



Administration

Assessment Tool

SM: 252A

The Park West School Division shall be referred to as (The Division)

ELEMENT 1 - SAFETY & HEALTH POLICY	Documentation	Interview	Observation	COMMENTS	Not Started	Beginning	Improving	Completed
1. The Division Safety and Health Policy								
<ul style="list-style-type: none"> Is in writing and dated? 								
<ul style="list-style-type: none"> Is signed by employer? 								
<ul style="list-style-type: none"> Posted in a visible location? 								
<ul style="list-style-type: none"> Includes the safety & health philosophy of the organization? 								
<ul style="list-style-type: none"> Management’s commitment to prevent injuries & occupational illnesses? 								
<ul style="list-style-type: none"> Lays out responsibility of managers, supervisors & workers (may be in "Element 4")? 								
<ul style="list-style-type: none"> Clear about who is responsible and accountable (May be in "Element 4")? 								
<ul style="list-style-type: none"> Communicated i.e. orientation (May be in "Element 8")? 								
<ul style="list-style-type: none"> Consequences / actions taken when workers do not follow RHA’s safety policy’s/protocol. Is there a RHA collective agreement / policy that identifies this? 								
<ul style="list-style-type: none"> Mission / commitment identified/communicated? 								

ELEMENT 1 - SAFETY & HEALTH POLICY

Interview Questions:

Does your school/building have a safety and health statement of commitment (WS&H P&P)?
 Yes or no.

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Can you describe the contents of the statement of commitment?

Promoting an organizational safety culture; safety is everyone's responsibility; ensuring safety for all; working with safety committee, involving employees/management of their own occupational health and safety.

How were you informed about the policy?

Training/Orientation

Where would find this statement of commitment?

Bulletin board, manual.

Comments:

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2. Personal Protective Equipment: Review of JHA / SWP to confirm.							
• Do employees have access to appropriate PPE and safety equipment?							
• Are employees trained in the: <ul style="list-style-type: none"> ○ fitting of personal protective equipment? ○ use & limitations of personal protective equipment? ○ cleaning of personal protective equipment? ○ maintenance of personal protective equipment? 							
• Are the employees wearing PPE when required?							
• Any signage posted where required? On equipment, where to obtain more, etc							

ELEMENT 2 - HAZARD IDENTIFICATION AND CONTROL:

Interview Questions:

What does the Division do to identify safety and health hazards in your workplace?

Job hazard analysis; through accident investigation/corrective action; incident reporting; WCB stats, worker reports concerns; workplace inspection; safety committee

How does the Division control hazards

Safe work procedure, training, enforcement, consultation.

How are you informed about hazards in your school or workplace?

Orientation, safe work procedures, training, supervisor

What is done here to ensure tasks are done safely?

Supervisory enforcement, training evaluation, observation

What is a safe work procedure?

hazards, risk, hazard control (PPE/ steps)

Can you describe how hazards are reported and corrected?

Management, supervisor, WS&H Committee, Notice of Concern Form

Please name emergency situations you may experience here at work.

Fire; chemical spill; first aid, security

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<ul style="list-style-type: none"> • Fire extinguisher training 								
<ul style="list-style-type: none"> • Spill Response 								
<ul style="list-style-type: none"> • Eye Wash Equipment 								
<ul style="list-style-type: none"> • Practice drills 								
<ul style="list-style-type: none"> • P&P • Blood and Bodily Fluids (Handling, proper disposal of sharps, spill containment, clean up) • Post Exposure Protocol 								

ELEMENT 3 - PEOPLE AND RESOURCES REQUIRED IN EMERGENCIES:

Interview Questions:

Where would you find any information on emergency plans?
 Incident Management Binder located ?; signs; bulletin board

If you discover a chemical spill or leak, what would you do?
 Notify supervisor; review MSDS; contain the spill using spill kit

If you discover someone who is injured or collapsed, what would you do.
 Notify supervisor; announce blue alert; do not move the injured.

Is there a plan for bomb threats? Security incidents?

