

Smaller Workplaces Health and Safety Program

(For Health & Safety Representatives)



Program Duration: 12 hours

Hazardous working conditions can harm workers and impact a business' bottom line whether the workplace is large or small. Under Ontario's *Occupational Health and Safety Act (the Act)*, workplaces of all sizes also have considerable legal obligations.

While the human costs of work-related injury, illness and death are incalculable, the cost of WHSC health and safety training makes **sound business sense**. The average lost-time injury in Ontario costs close to \$107,000. This number factors in the costs in fines, prosecutions, WSIB compensation premium hikes, stop work orders, and lost productivity. Research demonstrates properly trained health and safety representatives can help avoid negative outcomes *and* safeguard workers.

According to *the Act*, most workplaces which regularly employ more than five workers and less than 20 must ensure at least one health and safety representative (HSR) is in place. The **HSR must be a worker** employed at the workplace, who does not exercise managerial functions. Employers must ensure workers, or a union where the workplace is unionized, select the HSR.

Like Joint Health and Safety Committee members in larger workplaces, HSRs in smaller workplaces have [legal duties and powers](#) in support of the internal responsibility system (IRS) and safer, healthier work. Examples include:

- Identifying hazards and potential hazards
- Inspecting the workplace at least once a month
- Recommending measures to protect workers
- Investigating critical injuries and fatalities, and
- Participating in work refusal investigations.

WHSC *Smaller Workplaces Health & Safety Program* is designed to ensure worker HSRs understand and **competently exercise these duties and powers**. To this end, training participants will review the roles all workplace parties are intended to play and as set out in *the Act*, with an emphasis on the employer, supervisor and HSR legal obligations. They will explore the many hazards and potential hazards that can place the immediate safety and long-term health of workers at risk. General principles for hazard control and prevention will be also be reviewed so HSRs can present employers with recommendations to eliminate or control hazardous worker exposures and help establish/maintain a workplace health and safety program.

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TRAINING



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(For Health & Safety Representatives) *cont'd*

This WHSC training is **applicable to all provincially-regulated workplaces** and consists of the following modules:

- Introduction
- Internal Responsibility System (IRS)
- Understanding the law
- Employer Responsibilities
- Worker Participation
- Human Health
- Hazard Identification
- Hazard Assessment
- Hazard Control
- Workplace Inspection
- Workplace Investigation.

Like all WHSC training, this program also ensures:

- Participant-centred learning
- Demonstration of knowledge and skills
- Portable records of training
- Highly competitive pricing
- Ongoing support.

