

DST Transportation	Health and Safety Policy Statement	Date: November 4, 2014

DST Transportation Health and Safety Policy

DST Transportation is committed to preventing occupational and illness and injury in the workplace.

We recognize that we have a responsibility as an employer to implement and maintain a safe and healthy workplace, and we also recognize that an effective health and safety program is a sound business practice and an important indicator of leadership and managerial performance.

Health and Safety responsibilities extend to all employees. Supervisors have a responsibility to ensure that safe and healthy working conditions are maintained in their assigned work areas, and workers have a responsibility to work safely following the Company's safety rules, policies and procedures, as well as applicable legislated work procedures and protocols.

We welcome any suggestions as to how we might improve the management of health and safety at our Company. Your input and cooperation are essential in maintaining an effective and meaningful safety program.

Daljit Singh

President
November 4, 2014



Labour

Information on **OCCUPATIONAL HEALTH AND SAFETY**

6C HEALTH AND SAFETY REPRESENTATIVES

INTRODUCTION

The *Canada Labour Code* protects the rights of employers and employees and establishes a framework for the resolution of disputes. The objective of Part II of the Code is to reduce, as much as possible, the number of employees who suffer casualties as a result of their work activities.

This pamphlet explains the Code's requirements regarding **health and safety representatives** to address health and safety issues.

The Code requires each employer in the federal jurisdiction to appoint a health and safety representative for each work place, controlled by the employer, with fewer than 20 employees.

In addition, the legislation stipulates that, if a work place has been exempted from the requirement to establish a work place health and safety committee, it still must have a health and safety representative.

1. How are the health and safety representatives selected?

The employees of the work place who do not exercise managerial functions select, from among those employees, the person to be appointed health and safety representative.

If the employees are represented by a trade union, then the union selects the person to be appointed, after consulting any employees who are not in the union.

2. What are the powers and duties of a health and safety representative?

There are several. The health and safety representative will:

- consider and expeditiously dispose of health and safety complaints; ✓
- ensure to keep adequate records of work accidents, injuries, health hazards, health and safety complaints and regularly monitor this data;
- meet with the employer as necessary to address health and safety issues; ✓
- if there is no policy committee, or in some cases no work place committee, participate in the development, implementation and monitoring of programs to prevent hazards in the work place, including ergonomic related hazards, that also provide for the education of employees in health and safety matters related to those hazards;
- participate in all inquiries, investigations, studies, and inspections pertaining to the health and safety of employees;
- cooperate with health and safety officers; ✓
- participate in the implementation of changes that may affect occupational health and safety, including work processes and procedures, and if there is no policy committee, participate in the planning of the implementation of those changes;
- inspect each month all or part of the work place, so that every part of the work place is inspected at least once each year;
- participate in the development of health and safety policies and programs, if there is no policy committee;
- assist the employer in investigating and assessing the exposure of employees to hazardous substances;
- participate in the implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices or materials and, where there is no policy committee, participate in the development of the program.
- if there is no policy committee, or in some cases no work place committee, participate in the development, implementation and monitoring of a work place violence prevention policy.

A health and safety representative may request from an employer any information that the representative considers necessary to identify existing or potential hazards in the work place. The representative has full access to all government and employer reports, studies and tests relating to the health and safety of employees. Of course, the representative does not have access to the medical records of any individual except with the person's consent.

3. Do health and safety representatives receive training?

Yes. The Code requires the employer to ensure that health and safety representatives receive the necessary training in health and safety and are informed of their responsibilities under Part II of the Code.

4. Is the employer required to compensate a health and safety representative?

Yes. The employer must pay a health and safety representative at the regular rate of pay or premium rate of pay, as specified in the collective agreement or, if there is no collective agreement, in accordance with the employer's policy.

The requirement to compensate health and safety representatives applies to:

- attending meetings or performing any of their other functions; and
- preparation time and traveling as required.

5. What other administrative issues do I need to know about?

First, with respect to **liability**, no health and safety representative is personally liable for anything done, or not done, in good faith under the authority of Part II of the Code.

