities
  4. Terminate employment of all who have been injured

## Module Summary and SME Acknowledgment

# Module 2: Health and Safety Program Overview

(New Slide- First slide)

Welcome to the Health and Safety Certificate

## On screen Text

Module 2

Health and safety Program Overview

Background image: Suggestion: Hero image to have on all Health and Safety modules as an intro slide-  
Not voice over, text, or content will be on this slide.

(New Slide)

## Health and Safety Certificate

(Follow the Water Treatment slide)

\*This is the list of 8 modules with v/o and the current module boxed or highlighted

\*All modules that have been completed will be grayed out and the keyline box appears on the current module they are taking

### Voice Over Text:

- In this certificate we will cover 8 modules including;
  - Module 1 - Introduction to Occupational Health and Safety
  - **Module 2 - Health and Safety Program Overview**
  - Module 3 - WHMIS and the Workplace
  - Module 4 - Workplace Inspections
  - Module 5- Hazards and Safe Work Procedures
  - Module 6 - Fire and Life Safety and Emergency Response Plan
  - Module 7 - Medical and First Aid Response
  - Module 8 - Common Incidences and the Role of the Building Operations Professional: Scenarios
  -
  
- select next to proceed.

(New Slide)

## Module 2: Health and Safety Program Overview

Use the same format as the Water Treatment slide)

Please use the video below to slide through while voice is playing

Filename: 21.2 Lead-in.mov - Video suggestion: Adobe Stock 144012300 (19 sec - can loop)



### Voice Over Text:

- Welcome to the second of eight modules that make up our Health and Safety Certificate- Module 2 Health and Safety Program Overview
  - This module will provide an overview of a Health and Safety Program. It will include an introduction to Policy Statements and define Employer, Supervisor and Employee Responsibilities. It will also discuss worker rights and the importance of compliance with a Health and Safety Program. This module will help you to understand:
    1. **VO/CC/TOS:** The importance of a Health and Safety Program
    2. **VO/CC/TOS:** The rights and responsibilities of Employers, Supervisors and Employees
    3. **VO/CC/TOS:** The importance of adhering to your company's Health and Safety program.
- Please have the learning objectives pop up beside, or somewhat covering the video- ONLY when they are being read through the voice over. <and> can stay in voice over only.
- “Now let’s get started”

(New Slide)

## 2.1.1 Policy Statement

### **TOS/CC/VO:**

An organization's Occupational Health and Safety policy is a statement of principles and general rules that guides action. Senior management must be committed to ensuring that the policy is carried out with no exceptions. The health and safety policy should have the same importance as the other policies of the organization. The policy is required to be signed and dated annually.

Filename: 21.2.1.jpg - Image suggestion: [Shutterstock 492896731](https://www.shutterstock.com/image-vector/21.2.1.jpg)



(New Slide)

## 2.2.2 Employer Responsibilities -

**VO/CC:**

Now that we've covered the expectations, let's get started.

**TOS/VO/CC:**

Employers:

- The general provisions of the OH&S legislation give employers the "freedom" to carry out measures and control procedures that are appropriate for their individual workplaces.
- Depending on the property, the Building Operations professional may serve the role as the on site employer representative.

Employers are responsible for ensuring that they:

- Take every reasonable precaution to protect their workers- This includes direct employees, contractors, and third party hires i.e. contracted staff cleaners, security, and maintenance contracts.
- Train workers about the hazards of their job and workplace environment-
- Employers should recognize any English as a Second Language (ESL) issues and ensure that workers fully understand the training. As a Canadian company, we have a responsibility to provide information in French and English, however, training should be provided in the preferred language (English/French/Other) to ensure full understanding and competency.
- Inform workers or their supervisor(s) about any hazard in the workplace and train that worker in the handling, storage, use, disposal and transport of any equipment, substances, tools, materials, and other items.
- Prepare a written OH&S policy, review , and sign that policy at least once per year, and set up and maintain a program to implement it.
- Help joint health and safety committees and/or health and safety representatives carry out their functions
- Provide workers with necessary personal protective equipment, ensure it is being used when required and ensure workers know how to use it to protect themselves from injury.
- Immediately report all critical injuries to the applicable government department responsible for OH&S.