Have you participated in a crisis response drill?
 What type of drill.

After a drill, what happens?
 Debriefing, meeting to review

Where would you find information on the debriefing (meeting review)
 Bulletin board.

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<ul style="list-style-type: none"> Communicated in orientation? See "Element 8". 								

ELEMENT 4 - STATEMENT OF RESPONSIBILITY:

Interview Questions:

Is there a written statement of safety and health responsibilities?
 Yes/No. If no, skip next question.

Describe the written statement.
 Name at least 3: Responsibilities of manager, supervisor, worker, volunteer, safety and health committee, contractor

Where would you find this written statement?
 Bulletin board, policy/procedure manual

What are your responsibilities?

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ELEMENT 5 - SCHEDULED INSPECTIONS:

Interview Questions:

Are any inspections conducted to look for safety hazards?
Yes/No. If answer is no, skip to element 6.

Who performs these inspections?
Safety and health committee members, equipment operator, management, maintenance

Where would find these inspection reports?
Bulletin Board, Cte binder

How are safety problems corrected?
Committee meeting, senior management, completion of work orders

Name 3 items to be inspected regularly
Fire extinguishers, first aid kit, eyewash stations, housekeeping, guarding, fire exits, safe work procedures.

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	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
4. Infectious Hazards;								
• A method of identifying workers who may be exposed, and how the exposure occurs								
• Disinfection / routine practice and other control measures								
• Worker training								
5. Hearing and Noise conservation								
• Are there any PHYSICAL AGENT hazards in the workplace? (i.e.Noise, Vibration, High/Low temperatures)?								
• Are there significant BIOLOGICAL AGENTS present in the workplace? Mould?								
• Initiate The Division to perform an Occupational Hygiene Assessment?								

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ELEMENT 6 - CHEMICAL MANAGEMENT PLAN TO CONTROLS CHEMICAL & BIOLOGICAL HAZARDS:

Interview Questions:

What is WHMIS?

Safe use of chemicals; MSDS, Training, Labeling, Spill containment/clean up, PPE

Where would you look for safety information for chemicals?

MSDS binder, prevention plan, labels on containers, supervisor (if can't answer, skip to element 7)

What type of training did you receive on WHMIS

Annually, for new employees, specific training for those work with chemicals

For an MSDS to be current, it must not be older than_____?

3 years

What is routine practices?

Proper hand washing, wearing PPE's., gowning/de-gowning

If you find blood/bodily fluid waste or sharps, what would you do?

Follow Post Exposure Protocols

How would you dispose of hazardous materials? - Chemical/Biological

Review MSDS, Sharps container

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involving more than one employer , self employed person, there must be a “prime contractor” for the project. The prime is responsible for the following:				Comments			
<ul style="list-style-type: none"> Is there an effective system set up to ensure everyone involved in work on the project meets their legal safety & health obligations. 							
<ul style="list-style-type: none"> Is there a system to co-coordinate, organize & monitor work on the project to ensure reasonable & practicable precautions are in place to effectively control safety & health hazards? 							
<ul style="list-style-type: none"> Is there a requirement to co-coordinate the safety & health programs of contracted employers. 							

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ELEMENT 7 - DEVELOP A PLAN TO SAFEGUARD CONTRACTED EMPLOYERS OR SELF-EMPLOYED PERSONS:

Interview Questions:

Do you have responsibilities for hiring contractors?
Yes/No. If no, skip next question.

Describe your responsibilities.
Obtain appropriate documentation for specific training dependent on the task, ensure orientation for contractor re: first aid, evacuation, location of eyewash station

If you have any concerns regarding a contractor not working safely, how would you deal with this?
Report to supervisor.

Comments:

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ELEMENT 8 - DEVELOP A TRAINING PLAN FOR SUPERVISORS AND WORKERS:

Interview Questions:

Did you receive a safety orientation? When?

What topics were covered in the safety orientation?

Ergonomics (pt handling/material handling); WHMIS, WS&H Responsibilities, 3 rights, emergency procedures, hazard reporting.