Secondly, with regard to **regulations**, the Minister of Labour may make regulations specifying the qualifications and terms of office of a health and safety representative, and the method of selecting a health and safety representative if the employees are not represented by a trade union. The Minister may also make a regulation specifying the manner in which a health and safety representative may exercise his or her powers and perform his or her function.

Thirdly, with respect to **record-keeping**, the health and safety representative must keep records of all matters that come before him or her. They are to be made available to a health and safety officer if they are requested.

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Health & Safety Manual

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1.3 Health and Safety Responsibilities & Accountabilities

General: All employees, contractors and supplied labour of the Company are responsible to comply with the Company H&S requirements as detailed in this manual, as well as the **Canada Labour Code (CLC), Part 2 and the Canada Occupational Health and Safety Regulations (COHSR).**

President's Responsibilities: The President is responsible for:

- Ensuring that a Health and Safety Policy and Program is developed and reviewed annually;
- Ensuring that the Health and Safety Program is provided with sufficient resources to ensure compliance with the **Canada Labour Code (CLC), Part 2 and the Canada Occupational Health and Safety Regulations (COHSR);**
- **Ensuring that an Employer's Annual Hazardous Occurrence Report (EAHOR) is submitted to the Federal Human Resources Skills Development (HRSDC) Labour Branch on or before March 1 of each year;**
- Ensuring that Health and Safety Objectives are established that are specific, attainable, time limited, and consistent with the Health and Safety Policy and Program;
- Ensuring that employees' health and safety roles and responsibilities are defined, communicated and monitored;
- Ensuring that a Workplace Health and Safety Committee is established.
- **Ensuring that significant workplace hazards are identified and controlled through the development and implementation of a Hazard Prevention Program that complies with COHSR Section XIX;**
- **Review the effectiveness of the Hazard Prevention Program at least every 3 years, or whenever there is a significant change relating to health and safety in the workplace; Ensuring that a workplace violence program is established that complies with COHSR Section XX;**
- Monitoring on a regular basis the H&S conditions, behaviour of employees and activities in the workplace;
- Conducting & documenting at least quarterly management workplace inspections;
- Ensuring that safety information sessions with employees are regularly conducted;
- Ensuring that significant safety incidents and accidents are investigated;
- Ensuring that required health and safety training is conducted;
- Ensuring that unsafe acts and/or conditions are corrected;
- Ensuring that supervisors and employees are commended for exemplary

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- prevention of those hazards that also provides for the education of employees in health and safety matters related to those hazards;
- where there is no policy committee, shall participate in the development, implementation and monitoring of a program for the prevention of hazards in the work place that also provides for the education of employees in health and safety matters;
 - shall participate in all of the inquiries, investigations, studies and inspections pertaining to the health and safety of employees, including any consultations that may be necessary with persons who are professionally or technically qualified to advise the representative on those matters;
 - shall cooperate with health and safety officers;
 - shall participate in the implementation of changes that may affect occupational health and safety, including work processes and procedures and, where there is no policy committee, shall participate in the planning of the implementation of those changes;
 - shall inspect each month all or part of the work place, so that every part of the work place is inspected at least once each year;
 - shall participate in the development of health and safety policies and programs;
 - shall assist the employer in investigating and assessing the exposure of employees to hazardous substances; and
 - shall participate in the implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices or materials and, where there is no policy committee, shall participate in the development of the program.

HSR Accountabilities: The President will ensure that a regular evaluation is completed to assess the effectiveness of the HSR.

Supervisor’s Responsibilities: Supervisors are responsible for:

- Having knowledge of, and ensuring compliance with the Company H&S Program, and applicable sections of the **CLC Part 2 and COHSR**;
- Monitoring first-hand the H&S conditions and activities of the workplace;
- Being aware of any actual or potential hazards, and associated controls, in the workplace;
- Ensuring that employees are aware of any hazards, and associated controls, in the workplace;
- Ensuring that employees comply with the Company safety rules and procedures;
- Verifying that their employees have required H&S training;

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Workers Accountabilities: Supervisors or a designate will conduct a regular evaluation or review of each worker or supplied labour's performance relative to their assigned H&S responsibilities.