- Appoint a competent supervisor who sets the standards for performance, and who ensures safe working conditions are always observed.

Filename: 21.2.2.jpg - Image suggestion: Shutterstock 2139112575



(New Slide)

## 2.2.3 Worker Responsibilities

### TOS/VO/CC:

Workers (Facility Staff and Contracted Staff (Building contractors, cleaners, security, maintenance contractors):

Workers are responsible for ensuring that they:

- Prior to commencing a task understand the hazards and have the necessary training to complete it
- Work in compliance with OH&S acts and regulations.
- Use personal protective equipment (PPE) and clothing as directed by the employer.
- Report workplace hazards and contraventions of OH&S legislation to the supervisor , Health and Safety representative or the employer.
- Work in a safe manner as required by the employer and use the prescribed safety equipment.
- Tell the supervisor or employer about any missing or defective equipment or protective device that may be dangerous.

Filename: 21.2.3.jpg - Image suggestion: Shutterstock 1939131727



(New Slide)

## 2.2.4 Worker Rights

**TOS/VO/CC:**

It is also important to note that workers have the following 3 basic rights:

- Right to refuse unsafe work.
- Right to participate in the workplace health and safety activities through the Joint Health and Safety Committee (JHSC) or as a worker health and safety representative.
- Right to know, or the right to be informed about, actual and potential dangers in the workplace.

Filename: 21.2.4.eps - Image suggestion: [Shutterstock 1446215210](#)



(New Slide)

## Knowledge Check

**TOS/VO/CC:**

- Let's take a moment to test your knowledge of what we've learned so far.
- After you've made your selection, hit submit. Remember, you have two chances to complete the Knowledge Check and can review previous content to find the correct answer

Is the following true or false?

It is the worker's responsibility to make sure that all employees use any necessary personal protective equipment.

**False - it is the employer's responsibility to make sure workers use any necessary personal protective equipment.**

(New Slide)

## 2.2.5 Importance of Compliance to Occupational Health and Safety Legislation

<Development notes: create a box/image for each numbered item on this list. Learner to click on each box to learn more (Opens a new layer)>

## TOS/VO/CC:

1. What is the goal of Occupational Health and Safety?
  - a. To prevent accidents that will result in worker injury and illness, property loss, loss of business, damage to the environment ([Filename: 21.2.5a.jpg - Image suggestion: Shutterstock 562927435](#))
2. Compliance refers to following federal and provincial OH&S legislation that applies to your workplace and organization. ([Filename: 21.2.5b.jpg - Image suggestion: Adobe Stock 51124045](#))
3. How is compliance in the workplace demonstrated?
  - i. Current documentation, such as:
    1. Training records ([Filename: 21.2.5c.jpg - SS 159823043](#))
    2. Health and Safety Meeting minutes ([Filename: 21.2.5d.jpg - SS 155848550](#))
    3. Inspections ([Filename: 21.2.5e.jpg - SS 2028663056](#))
    4. Reporting ([Filename: 21.2.5f.jpg - SS 129296843](#))
    5. Risk Assessments ([Filename: 21.2.5g.jpg - SS 407479126](#))
    6. And others
  4. Potential consequences of non-compliance in the workplace:
    - I. Workplace injuries and/or illnesses ([Filename: 21.2.5h.jpg - SS 1859561218](#))
    - II. Death ([Filename: 21.2.5i.jpg - SS 1165646038](#))
    - III. Lawsuits **Personal liability** ([Filename: 21.2.5j.jpg - SS 1890232807](#))
    - IV. Increased Workers Compensation costs ([Filename: 21.2.5k.jpg - SS 274160201](#))
    - V. Business Reputational Consequences ([Filename: 21.2.5l.jpg - SS 361657322](#))
- Example of a worker claim due to injury or illness:
  - A worker's compensation claim submitted by an employee who injured their back: ([Filename: 21.2.5m.jpg - SS 1685485840](#))
    - Average lost time claim could equal hundreds of thousands of dollars
    - For any business, this could severely impact revenue:
      - The higher number of and cost of claims equals higher insurance rates
      - A good health and safety program will include a "return to work" plan to help employees return to work after injury on modified duties and reduce the amount of time they are off of work (Modified duty)
- Commercial Property Example:
  - An injury or illness claim can result in a claim against the insurance company or workers compensation
  - Claims could increase insurance rates

(New Slide)

## 2.2.6 Bottom Line

### TOS/VO/CC:

This module provided an overview of a Health and Safety Program. It included an introduction to Policy Statements and defined Employer, Supervisor and Worker Responsibilities. It also discusses worker rights and the importance of compliance with a Health and Safety Program.

In the next module, we will discuss WHMIS and the workplace.

Image suggestion: Adobe Stock 33812811 - Placeholder





(New Slide)

## 2.2.8 Quiz

### 1. True or False

The general provisions of the OH&S legislation give employers the "freedom" to carry out measures and control procedures that are appropriate for their individual workplaces.

### 2. Select all that apply.

Employers are responsible for ensuring that they:

- A. Take every reasonable precaution to protect their workers- This includes contractors workers.
- B. Train workers about the hazards of their job and workplace environment-
- C. Employers should recognize any English as a Second Language (ESL) issues and ensure that workers fully understand the training
- D. Inform workers or their supervisor(s) about any hazard in the workplace and train that worker in the handling, storage, use, disposal and transport of any equipment, substances, tools, materials, and other items.
- E. **All of the above**

### 3. Select all that apply.

Workers are responsible for ensuring that they:

- A. **Prior to commencing a task understand the hazards and have the necessary training to complete it**
- B. **Work in compliance with OH&S acts and regulations.**
- C. **Use personal protective equipment (PPE) and clothing as directed by the employer.**
- D. **Report workplace hazards and contraventions of OH&S legislation to the supervisor , Health and Safety Rep, or employer.**
- E. **Work in a safe manner as required by the employer and use the prescribed safety equipment.**
- F. **Tell the supervisor or employer about any missing or defective equipment or protective device that may be dangerous.**

### 4. True or False

The 3 basic rights afforded to workers are:

- A. Right to refuse unsafe work
- B. Right to participate in the workplace health and safety activities
- C. Right to know about actual and potential dangers in the workplace



5. Which of the following is a way to demonstrate compliance in the workplace?
- A. Calling in sick
  - B. Reporting vacation days
  - C. Refusing duties
  - D. Completing Risk Assessments**
  - E. None of the above
6. Which of the following are potential consequences of non-compliance in the workplace?  
Select all that apply.
- A. Injury or illness**
  - B. Death**
  - C. Lawsuits**
  - D. Increased Worker Compensation Costs**
  - E. Business Reputational Consequences**

## Module Summary and SME Acknowledgment

### Module 3: WHMIS and the Workplace

**New Slide- First slide)**

Welcome to the Health and Safety Certificate **(To be used as intro slide for each module in every certificate)**

#### On screen Text

Module 3  
WHMIS and the Workplace

**Background image: Suggestion: Hero image to have on all Health and Safety modules as an intro slide- Not voice over, text, or content will be on this slide. (Note: Gerald to check with RiskCheck - They may have video/pics on WHMIS/WHMIS training)**

### Health and Safety Certificate

**(Follow the Water Treatment slide)**

\*This is the list of 8 modules with v/o and the current module boxed or highlighted

\*All modules that have been completed will be grayed out and the keyline box appears on the current module they are taking

#### **Voice Over Text:**

- In this certificate we will cover 8 modules including;
  - Module 1 - Introduction to Occupational Health and Safety
  - Module 2 - Health and Safety Program Overview
  - **Module 3 - WHMIS and the Workplace**
  - Module 4 - Workplace Inspections
  - Module 5- Hazards and Safe Work Procedures
  - Module 6 - Fire and Life Safety and Emergency Response Plan
  - Module 7 - Medical and First Aid Response
  - Module 8 - Common Incidences and the Role of the Building Operations Professional: Scenarios
- select next to proceed.

### Module 3: WHMIS and the Workplace

Use the same format as the Water Treatment slide)

Please use the video below to slide through while voice is playing

### Voice Over Text:

- Welcome to the third of eight modules that make up our Health and Safety Certificate- Module 3 WHMIS and the Workplace
- This module will provide an overview of WHMIS, including an introduction to WHMIS, symbols, labels and Safety Data Sheets (SDS). It also discusses WHMIS training requirements. This module will help you to understand:

1. **VO/CC/TOS:** The importance of WHMIS in the workplace
2. **VO/CC/TOS:** How to use WHMIS in your workplace

<and>.

3. **VO/CC/TOS:** The importance of completing WHMIS training.

Please have the learning objectives pop up beside, or somewhat covering the video- ONLY when they are being read through the voice over. <and> can stay in voice over only.

“Now let’s get started”

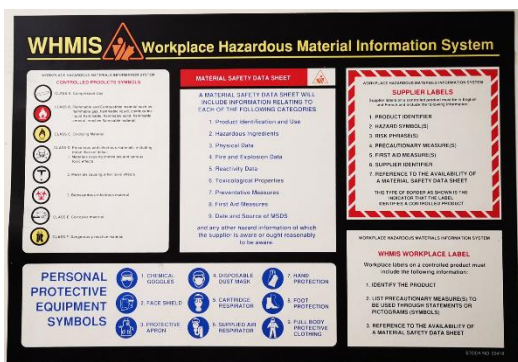
(New Slide)

## 3.1 What is WHMIS and why is it important?

**TOS/VO/CC:**

- What is WHMIS?
  - The Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements of the system are hazard classification, cautionary labeling of containers, the provision of safety data sheets (SDSs) and worker education and training programs. (see [www.WHMIS.org](http://www.WHMIS.org) for additional details and text )
  - The primary elements of WHMIS include hazardous products or chemicals that a worker may be exposed to in the workplace
  - WHMIS is drafted federally, but adopted provincially
  - The current version of WHMIS (v2015) was developed with the GHS (Global Harmonized System) in mind
  - The GHS is a system of hazard communication for chemical hazards that can be adopted by countries around the world.

Image suggestion: WHMIS poster taken from 2001 Sheppard - Placeholder



(New Slide)

## 3.2 WHMIS - Symbols, Labels and Safety Data Sheets

<Developer Notes: please have a box for each WHMIS element appear on screen, click on each box to learn more about each element>

TOS/VO/CC:

There are three elements that comprise WHMIS. Click on each image to learn more about the elements of WHMIS.

When the user clicks Image 1:

TOS/VO/CC:

1. Symbols and Labels (AS 375054159)
  - Symbols provide a visual indication of what chemical class that the product belongs to. (show some examples)
  - It is also important to understand symbols and make sure they are up to date (part of the globalized harmonized system, provide examples)
  - Labels provide warning and safe handling instructions. There are two types of labels; supplier and workplace (show an example of each)
  - It is important to understand labels (typically from manufacturers, provide examples)
  - Symbols and labels exist on containers such as biocides, oil drums, pH adjusters, etc., and other items, such as piping, that contain hazardous materials



When the user clicks Image 2:

TOS/VO/CC:

2. SDS's (Safety Data Sheet) (SS 1825850654)
  - Include the product name, the potential hazards, how to use the product safely, what to expect if the safety recommendations are not followed, how to recognize symptoms of exposure, handling, storage and disposal, how the product is to be transported, and what to do if a worker is exposed to the product, including first aid measures (provide a SDS sample)
  - Anywhere that there is a chemical in a facility, the SDS should be in close proximity



**When the user clicks Image 3:**

**TOS/VO/CC:**

3. Worker education and training (**SS 1008563623**)
  - Employers must make sure that workers are properly trained on hazardous products before they use them