Manager - describe any specific training - safety and health you received regarding managers.

conducting JHA, safe work procedures, incident near miss reporting, corrective action, reporting to workplace safety and health division, serious accidents, right to refuse, provision of necessary PPE's, consultation with safety committee and consultants where they exist.

Workers - describe any specific training re safety and health you received to do your job.

WHMIS, hazards, PPE, patient lifting, material handling

Have you received training on the hazards of: Repetitive motion? Lifting? Static muscle loading? (sedentary task) Awkward body position (overreaching, bending below the knees)? Back Injury Prevention

Do you use mechanical aids for lifting materials?

Are you provided with education and training ie. Safe operation of powered scissor lift or power hoist.

Provide regular refresher training for all staff (annually, biannually, etc)?

Have access to consultations for ergonomic assessment in the work environment?

Employer encourage regular breaks from static postures (micro breaks, stretch breaks, etc.)?

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ELEMENT 9 - PROCEDURES FOR INVESTIGATING ACCIDENTS, DANGEROUS OCCURRENCES & RIGHT TO REFUSE

Interview Questions:

Describe what you would do if you are injured in the work place or would like to report a near miss in the workplace.
Report to supervisor and complete form; participate in accident investigation and corrective action

Who is involved in investigating injuries, dangerous occurrences?

Committee member, designated as one of the investigators, witness, supervisor with knowledge of safe work procedures

What is right to refuse work?

Employee has the right to refuse work if he/she believes that work is dangerous to self and others.

Describe the procedure relating to right to refuse

Process in place; report to supervisor, supervisor and individual discuss issue and resolved; if not resolve, involve management and committee co-chairs for resolution; if not resolve committee meeting; if not resolved, WS&H Safety officer of the WS&H Division; if not agree with decision, appeal.

Who needs to receive the right to refuse report/summary?

WS&H Committee Co-chairs, Management.

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ELEMENT 10 - DEVELOP A STRATEGY FOR WORKER PARTICIPATION

Interview Questions:

Describe how your employer involves you in safety and health activities.

Training, orientation, encourage to report concerns, participate as member of the committee, consulted when required.

Do you have a safety committee?

Yes - If no/I don't know, skip to element 11,

How are members chosen to be on the Safety and Health Committee?

Ballot and staff nominations

What is the purpose of a Safety and Health committee?

Assist in the development and promotion of safety and health in the workplace

If you have any concerns, how are these concerns dealt with by the safety and health committee.

Ask supervisor, ask committee members; look in the bulletin board, read minutes

Where would you find information on the safety and health committee?

Bulletin Board, binder

Tell me what is the safety and health committee supposed to do?

Review incidents, make recommendations, participate in accident investigations, promote safety awareness

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ELEMENT 11 - EVALUATE & REVISE YOUR PROGRAM REGULARLY	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
<ul style="list-style-type: none"> Is there an identified and clearly defined a process to evaluate and revise your program within the time intervals specified in the WSH regulations & standards? (Minimum every three years) 								
<ul style="list-style-type: none"> Partial or full reviews timelines identified? 								
<ul style="list-style-type: none"> What methods will be used to conduct the review? For example: <ul style="list-style-type: none"> Checklist Audit Assessment 								
<ul style="list-style-type: none"> Does The Division perform safety audit? How often? Performed internally or external contact? Who is responsible for keeping documentation (minimum 5 years) or conducting the audit? 								
<ul style="list-style-type: none"> Does The Division review the implementation of the program as well as the documentation of the program? 								
<ul style="list-style-type: none"> Introduction of new technologies, production methods, new equipment, chemicals or the development of services associated with new hazards? 								
<ul style="list-style-type: none"> Action plan and progress report are posted on bulletin board? 								

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ELEMENT 11 - EVALUATE & REVISE YOUR PROGRAM REGULARLY

Interview Questions:

How does the school / program evaluate the effectiveness of the safety program (or how well the safety program works)
Procedure exists.

How often is the program evaluated?
3 years

Who is involved in the evaluation process?
Safety and health committee, management.

Comments: