



AGM Health and Safety Orientation

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Where does your organization fit in?

- **Pursuing Excellence** - go above and beyond basic compliance, they are chasing safety excellence
- **Compliance Based** – understand the value of safety, but are at or just past meeting minimum compliance
- **Reluctant Compliers** – don't have all the facts and do what they are told WHEN they are told
- **Willful Non-Compliance** – knowingly roll the dice everyday



Why do People Get Hurt?



- Lack of training/experience
- Do not know legal rights
- Afraid to ask questions
- Trying to balance several responsibilities
- Distractions
- Eager to please supervisor
- Cutting corners/not following procedures
- **Complacency** (Human factor)



Learning Objectives

We will Discuss:

- WorkSafe BC and Legislative requirements
- Employer, Supervisor and Worker responsibilities
- Bill-C45
- The four cornerstones of Due Diligence
- The Canadian Code and WorkSafe BC for Volunteer Involvement
- Formal and Informal Health and Safety Programs
- New and Young Worker Orientation
- Key Recommendations for CCBC and Clubs



Why is this important?

- Protect the health and well-being of yourself, your employees and volunteers
- Be pro-active in prevention
- Build and protect the Organization's reputation





What does legislation say?

It is the legal responsibility of Cross Country BC to provide all employees and volunteers:

“the information, instruction, training and supervision necessary to ensure the health and safety of workers carrying out their work and ensure the health and safety of other workers at the workplace” - WCA Part 3 115 (e)





Who are WorkSafe BC?

- Partner with Employers and Employees
- Prevention, Compensation, Assessment
- Mandated to govern all Occupational Health and Safety related matters in British Columbia
- Enforce the Workers Compensation Act and The Occupational Health and Safety Regulation





Who are the Employers' Advisers Office?

- Represent Employers in BC
- Authority given in WCA Section 94
- Provide assistance, advise, represent and educate employers
- Independent from WorkSafe BC
- No charge for services

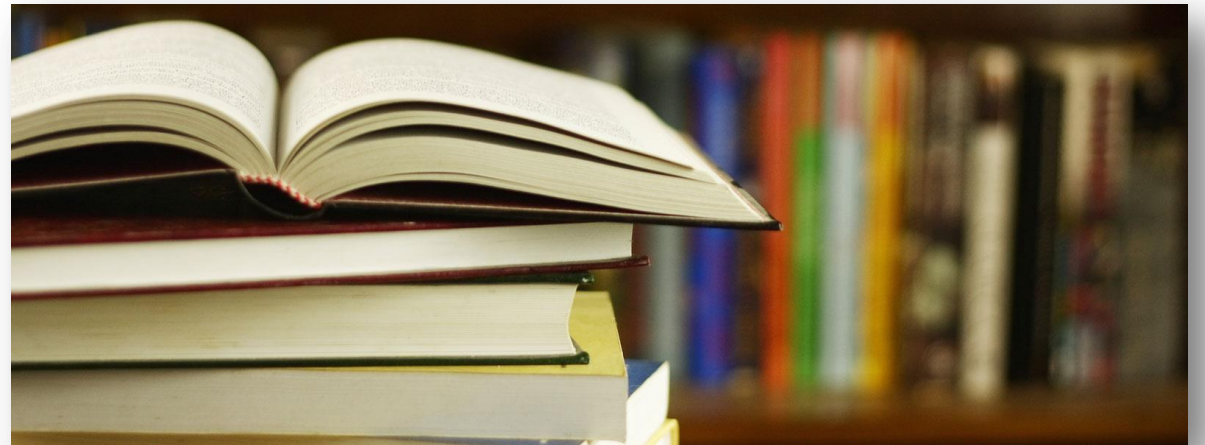


Employers'
Advisers



What Law and Policy Should We Follow?

