



New e-tools for **small business**

Navigating Ontario's health and safety laws and best practices can be difficult. For many independent operators and small business owners, it can be overwhelming.

IHSA recognizes that small businesses have unique health and safety needs that are sometimes different from those of larger firms. That's why we offer a wide selection of resources designed specifically for small businesses. This past March, IHSA launched its two latest resources for small business owners and managers: **IHSA Health and Safety Essentials** and **IHSA My Health and Safety Program**.

New e-tools

When you have a clear path to follow, it's much easier to reach your destination. That's the idea behind the new IHSA Health and Safety Essentials and the IHSA My Health and Safety Program. They are online health and safety management tools that will keep you and your company informed, organized, and in compliance.

If you're an independent operator or small business owner, most of your time is spent building your business. If you find it difficult to keep up with the latest health and safety legislation, these new tools are for you. They will tell you what you need to do and give you the resources to do it. They will lighten your administrative burden by giving you e-tools for managing such recurring safety processes as training requirements, inspections, and corrective actions.

By taking you step-by-step through the process of creating, implementing, and managing an effective health and safety policy and program, these new e-tools eliminate the confusion and give you a clear path to follow.

How they work

IHSA Health and Safety Essentials is an e-learning course that gives you the fundamentals of Ontario's health and safety system. It describes the province's major health and safety organizations, the *Occupational Health and Safety Act* and related regulations, and concepts such as due diligence. It also explains what a health and safety management system is and outlines the purpose of a health and safety policy and program.

IHSA Health and Safety Essentials is ideal for independent operators or new employees who are dealing with some of this information for the first time. It's a good starting point for anyone who wants a better understanding of Ontario's health and safety system, specifically his or her rights and responsibilities. On average, you can complete the program in two or three hours. You can also start and stop any time, which makes it easy to fit into busy schedules. You can test yourself with a short quiz after each section and an exam at the end of the program.

The **IHSA My Health and Safety Program** is an online health and safety management system. It helps you build your company's health and safety policy and

program. It gives detailed explanations of each element, along with practical steps for approaching them. The program also links directly to IHSA resources that are related to each topic, and it will specify the training you and your employees must have. If you feel you need some extra help in a particular area, you can contact one of IHSA's expert health and safety consultants.

Once you have finished writing a draft for a section, you can assign it to others so that they can review and comment on it. The

IHSA My Health and Safety Program keeps track of comments and changes, as well as the names of those who have completed certain training. It also serves as a database for organizing and storing all of your company's health and safety information. Ultimately, the IHSA My Health and Safety Program houses your living, changing health and safety management system.

Using the IHSA My Health and Safety Program is like having an IHSA consultant walk you personally through each stage of developing a policy and program. All the information presented was developed by IHSA's subject-matter experts, so it is accurate, relevant, and thorough.

By taking you step-by-step through the process of creating, implementing, and managing an effective health and safety policy and program, these new e-tools give you a clear path to follow.

Try it today!

IHSA Health and Safety Essentials is available for a one-time fee of \$250 (\$350 for non-members). The IHSA My Health and Safety Program is available for a subscription fee of \$900 per year and up, depending on the size of your firm. Visit ihsa.ca/smallbusiness today for more details, and start using these innovative small business e-tools right away.



Small Business and Independent Operators We can help.

You don't need to have a large budget or specialized staff to have an effective health and safety management system. At IHSA, we recognize that the health and safety needs of independent operators and small business owners are not the same as those of large firms. That's why we have developed tools and resources specifically for you. We'll break down the legislation and tell you exactly what you need to do to protect yourself, your workers, and your business.

Visit ihsa.ca/smallbusiness to get started today.

- Templates
- E-learning Certificates
- Tutorials
- Health and Safety Management Framework
- Downloadable Resources



We're here to help.
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Both tools are dynamic and interactive, and both use clear language and effective graphics. If you can do online banking, you will have no problem using IHSA Health and Safety Basics and the IHSA My Health and Safety Program.

My Health and Safety Program and COR™

A significant number of the firms that are currently pursuing the provincial Certificate of Recognition (COR™) are small businesses. Because the IHSA My Health and Safety Program is organized around the same 19 elements as COR™, it's a perfect tool to help companies prepare for a COR™ audit.

