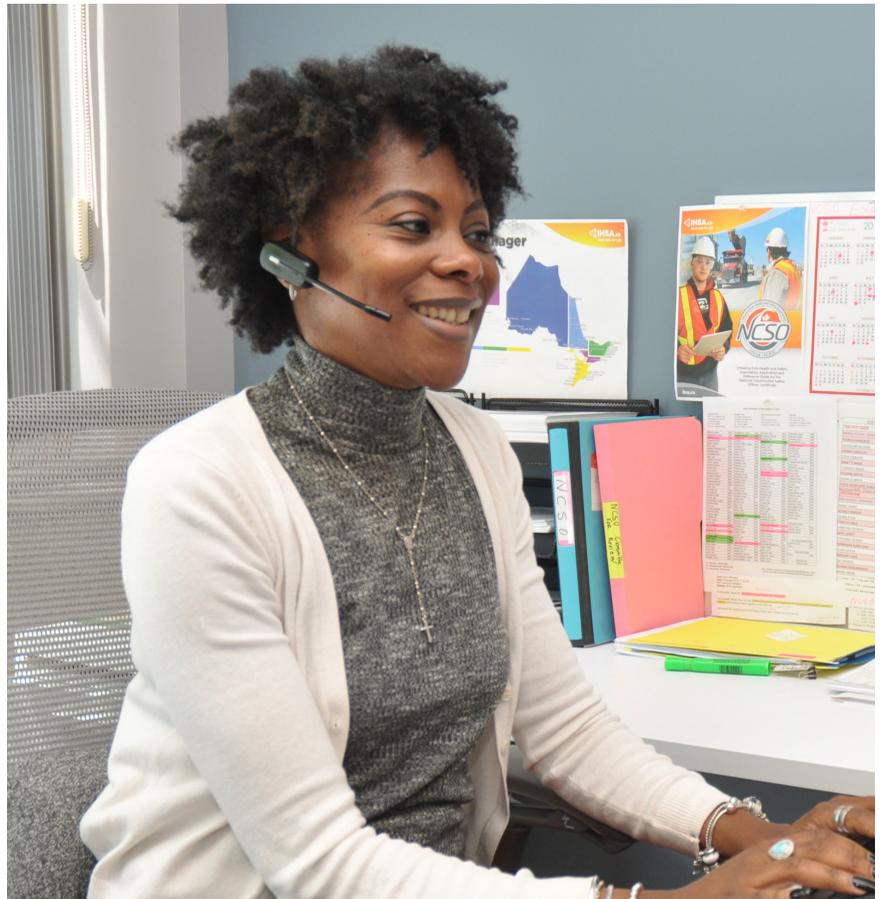


Your top 10 IHSA questions answered

Each year, IHSA staff answer over 30,000 calls and emails from customers. We compiled this list of answers to your 10 most commonly asked questions, along with links to access additional information and resources on our website.



Marie Henry, NCSO Administrator and IHSA Customer Relations Representative

Q What types of documents need to be posted on a health and safety board?

A With very few exceptions, Ontario workplaces and jobsites are legally required to have an easily noticeable location where health and safety information is posted, such as a health and safety board. Certain documents must be displayed on the board, including the *Occupational Health and Safety Act* and regulations (i.e., the Green Book), a company's health and safety policy (for companies that regularly employ six or more workers), first aid requirements, and emergency contact information. Other documents, such as Safety Data Sheets (SDSs) and fall-arrest rescue procedures, do not need to be displayed, but must be kept readily available on the premises.

For a complete list of what needs to go on your health and safety board, visit: ihsa.ca/hs-board

Q As a small business owner, how can I begin improving health and safety at my workplace?

A A good place to start is making a commitment to integrate health and safety into your business and learning about your obligations under the

Occupational Health and Safety Act (OHSA). For example, any company with 20 or more workers must set up a Joint Health and Safety Committee (JHSC). Learning how to assess and control hazards at your workplace, receiving and providing job-specific training, and talking about health and safety with your employees on an ongoing basis are essential components of creating a healthy and safe workplace.

For more tips on how to get started, visit: ihsa.ca/small-business

Q What are some tips for writing an effective health and safety policy for my company?

A Policies will differ depending on your company, but in general, the policy should be a clear statement of your commitment to health and safety and cover all aspects of your company's activities—whether that be large-scale demolition, installing high-voltage electrical systems, transporting hazardous chemicals, or any other work. The policy must be reviewed annually and signed by the most senior member of your management team (e.g., owner or CEO).

You can find sample policies and other resources by visiting: ihsa.ca/resources

Q *I'm interested in COR™, where do I start?*

A Achieving the Certificate of Recognition (COR™) is a multi-step process that starts with submitting an online COR™ application to IHSA. After that, a senior-management representative needs to complete the COR™ Essentials training program, while a designated employee must also complete COR™ Essentials, plus these three others: Introduction to Hazard and Risk Management, Basic Auditing Principles, and COR™ Internal Auditor.

To learn more and to apply, visit IHSA's COR™ page: ihsa.ca/cor

Q *What health and safety training is mandatory for my sector?*

A Some training is mandatory for all workers, such as Ontario's Health and Safety Awareness in Four Steps. In other cases, the necessary training depends on the nature of your work. WHMIS training, for example, is required if you will be exposed to hazardous materials, or working-at-heights training if your job requires the use of fall-protection devices.

Find out what's required by law, the risks you may face, and how IHSA can help you get trained by downloading IHSA's training requirements chart: ihsa.ca/training-chart

Q *How do I know if my workers need to be retrained on performing certain tasks?*

A Workers undergo training in order to learn to perform tasks and use equipment safely and competently on an ongoing basis. However, after a period of time you may deem that some individuals' competencies are no longer adequate. For example, you might see them mishandle hazardous materials or neglect to use necessary protective equipment. Or, they may simply feel uncertain about particular health and safety procedures. Work with your workers to assess and determine how to improve their skills and decide on additional training needs, such as retaking a training program.

Visit IHSA's training course page to learn about our sector-specific training courses and when they are offered: ihsa.ca/course-list

Q *When do I need to be tied off while working at heights?*

A If you can fall, you need to be protected. Being tied off refers to wearing fall-protection equipment. Minimum requirements for fall protection are set out

in section 26 of the Construction Projects regulation (O. Reg. 213/91). For example, if you are exposed to a fall of 3 metres (10 feet) or more—or 2.4 metres (8 feet) if you're on a platform or mezzanine and have access to the perimeter or an open side of certain work surfaces—you need to be tied off. Likewise if you may be at risk of falling into open machinery, water or another liquid, or a hazardous substance. However, this equipment is used only if guardrails, floor-opening covers, or other means to remove the hazard are determined to be impractical.

To learn more, visit IHSA's fall prevention page: ihsa.ca/falls

Q *Do I need to retake the full working-at-heights training program after my certification expires?*

A Ontario working-at-heights training is valid for three years. If your training has expired, you are no longer permitted to work at heights until you've successfully completed a half-day refresher program approved by the Ministry of Labour, Training and Skills Development, which will keep your training valid for another three years.

Register for IHSA's half-day working-at-heights refresher course: ihsa.ca/heights-refresher

Q *Does personal protective equipment (PPE) have an expiration date?*

A Always refer to the manufacturer's instructions. Some PPE, such as disposable respirators, will have an expiry date on its packaging or the equipment itself. In other cases, the producer may recommend replacement based on duration and conditions of use. (Earmuffs that are worn daily for six months will break down more quickly than those that see only occasional use.) It's important to regularly inspect your PPE. If it's damaged or degraded, it must be removed from service.

For much more about personal protective equipment, visit: ihsa.ca/ppe

Q *Can I appeal Commercial Vehicle Operator's Registration (CVOR) points?*

A If you were involved in a collision for which charges were not laid—or where charges were laid but did not result in a conviction—you can appeal to IHSA's impartial and confidential CVOR Collision Point Review Panel. If your case is determined to have been non-preventable, the panel may recommend that CVOR points be removed from your driving record.

To learn how to submit an appeal, visit: ihsa.ca/cvor