



Small business

health and safety management

Small businesses are the economic foundation of Ontario. That was true in the past and continues to be true today. Last year, businesses with fewer than 50 employees made up 95 per cent of all businesses in Ontario according to the Ministry of Economic Development and Innovation. Small and medium-sized firms employed 2.8 million people in Ontario.

IHSA recognizes that the health and safety needs of small businesses are different from those of large firms. As with any other aspect of running a business, managing a health and safety program for four employees can be very different from managing a program for four hundred. That's why ihsa.ca has a Small Business section with tools and resources designed to help small-business owners and managers navigate Ontario's health and safety system. Here are some of the things you'll find there.

Online certificate programs

IHSA recently added two new online certificate programs specifically for independent operators and small businesses. These two programs provide the basic health and safety information workers and employers need to get the job done safely. The flexibility gained from completing the courses entirely online is ideal for independent operators and small businesses. Once you've completed all the courses, IHSA will issue you a Health and Safety Certificate.

Independent Operator Certificate

This certificate requires the completion of three e-learning courses:

- Bill 168 – Achieving Compliance
- Workplace Hazards: Identification, Assessment and Control
- PPE (Awareness).

Small Business Certificate

This certificate requires the completion of five e-learning courses:

- Bill 168 – Achieving Compliance
- Workplace Hazards: Identification, Assessment and Control
- PPE (Awareness)
- Incident Investigation
- Workplace Inspections.



Visit the Small Business section at ihsa.ca for details.

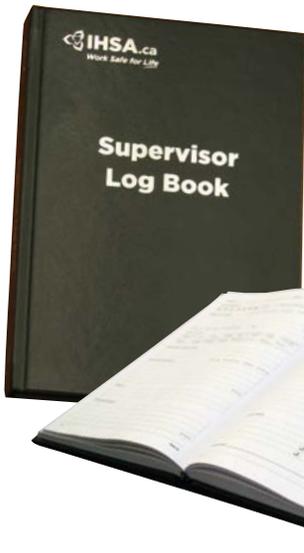
Health and safety resources

In addition to the online certificate programs, our Small Business section outlines legislative and training requirements based on the number of employees you have. It includes best practice guidelines and free downloadable forms and checklists to help you document and organize your health and safety efforts. Visit ihsa.ca/smallbusiness today to find out what your business needs.



Supervisor Log Book

IHSA's new *Supervisor Log Book* is perfect for owners or crew-level supervisors in small businesses. Designed with safety in mind, the log book contains safety talks, inspection checklists, a job safety analysis (JSA) form, a due diligence checklist, and other helpful resources. Visit ihsa.ca/logbook to order some for your firm.



Policy and Program Templates

For effective health and safety management, a firm's health and safety policy and program are essential. But it can be a daunting task to create a complete policy and program that addresses the kind of work your firm does and the environments you operate in. Fortunately, IHSA has templates that help streamline the process. IHSA's Policy and Program Templates were developed with small-business owners in mind. They give you a framework that covers everything you need to have in your policy and program. The templates are divided into 17 categories that walk you through each part of an effective policy and program. You can download them for free and then customize them to meet the needs of your company. Visit ihsa.ca and click on Policy and Program Resources (under Tools and Resources) to get started.

Booklets and manuals

IHSA has several booklets and manuals ideal for small-business owners. These publications explain your legal responsibilities and the training you are required to provide for your workers. They discuss the common hazards you and your workers face and ways to reduce the risk of injury. They also describe safe work practices you can use in your regular operations. Several of IHSA's booklets and manuals are available as free downloads at ihsa.ca/products.



Coming soon to ihsa.ca!

In addition to everything that IHSA already offers for small businesses, members will soon have access to some new online tools. These tools are designed to help independent operators and small-business owners develop and manage their health and safety program. Visit ihsa.ca/smallbusiness for details.

Managing a health and safety program for four employees can be very different from managing a program for four hundred.

Bill 119—Mandatory Coverage in Construction—

came into effect on January 1, 2013. Independent operators, sole proprietors, some partners in a partnership, and some executive officers who work in construction must now register with the Workplace Safety and Insurance Board (WSIB). For details and to register, visit beregisteredbeready.ca.

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