Contractor Responsibilities: Contractors must report to their Company liaison any workplace accident, injury or illness that occurs on Company property as soon as possible. Contractors are responsible to provide competent persons when conducting work for the Company. Contractors are also responsible to demonstrate that they are appropriately covered by the Workplace Safety and Insurance Board by providing a clearance certificate. All Contractors must abide by the Company's Safety Rules and the **CLC Part 2 and COHSR**.

Contractor Accountabilities: Senior Management or a designate will review contractors' H&S performance on a case-by-case basis. Consequences for poor H&S performance may range from written reprimands, to financial penalties to termination of contracts.

Visitors Responsibilities: Visitors to the Company are responsible for:

- Staying with their designated escort;
- Using any personal protective equipment that is required on site;
- Reporting any Company-Workplace-related accident, injury or illness to the Company.

Visitors Accountabilities: Visitors who do not comply with Company requirements may be asked to vacate the premises.

1.4 Communications and Posted Health and Safety Materials

The Safety Program Coordinator is responsible for the administration of this section of the Company Safety Manual, and for ensuring that records are maintained.

The Company strives to promote and ensure that regular Health and Safety communication is maintained between the Company, supervisors and workers and that standards, procedures, safe work practices and measures are available and communicated to workers in consultation with the HSR.

The Safety Program Coordinator will develop and establish a list of health and safety topics, subjects or issues to be delivered by supervisors to workers on a regular basis, and will ensure that attendance of employees at these sessions is documented.

The documented attendance of workers for each scheduled safety talk will be provided to the HSR upon request

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1.5 The Internal Responsibility System and The Health and Safety Representative

Employers and workers share the responsibility for occupational health and safety. This internal responsibility system (IRS) is based on the principle that workplace parties themselves are best able to identify health and safety problems and develop solutions. The CLC is based on the shared duties and responsibilities for employers, supervisors and workers in the framework of the IRS.

Section 136.0 (1-10) of the CLC outlines duties and powers of the Health and Safety Representative (HSR). Section 136.2 (a,b) outlines the process for selection of a HSR. .

The HSR's main role is to improve workplace health and safety by stimulating an awareness of health and safety issues, and a co-operative atmosphere between employers and workers. Essentially the role of the HSR is to audit the effectiveness of the IRS and to identify and monitor workplace hazards and controls.

1.6 Incidents, Hazards and Reporting (WSIB, HRSDC)

The Safety Program Coordinator is responsible for the administration of this section of the Company Safety Manual.

Annual Hazardous Occurrence Report (EAHOR)

The Company is responsible [(COHSR Section 15.10(1) and (2) page XV-4], **not later than March 1 annually**, to complete and sign a report to HRDC using a prescribed Employer's Annual Hazardous Occurrence Investigation Report (EAHOR). This annual report must provide the number of accidents, occupational diseases, and other hazardous occurrences over the 12 month period ending December 31. Records of EAHOR reporting must be kept for 10 years. The Annual report should be submitted to the following address:

Occupational Health and Safety Division
HRSDC-Labour Branch
Place Du Portage, Phase II, 10th Floor
165 Hotel de Ville Street
Ottawa, Ontario
Fax: 819-953-1743

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- Hazardous occurrence with disabling injury in which an injury involves the loss of a body part, the permanent impairment of body function or an injury which prevents the employee to report to work the day following the occurrence or from effectively performing all their regular duties (COHSR Part XV, Section 15.1). The last point is worth emphasizing as it does not correspond to managers and employees usual sense of the term 'disabling injury'.

HRSDC Investigating, Reporting and Record Keeping Requirements

In the event of an HRSDC reportable incident the Company will:

- a) appoint a qualified person to carry out an investigation of the hazardous occurrence;
- b) notify the HSR of the hazardous occurrence and the name of the person appointed to investigate; and
- c) take necessary measures to prevent a recurrence of the incident.

COHSR PART XV, Sections 15.1 to 15.11 addresses responsibilities related to record keeping and reporting for accidents, occupational diseases or other hazardous occurrences and the corresponding reporting requirements. The following section provides summarized reporting requirements; however, the actual Regulations should be consulted to ensure compliance.

Any required reporting should be directed to the Toronto HRSDC office which is located in North York, Ontario at the following address:

4900 Yonge Street, 8th Floor
North York, Ontario
M2N 6A8
Toll free: **1-800-641-4049**
Facsimile: **1-416-954-6178**

1. The Company is required [see COHSR XV Sec. 15.4] to:
 - Have a qualified person investigate any accident, occupational disease or other hazardous occurrence without delay;
 - to notify the HSR;
 - to take necessary measures to prevent a recurrence.

Where the hazardous occurrence is an accident involving a motor vehicle on a public road that is investigated by a Police Officer, the Company investigation will be carried out from the Police investigation report.

2. The Company is required [see COHSR Sec. 15.5] to report, **as soon as**

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WSIB Reportable Injuries

A report must be sent to the WSIB within 3 days if a worker (due to a workplace injury, incident or accident):

- Loses time from work;
- Earns less than a regular day's pay;
- Receives health care treatment.

A report is not required for the WSIB if a worker only needs first aid.

When reporting to WSIB, a form 7 must be completed and submitted to the WSIB within 3 calendar days of a worker suffering a work-related injury, illness or accident. The worker should also be provided with a copy of the Form 7.

Additional guidance on conducting incident accident investigations is provided in *the Company Standard H&S Operating Procedures*.

1.7 Health and Safety Training

The Company strives to ensure that all workers receive required H&S training.

The Safety Program Coordinator is responsible for administering and documenting the Company H&S Training program.

The Safety Program Coordinator will develop an H&S training matrix, and will evaluate the H&S Training program yearly. In addition, the Safety Program Coordinator is responsible for:

- reviewing legislative updates regarding required H&S training;
- reviewing general H&S training, coordinating training, and establishing timeframes for completion;
- ensuring that job descriptions are created and maintained indicating required H&S training and personal protective equipment;
- ensuring that new or modified equipment and/or processes are evaluated for specific H&S training needs;
- reviewing and maintaining employee-training documents and records.

Supervisors are responsible for verifying and documenting that their employees have the necessary H&S training required by the Company as noted on individual job descriptions and/or the H&S Training Matrix.

Employees are responsible to attend applicable training sessions as scheduled, and will be held accountable for applying and using the information and

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1.8 Equipment, PPE and Facilities Maintenance

General

The Safety Program Coordinator is responsible for administration of this section of the H&S Program, and for ensuring that training records are maintained and are readily retrievable.

The Company strives to ensure that equipment, machinery, personal protective equipment (PPE) and devices are maintained in good condition. When such maintenance and repairs are required, they will be carried out promptly or within such time limits as are reasonable and practical.

It is the supervisor's responsibility to ensure that workers are aware of any required PPE for a particular job based on the job description, and it is the supervisor's responsibility to ensure that workers receive proper training on the proper use, care and limitations of any required PPE.

Personal Protective Equipment (PPE)

The Company strives to ensure that all PPE required to be used and worn by workers is appropriate in the circumstances for their protection. Additionally, the PPE is to be selected, used, maintained and inspected according to the **manufacturers' specifications** and recommendations, and workers are aware of, and knowledgeable in the restrictions and limitations respecting the PPE.

Note: PPE will only be used as a last resort in controlling a worker's exposure to any chemical, biological or physical agent. Other control measures, such as engineering controls, will be used where reasonable and practicable.

Workers working in situations, conditions, under circumstances or in areas designated as requiring the provision and use of PPE appropriate in the circumstances, are **responsible to wear and use the PPE designated**. Workers will be held accountable for the correct application of these requirements.

PPE shall meet CSA standards (where applicable) or in the case of respiratory protection NIOSH/MSHA approval (or equivalent).

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List of Equipment, Machinery, Devices and Facilities

Table 4 contains a list of equipment, machinery, devices and facilities which require periodic maintenance.

Table 4
List of Equipment, Machinery, Devices and Facilities
Requiring Periodic Maintenance

Item and Description	Required Maintenance	Comments
Company Vehicles – Regular Maintenance	Trailer service every 30 days; Tractor service every 30 days; oil changes every 30,000 km	Running repairs to be repaired and reported. Work orders to have odometer readings, unit number and signature of mechanic. Mechanic must sign any repair reports handed in by drivers once repair is finished. Driver and mechanic must keep copy of signed report.
Lifting Devices (forklifts)	Prior to being used for the first time and annual examination by competent person to determine its capability of handling the maximum load as rated. Other maintenance as required as per owner's manual.	A permanent record will be kept, signed by the competent person doing the examination. The lifting devices must also be plainly marked so that the operator can determine the maximum rated load

Standards

Wherever possible, maintenance activity for equipment, machinery, devices and facilities will be conducted in accordance with applicable legislated requirements and manufacturer's recommendations. In the event that manufacturer's information is not available, industry standards will be considered.

Maintenance Activities

All health and safety related maintenance and repair work orders shall be *priority one* and carried out without delay. The Safety Program Coordinator will ensure that records of maintenance or repairs are retained and are readily available.

Upon the request of the HSR, the Safety Program Coordinator will provide copies of reports or records described under this section.

1.9 WHMIS, General Chemical and Occupational Safety

It is the responsibility of the Safety Program Coordinator to administer this Section of the H&S Program. .

The Safety Program Coordinator is responsible for the following:

- Ensuring that an inventory of hazardous materials used in the workplace is created and maintained;

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- safe work practices and measures; and
- the establishment of medical surveillance programs.

1.10 First Aid and Return To Work

First Aid

The Safety Program Coordinator is responsible for ensuring that the requirements of COHSR Part XVI, and this Section are carried out, including, but not limited to:

- ensuring that first aid kits are available;
- ensuring that first aid kits contain the required number of components;
- ensuring that first aid kits are regularly checked & that sufficient numbers of trained first aid workers are provided;
- ensuring that first aid records are maintained; and
- ensuring that first aider certificates are posted.

The number of qualified first-aiders will be in accordance with COHSR Part XVI, Section 16.3, as follows: “ At every workplace at which six or more employees are working at any time, the employer shall ensure that there is a first aid attendant.”

First Aid Kits will be established and maintained, and will be furnished with the first-aid equipment required by COHSR Part XVI, Section 16.7.

First-aid stations and boxes will be inspected once every month and documented on a card showing the date and signature of the person who performed the inspection.

Transportation shall be provided immediately to a hospital, clinic, doctor’s office or the worker’s home (if necessary) for any worker injured at the workplace. Records of accidents/injuries shall be maintained in accordance with Part XVI, Section 16.13 of the COHSR.

These records will include:

- the date and time of the reporting of the injury or illness;
- the full name of the injured or ill employee;
- the date, time and location of the occurrence of the injury or illness;
- a brief description of the injury or illness;
- a brief description of the first aid rendered, if any;
- a brief description of the arrangements made for the treatment or transportation of the injured or ill employee;

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- a written **description of the modified work** , including the physical demands of the job;
- a **WSIB functional abilities form (FAF)** which is to be given to the worker's health care professional to be filled out. This form indicates any medical limitations that the worker may have in returning to work. A copy of the completed form is returned to the Company to ensure that the modified work offered is suitable for the employee's limitations.

Workers are responsible to obtain medical information and approval from their health care provider (through the functional abilities form – completed by their Health Care Professional) for participation in the program. Additionally, workers are responsible for adhering to the Company RTW Plan guidelines, including maintaining contact with the Safety Program Coordinator and participating and co-operating in scheduled Return to Work activities.

The following summarizes overall the steps to be taken by the Safety Program Coordinator in the event that modified work is required:

- A WSIB form 7 is completed and submitted to the WSIB within 3 calendar days of a worker suffering a work-related injury, illness or accident. The worker should also be provided with a copy of the Form 7.
- As soon as possible after the incident occurs the employee is provided with the Company RTW package, which includes the:
 - A written offer of modified work;
 - A written modified work job description;
 - A WSIB Functional Abilities Form (FAF) to be completed by the worker's Health Professional.
- The WSIB functional abilities form (FAF) indicates what types of activities a worker can and cannot do, as determined by the Health Professional;
- The Safety Program Coordinator will prepare an individual work plan for the employee that will summarize the objective of the modified work project, anticipated schedule, limitations, and other pertinent information.
- After modified work has been commenced, the Company will keep the WSIB updated every 1 to 2 weeks; The Company will also monitor the worker to ensure that they are able to perform the work safely.

The Company encourages workers to safely return to work, typically by the following means:

- adjusting the number of hours worked;
- adjusting the physical work environment to match the worker's function;
- establishing work duties based on the worker's abilities and limitations;
- establishing work/rest/rehabilitation schedules during the work day; and

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Attendance and participation in the Company H&S Orientation session is mandatory and will be recorded and documented by the Safety Program Coordinator.

1.12 Document Management and Record Control

Document Management

It is the responsibility of the Safety Program Coordinator to ensure that the requirements of this Section are carried out.

The Safety Program Coordinator will ensure that all H&S documents receive a unique identifier and are controlled to track changes and to ensure that the most current documents are readily available.

The Safety Program Coordinator will maintain a log of controlled documents which will include the following information:

- Name of Document;
- Date of Issue;
- Revision Number and/or Date;

Record Control

It is the responsibility of the Safety Program Coordinator to ensure that Health and Safety Records are identified, stored, and that they are readily retrievable.

Only the Safety Program Coordinator or President has the authority to dispose of H&S records.

Unless otherwise prescribed, H&S Records will be retained for seven years.

The following summarizes the types of H&S records that should be kept:

- Management Annual H&S Review minutes;
- Training records;
- Workplace Inspection reports;
- Safety System Audits;
- Incident/accident Reports;
- Safety meeting minutes;
- Safety Talk minutes;
- Medical test results;
- Reports of Emergency Response Drills;

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Review of Health and Safety Trends

The President will review the Company's Health and Safety trends at least once per year. The following items may be included in the review:

- A review of the significant Company hazards and controls based on workplace hazard analyses;
- Company WISB Performance Index;
- Number of WSIB-reportable accidents;
- Number of days lost due to incidents/accidents;
- Number of significant incident/accident reports;
- H&S Training Completed & Gaps Identified;
- Safety Meetings Held and workplace inspections completed;

Response to HSR Recommendations

The President will review annually the number and types of recommendations received from the HSR, and will ensure that all recommendations have been adequately addressed. (Any Company response to HSR formal recommendations should include the timetable for implementing any recommendations agreed to by the Company, or reasons why the Company disagrees with any particular recommendation).

Any response to a formal HSR recommendation will be sent to the HSR and posted on the H & S Board. In addition, the response will be included in the safety meeting minutes.

Health and Safety Integration and Management Inspections

It is the responsibility of the President to ensure that all H&S aspects of the Company are addressed by the H&S Program, and that employees participate in the H&S Program, including senior levels of management.

It is the responsibility of the President to ensure that Safety Program documents and records are identified and controlled. In support of this, the President will review the document and record control system of the Company annually to determine if the safety program has been effectively implemented and integrated into the Company's core business processes.

H&S Communication Program

The President will review annually the Company H&S Communication Program.

Hazard Prevention Program – DST Transportation

To: Ravinder Ahlawat, Terry Remedios	Date: October 14, 2014
From: Graham Chevreau, CCL	
Re: Hazard Prevention Program	DRAFT FOR REVIEW

1.0 Overview

As required by Sections 19.1 to 19.8 of the Canadian Occupational Health and Safety Regulations (COHSR), this document presents a proposed Hazard Prevention Program (HPP) for DST Transportation

2.0 Implementation Plan

The following table summarizes the timeframe and responsible persons associated with the HPP.

Item and Description	Responsible Person	Milestones	Comments
1.0 Workplace Hazards Assessment (WHA) Methodology and assessment of significant hazards	Terry Remedios	Complete WHA by November 15, 2014. Revise WHA every 3 years or whenever a significant new hazard is identified.	The WHA will include any hazardous occurrence investigation reports; first aid records and minor injury records; work place health protection programs; and any results of work place inspections
2.0 Preventative Measures – Elimination, hazard reduction, PPE, administrative procedures and preventative maintenance program.	Terry Remedios	Include as part of the WHA by November 15, 2014	Preventative measures will include ergonomics-related hazards
3.0 Education – Educate employees as to the HPP and control measures. Employees will also be informed as to their rights and responsibilities under the CLC part 2 and COHSR.	Terry Remedios	Include with WHA by November 30, 2014	Revise education plan, if necessary every 3 years, or whenever a significant new hazard is identified.
4.0 Program Evaluation	Terry Remedios	Annual Review by March annually.	Communicate evaluation results to employees.

3.0 Workplace Hazards Assessment Methodology

This section outlines the process for recognizing, assessing and controlling workplace hazards. By properly recognizing, assessing and controlling workplace hazards, the Company expects to:

- Increase knowledge of the dangers inherent in the tasks of employees;
- Enhance safety awareness and improve communication amongst workers;
- Improve focus for workplace safety inspections;
- Improve risk management leading to prevention of incidents and accidents;

-
- Assure compliance with the Occupational Health and Safety Act (OHSA) and applicable regulations.

Factors that will be considered when conducting workplace hazard assessments are:

- People (particularly training);
- Equipment;
- Materials;
- Environment;
- The way the work is performed (process).

To assess each hazard identified in the workplace and determine whether it is significant, consider the following questions:

- Has the hazard contributed to a workplace injury or illness? What is the potential for future injury or illness?
- How severe an injury or illness could result from exposure to the hazard?
- Has the hazard contributed to any “near misses”? How likely will these cause injury or illness now or in the future?
- How many workers are exposed to or likely to come into contact with the hazard?
- Has any hazard testing (measurement) been done (e.g., air sampling in the case of chemical hazards)?
- How well is the hazard controlled vis-a-vis established standards such as legislated limits, CSA standards, HRSDC guidelines, and workplace policies and procedures, etc?

The Company conducts workplace hazard assessments in general conformance with the IAPA document entitled, “*Determining Significant Hazards At Work: A Guide for Employers and HSRs*”.

The following summarizes the general process which is followed.

Identifying Workplace Hazards

Hazards can be identified by various methods, including collecting and reviewing all available information about potential and actual problems in the workplace and by inspecting the workplace. Here are some general guidelines:

- **Workplace Hazard Assessment Team**

Ideally the activity should be conducted with worker and management members of the HSR who have completed Basic Certification Training. Others with specific hazard knowledge or expertise may be included on the workplace hazard assessment team

- **Workplace Hazard Assessment Focus**

Workplace hazard assessments will be conducted based on job functions, such as:

- specific equipment areas
- receiving areas

-
- storage areas
 - customer service areas
 - office areas

areas outside of the workplace (sidewalks, walkways, parking lots, driveways, etc.)

- **Collection and Review of Information**

There are many sources of information that should be considered in identifying the hazards in the workplace, including:

- hazardous materials inventories and material safety data sheets (MSDSs)
- inventories of on-site machinery and equipment and information from manufacturers or suppliers of these items
- work flow or process flow information
- incident, accident, first aid reports
- regulatory inspection information
- Ministry of Labour Hazard Alerts
- inspection reports and orders from the Ministry of Labour
- accident and incident investigation reports
- recommendations made by the joint health and safety committee
- results of previous workplace inspections
- employee reports about hazards
- results of any workplace testing (e.g., air sampling)
- results of work refusals and stoppages
- maintenance reports

- **Floor Plans**

A floor plan may be useful to summarize the information collected. For example, you can mark on the floor plan where accidents and incidents have happened, where chemicals are used and stored, what machines and equipment are used, and where there are special problem areas.

- **Inspect The Workplace**

Inform the appropriate people so that they are not surprised by the inspection. Wear the appropriate personal protective equipment. Be thorough; check the entire area. Talk to employees about hazards and how they may be controlled. Take detailed notes

- **Workplace Hazard Analyses (WHA)**

A summary of significant workplace hazards is completed and incorporated into a WHA table.

When assessing each identified hazard, an assessment should be made of the following:

- the **severity of the loss** that could result from exposure to or contact with the hazard,
- the **frequency of exposure** to the hazard,
- the **probability** of the injury, illness or loss happening.

The following numerical values are used to determine severity, frequency, probability and the overall risk significance.

Severity

- 0: No injury or illness; or quality, production, or other loss of less than \$100
 - 2: Minor injury or illness without lost time; non-disruptive property damage or a quality, production, or loss of \$100 to \$1,000
 - 4: A lost-time injury or illness without permanent disability; or disruptive property damage; or quality, production, or other loss of more than \$1,000 but not exceeding \$5,000
 - 6: Permanent disability of loss of life or body part; and/or extensive loss of structure, equipment, or material; quality, production, or other losses exceeding \$5,000
- Note: Make dollar figures relative to your own company.*

Frequency of Exposure to the Hazard

Assess frequency of an event using the following values.

	Less than daily	Few Times per day	Many times per day
Few	1	1	2
Moderate	1	2	3
Many Times a Day	2	3	3

Probability of the Injury, illness or loss Happening

Assess probability of an event using the following values.

- 1: Less than average chance of loss
- 0: Average chance of loss
- +1: Greater than average chance of loss

Determine Overall Significance of the Hazard

Add values determined for severity, frequency, and probability ratings together to obtain a significance rating.

The overall significance rating will be determined as follows:

- 0-2: Low
- 3-5: Medium
- 6-10: High

If the sum is 6 or greater, the hazard has a **high significance rating**. Such hazards should be regarded as potential training needs for Workplace-Specific Hazard Training and top priorities for control.

If the sum is from 3 to 5, the hazard has a **medium significance rating**. If any hazard in this category was assigned a severity rating of 4 (e.g., because it may lead to a lost-time injury or illness), it too should be considered to be significant and therefore a potential training need.

If the sum is from 0 to 2, the hazard has a **low significance rating**.

All hazards should be assessed relative to existing or recommended controls. Corrective action should be taken for any hazard that is indicated as not having an acceptable existing control.

4.0 Workplace Hazards Assessment

Attachment A presents a Workplace Hazards Assessment (WHA) that was completed in September 2014 for the Company.

DST Transportation

Appendix A - Workplace Hazards Assessment (WHA)

Date Prepared: October 14, 2014

Assessor's Name & Title: Graham Chevreau, CRSP
Assisted by: Terry Remedios

Date of Assessment: September 22, 2014

Risk Assessment Criteria: Severity: 0-6; Frequency 1-3; Probability -1 to +1
Cumulative Risk Significance: 0-2 Low; 3-5 Medium; 6-10 High

1. Description of Area Assessed	2. Hazard Category	3 Identified Hazard(s)	4 Preventative Measures and/or Controls in Place	5.0 Cumulative Risk Significance	6.0 Recommendations Comments
1.0 Driving Vehicles - General	Physical Psychosocial	Collisions, breakdowns, loading and unloading, fatigue.	Driver's abstract checks, road test, orientation, preventative maintenance program, and driver training.	High	Ensure that all drivers have completed required training modules. Develop safe operating procedure (SOP) to formalize truck work orders and driver scheduling.
2.0 Transportation and handling of Chemicals	Chemical	Handling and Exposure to chemicals	Training and PPE	High	Ensure that anyone working with hazardous materials receives WHMIS/GHS training; Ensure that MSDSs are readily available for any hazardous products.
3.0 Forklifts and Power Pallet Equipment	Physical Chemical	Tip-overs, Loading Docks, Collisions, handling of propane	Preventative maintenance program, driver training, PPE	High	Ensure that annual and daily inspections are conducted. Ensure that only trained operators are permitted to operate forklifts or Power Pallet equipment
4.0 First Aid and Emergency Response	Physical Psychosocial	Potential exists for hazardous chemical/medical emergency.	First Aid kits and fire extinguishers are available.	Medium	Lack of current emergency procedures and trained first aiders.Ensure that regular drills are conducted and that first aid kits and fire extinguishers are checked.
5.0 Welding	Physical Chemical	Welder's flash, welding fumes, burns, handling compressed gas cylinders	Ensure use of proper PPE, welding screens. Buddy System	Medium	Ensure that workers have proper training in the use of PPE and WHMIS.
6.0 Mechanics Working Alone at 5810 Shawson	Physical Psychosocial	Mechanics working alone at 5810 Shawson – potential for injury due to type of work or encounters with the public.	Buddy System	Medium	Ensure that mechanics have a "buddy system" when working at 5810 Shawson.
7.0 Working with power tools, and in shop areas.	Physical Chemical	Potential for cuts, noise, fumes, strains and sprains.	Training of workers to recognize and control hazards with PPE.	Medium	Ensure that documentation is kept to verify that workers are aware of hazards and associated control measures.