**(New Slide)**

## Knowledge Check

Match the WHMIS Symbol with the corresponding definition

### WHMIS 2015 Pictograms

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

**(New Slide)**

## 3.3 WHMIS Training Requirements - Standard

**VO/TOS/CC:**

There are two types of WHMIS training:

- 1. Standard training (SS 1009872982)
  - Can be attained through a standard WHMIS course, typically taken online through organizations such as VuBiz (others exist, list them here)
  - An organization will typically require staff to be WHMIS trained as part of their employment (Image suggestion: 21.3.3 WHMIS Training Requirements.pdf)
    - Proof of passing the test is required, unless the staff member works off site or the facility does not have hazardous materials present in the workplace
    - Employees have the right to know about hazards in their workplace
  - Provides a good high-level overview of what is required under legislation



(New Slide)

## 3.4 WHMIS Training Requirements - Site Specific/Company

VO/TOS/CC:

- 2. Site specific and/or company training
  - Once a standard WHMIS course has been taken, the Building Operations professional will have a good understanding of hazardous materials
  - They should then know how to access and review the SDSs in their workplace to better understand products, their chemical make-up, and precautions that are needed to handle the products, including appropriate PPE and first aid measures.
  - When planning for your site specific WHMIS training, ask yourself the following questions:
    - How do I handle the products?
    - How do I protect myself when using the products?
    - What chemicals are in your facility, where they are stored, and their hazards (ex. Water treatment chemicals such as biocides)?
    - Are there any biohazardous infectious materials on site?(i.e. medical / dental tenant - needles disposal)
    - Is there an e-binder or physical copy (binder) of all SDSs and a list of chemicals? These need to be present and easily accessible
    - If a product is found without a SDS, how can I obtain one? (website, supervisor, Health and Safety Representative.)



(New Slide)

### 3.5 Bottom Line

(New Slide)

#### VO/TOS/CC:

In this module we discussed the importance of WHMIS in the workplace and how to use WHMIS in your workplace. You now also have an understanding of the importance of completing WHMIS training.

### 3.6 Quiz

1. What are the 3 elements of WHMIS? Choose all that apply.
  - a. **SDS's**
  - b. **Symbols and Labels**
  - c. **Worker education and training**
  - d. Working at Heights
2. **True** or **False**. There are two types of WHMIS training.
3. What are the key elements of WHMIS? Choose all that apply.
  - a. **hazard classification**
  - b. **cautionary labeling of containers**
  - c. **provision of safety data sheets**
  - d. Workplace Training
  - e. None of the above
4. True or **False**. WHMIS is adopted federally and drafted Provincially. **WHMIS is adopted Provincially and drafted federally.**

## Module Summary and SME Acknowledgment

## Module 4: Workplace Inspections

(New Slide)

Welcome to the Health and Safety Certificate **(To be used as intro slide for each module in every certificate)**

#### On screen Text

Module 4

Workplace Inspections

Background image: Suggestion: Hero image to have on all Health and Safety modules as an intro slide-  
Not voice over, text, or content will be on this slide.

(New Slide)

## Occupational Health and Safety Certificate

(Follow the Water Treatment slide)

\*This is the list of 8 modules with v/o and the current module boxed or highlighted

\*All modules that have been completed will be grayed out and the keyline box appears on the current module they are taking

### Voice Over Text:

- In this certificate we will cover 8 modules including;
  - Module 1 - Introduction to Occupational Health and Safety
  - Module 2 - Health and Safety Program Overview
  - **Module 3 - WHMIS and the Workplace**
  - **Module 4 - Workplace Inspections**
  - Module 5- Hazards and Safe Work Procedures
  - Module 6 - Fire and Life Safety and Emergency Response Plan
  - Module 7 - Medical and First Aid Response
  - Module 8 - Common Incidences and the Role of the Building Operations Professional: Scenarios
- select next to proceed

(New Slide)

## Module 4: Workplace Inspections

Use the same format as the Water Treatment slide)

Please use the video below to slide through while voice is playing

### Voice Over Text:

- Welcome to the fourth of eight modules that make up our Health and Safety Certificate- Module 4 Workplace Inspections
  - This module will provide an overview of the different types of workplace inspections and the benefits of conducting them. It will include the 5 basic steps to conduct an effective workplace inspection. This module will help you to understand:
    1. **VO/CC/TOS:** What a workplace inspection is
    2. **VO/CC/TOS:** The benefits and outcomes of workplace inspections
    - <and>.
    3. **VO/CC/TOS:** The 5 basic steps to conduct an effective workplace inspection.
- Please have the learning objectives pop up beside, or somewhat covering the video- ONLY when they are being read through the voice over. <and> can stay in voice over only.
- “Now let’s get started”

Video suggestion: Adobe Stock 562163341 (30 sec) - Placeholder





(New Slide)

## 4.1 What are Workplace Inspections?

VO/CC/TOS:

- What is a workplace inspection?

The process of examining the workplace for identification and mitigation of workplace hazards to ensure that all standards are met. Eg. Monthly H&S Inspection

- Inspections are based on the type of facility and are performed daily, weekly and monthly.
  - Determine which types of inspections are required by your organization and how they will be completed.
  - It is important to refer to your federal, provincial and municipal legislation and your company/facility policy. Below is a general list of inspection examples that can be followed for a typical commercial building on a daily, weekly or monthly basis.
  - - **Facility lighting**, bathrooms, sidewalks, parking garage, loading dock, fire door obstructions, fire extinguisher checks, proper material storage, wearing PPE properly, slip, trip and fall hazards, emergency equipment, first aid kits, condition and placement of signs, fire exit lights, H&S board documentation (Suggestion: SS 1693659505, SS 1486030598, SS 645716194)
    - Building Operations professionals typically work throughout the building depending on their roles and responsibilities assigned by their organization. Some examples of working areas include mechanical rooms, tenant spaces, shipping receiving areas, and parking lots.



(New Slide)



## 4.2 Different Types of Workplace Inspections

### VO/CC/TOS:

- Inspections can be undertaken by a trained supervisor (daily/ weekly/ monthly) or the Joint Health and Safety Committee (JHSC) designates (quarterly/ semi annual/ annual)
- Different types of workplace inspections (ex. Physically walk the floor, inspect conditions, observe what facility staff/workers are doing, record/document results of inspections accordingly indicating compliance or non-compliance following your company's reporting document(s), etc.
  - All non-compliance issues must be recorded and immediately raised to the proper internal authority(s) so action(s) can be taken (ex. Floor tile missing issues, ice on stairs, labels/symbols not present, hot and cold issues, etc.)
    - Be prepared to provide details of non-compliance issues (emails, reports, issue resolved, pics/videos, supplier engagement and resolution, etc.)
      - There are significant legal/insurance/liability issues related to this important element
    - Place signage/pylons down ASAP flagging the issue
  - All workplace inspections are written reports, not just where there are non-compliance issues. You need to demonstrate the inspections were done, when and by whom. Written reports must also be stored for they can accessed easily of required (Ministry of Labour visit)

(Suggestion: SS 1693964449, SS 1838202892, SS 1953681280)



(New Slide)

## 4.3 Benefits of a Workplace

### VO/CC:

Workplace inspections are an opportunity to identify hazards and assess risk in your workplace on an ongoing basis. As part of a proactive injury-prevention process, inspections reveal the current state of your workplace and any activities that you can see. Workplace inspections can help you identify hazards and prevent unsafe working conditions from developing.

### VO/CC/TOS

They should not be seen as an isolated or one-time activity. To be effective, they must be performed regularly and be an integral part of a systematic accident prevention program.

- Comply with legislation if applicable
- Due diligence
- Improve housekeeping

- Verify practices and procedures are compliant and safe
- Improve system effectiveness
- Determine opportunities for improvement
- Reduce accident frequency

(Image suggestions: SS 2155306953, SS2196167659)



(New Slide)

## 4.4 Outcomes of a Workplace Inspection

**VO/CC/TOS**

There are proven benefits to completing workplace inspections, including the following:

- Identify and record workplace hazards
- Identify hazards requiring immediate attention
- Ensure existing standards and procedures are being met
- Ensure existing controls are effective
- Ensure H&S program is operative
- Recommend immediate corrective action, where appropriate
- Assist JH&S committee (if applicable) in making recommendations to employer
- Confirm you IRS is working

(New Slide)

## Knowledge Check

**VO/CC/TOS**

- Let's take a moment to test your knowledge of what we've learned so far.
- After you've made your selection, hit submit. Remember, you have two chances to complete the Knowledge Check and can review previous content to find the correct answer

**True or False**

Workplace inspections can be performed daily, weekly, or monthly.

True or **False**

Anyone can complete a workplace inspection?

False: Inspections can be undertaken by a trained supervisor (daily/ weekly/ monthly) or the Joint Health and Safety Committee (JHSC) designates (quarterly/ semi annual/ annual)

True or **False**

Workplace inspections are a one time or isolated activity.

False: Workplace inspections are an opportunity to identify hazards and assess risk in your workplace on an ongoing basis

Select all that apply.

Which of the following are outcomes of a Workplace Inspection?

1. **Identify and record workplace hazards**
2. **Identify hazards requiring immediate attention**
3. **Ensure existing standards and procedures are being met**
4. **Ensure existing controls are effective**
5. **Ensure H&S program is operative**

(New Slide)

## 4.5 5 Basic Steps for Effective Workplace Inspections

Development notes: [Click on each of the images to learn more](#)

TOS/VO/CC:

1. Planning: Before you inspect, determine what you will inspect. Workplace is “any land, premises, location or thing at, upon, in or near which a worker works. Determine what is needed to complete the inspection, including any access requirements (key fobs, cards, keys). It is also important to review previous feedback, and to inquire if there are any hazards that have been reported (tenant concerns brought to security, cleaners etc.) (SS 1222943278)



TOS/VO/CC:

2. Conducting the Inspection: Take your time, stop and observe operations.
  - Ask Why? (for example if you see an employee not wearing PPE, instead of just marking it down, ask them why they are not using PPE).

- Look up, down, around, and inside.
- Record as you go along.
- Take pictures when possible

(SS 2127432101)



**TOS/VO/CC:**

3. Immediate Remedial Action: If you discover a hazard that requires immediate attention,
  - Immediately draw attention to the hazard
  - Shut down and “lock out” any hazardous items that cannot be immediately corrected
  - Immediately report the hazard to a supervisor and document the inspection report.

(SS 648819007)



**TOS/VO/CC:**

4. Reporting: Assess the risk, simple hazard classification, and recommendation. Indicate where the report can be found. (SS 2025037991)



TOS/VO/CC:

5. Follow Up: After the workplace inspection:

- Review the inspection report (refer to your organization's policy and timing requirements)
- Send documentation to appropriate individuals (ex. Supervisor, JH&S committee members, facility & maintenance staff, etc.) - make sure to store the document in case it needs to be accessed during an inspection and/or presented at a JH&S committee meeting
- Ensure there is appropriate sign off on the inspection report. Follow your organization's record retention policy, and always keep the reports filed. An inspection report is to be completed, even if there are no issues/risks/hazards identified. Refer to this section on the review/administration/filing of the report.

(SS 1925165534)



## Final Module Quiz

1. True or **False**
  - a. Workplace inspections are a one time or isolated activity.
  - b.
  - c. **False:** Workplace inspections are an opportunity to identify hazards and assess risk in your workplace on an ongoing basis
  - d.
2. Select all that apply.
  - a. Which of the following are outcomes of a Workplace Inspection?
  - b. **Identify and record workplace hazards**
  - c. **Identify hazards requiring immediate attention**
  - d. **Ensure existing standards and procedures are being met**
  - e. **Ensure existing controls are effective**
  - f. **Ensure H&S program is operative**
3. **True** or **False**.

Workplace is "any land, premises, location or thing at, upon, in or near which a worker works."

## Module Summary and SME Acknowledgment