- The Workers Compensation Act
- The Occupational Health and Safety Regulation
- OHSR - Guidelines, Policies
- Best/Good Industry Practices
- Volunteering and the law





115 General Duties of Employers

- Ensure the Health and Safety of Workers
- Remedy hazardous workplace conditions
- Inform workers of rights and responsibilities
- Establish H&S policies and programs in accordance with the OHSR
- Ensure necessary safety equipment is provided, used properly and maintained
- Ensure that safe work procedures are followed
- Provide information, instruction and competent supervision
- Consult and cooperate with JOHSC or worker H&S Representative
- Cooperate with the board



117 General Duties of Supervisors

- Ensure the Health and Safety of workers under direct supervision
- Ensure workers are made aware of hazards
- Consult and cooperate with the JOHSC or worker H&S representative
- Inform workers of hazards and train how to do their job safely
- Ensure workers follow safe work procedures
- Ensure workers use equipment and protective devices properly



116 General Duties of Workers

- Use required personal protective equipment, devices and clothing
- Follow safe work procedures
- Not engage in horseplay or conduct that may endanger others
- Report unsafe conditions and hazards to supervisor or manager
- Not work under the influence of drugs or alcohol
- Cooperate with the JOHCS or worker H&S representative



Worker Rights & Responsibilities

- To know about hazards in the workplace.
- To participate in keeping the workplace healthy and safe
- To refuse unsafe work





What does WorkSafe say about Volunteers in the Workplace?

The WorkSafeBC Assessment Manual states that “volunteers or other persons not receiving payment for their services are generally not workers.” - AP1-1-5 (b)

However,

Workers’ Compensation Appeal Decisions have found that both cash and “non-cash” payments (e.g. ski lift pass, gift certificates, even food and beer) are sufficient for an individual to be considered a “worker”.



Bill C-45 or “Westray Bill”

Section 217.1 of the Canadian Criminal Code:

"Every one who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task."





What is Due Diligence?

“Due diligence requires taking all reasonable steps to protect workers from harm. 'All reasonable steps' is based on the level of judgment and care that a person would reasonably be expected to do under the same circumstances.”





What is the Defence of Due Diligence?

“A person is not guilty of an offence if the person proves that the person exercised due diligence to prevent the commission of the offence” –
WCA Part 3 Section 215





The 4 Cornerstones of Due Diligence

Information

Instruction

Training

Supervision



When is a Formal H&S Program Required?

3.1 of the OHSR States that an occupational health and safety program must be initiated and maintained where there is:

- A workforce of 20 or more workers and at least one workplace where there is a moderate or high risk of injury
- Or a workforce of 50 or more workers



What should be included in a Formal H&S Program?

There are 8 standard elements:

1. Senior Management / Leadership Commitment
2. Hazard and Risk Identification, Assessment and Control
3. Policies, Safe Work Procedures and Written Instructions
4. Training and Instruction of Workers
5. Workplace Inspection Program
6. Incident Reporting and Investigation
7. Program Administration
8. Joint Occupational Health and Safety Committee



When is an Informal H&S Program Required?

3.2 of the OHSR States that a less formal occupational health and safety program must be initiated and maintained by employers' that have a workforce less than stated in section 3.1. Small employers' must:

- Hold regular health and safety monthly meetings with workers
- Ensure meetings are directed to correction of unsafe conditions and practices
- Maintain a record of the meetings and matters discussed



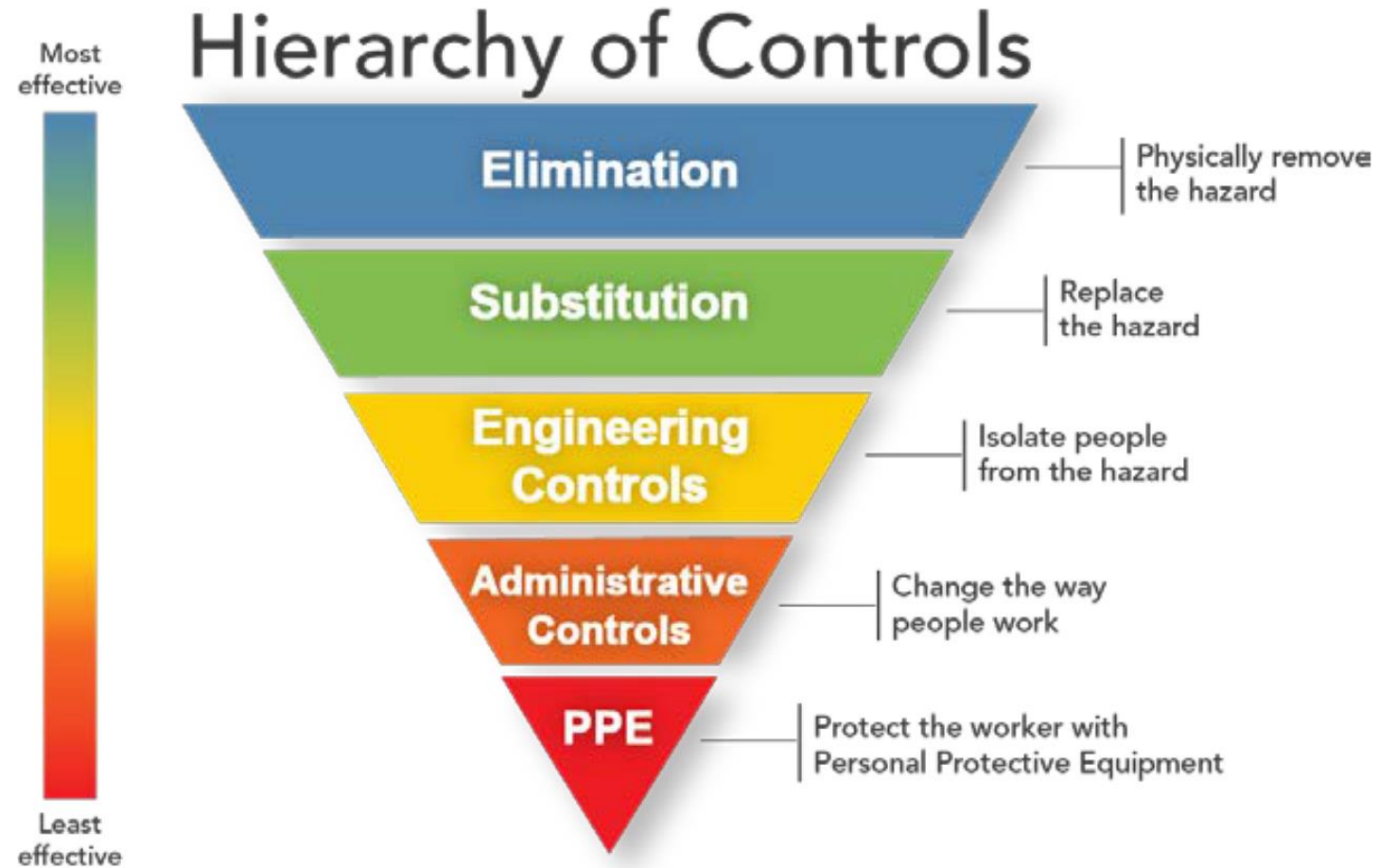
Organizational Standards for Volunteer Involvement



1. Mission-based approach
2. Human Resources
- 3. Program planning and Policies**
- 4. Program Administration**
5. Volunteer Assignments
6. Recruitment
7. Screening
- 8. Orientation and Training**
- 9. Supervision**
10. Recognition
- 11. Record Management**
- 12. Evaluation**



WorkSafe BC Standard for Minimizing Hazards





New and Young Worker Orientation Training

A young worker is anyone under 25 years of age and a new worker is any age who is:

- new to the workplace
- facing hazards that have changed or developed while they were at work or absent from work
- in a new workplace or location that has different hazards than the old one



New and Young Worker Orientation Training

OHSR 3.23 Topic Requirements:

- Name/contact info of supervisor(s)
- Worker rights and responsibilities
- Workplace H&S rules
- Hazards including robbery, assault or confrontation
- Working alone or isolation
- Violence in the workplace



NOTE: H&S Orientation must be done prior to commencing work



New and Young Worker Orientation Training Continued...

OHSR 3.23 Topic Requirements:

- Personal protective equipment
- Location and summoning first aid, reporting illness and injury
- Emergency Procedures
- Instruction and demonstration of workers task/process
- Employer's H&S program (if required under section 3.1)
- WHMIS (as applicable)
- Contact information to the JOHSC or Worker H&S Representative



Joint Health & Safety Committee or Health and Safety Representative?





Documentation and Record Keeping

- New and young worker orientation records
- Worker/Supervisor training records
- Copies of inspection records
- Crew talks and safety meetings
- Supervisor notes and logs
- Incident Investigations
- Job specific orientations
- Management meeting records
- Records of progressive discipline
- H&S meeting minutes
- Equipment logs
- Forms & Checklists
- Statistics on frequency and severity of accidents



Key Recommendations

1. Implementing a blanket CCBC health and safety policy
2. Implementing a general CCBC new worker/volunteer orientation
3. Establishing a formal/informal health and safety program for workers and volunteers
4. Electing a health and safety representative for each club and hold monthly meetings
5. Including health and safety in the Annual General Meeting agenda

