

APPENDIX H: OHSА Compliance Checklist

Purpose of this tool

This tool was designed to assist organizations to assess and verify compliance with relevant legislative requirements.

Who Uses this tool

- Employer
- Incident investigator(s) / Investigation team
- Any additional individuals responsible for legal compliance within the organization

How to Use this tool

Review the legislative requirements in the table below. Check off the corresponding boxes to confirm that the organization has achieved compliance; leave the boxes unchecked if not in compliance.

OHSA Compliance Checklist

Key OHSA Duties (applied to the workplace violence hazard)

Employer shall ensure that:

- The equipment, materials and protective devices as prescribed are provided;
- The equipment, materials and protective devices provided by employer are kept in good condition; and
- The measures and procedures prescribed are carried out in the workplace OHSA s. 25(1)(a)(b)(c)

e.g., workers have the alarms required for workplace violence protection and it is in good condition and used as intended.

Employer shall provide, information, instruction and supervision to a worker to protect the health and safety of the worker OHSA s.25(2)(a) e.g., workplace violence program training on policy and necessary workplace violence procedures, workplace violence equipment education and training, emergency response etc.

Employer shall acquaint a worker or a person in authority over a worker with any hazard in the work s. 25(2)(d) e.g., supervisors/managers and workers are acquainted with workplace violence hazards.

Employer and supervisor shall take every precaution reasonable in the circumstances for the protection of a worker [s. 25(2)(h)].

e.g., workplace violence program and preventive measures and procedures in place, worker and manager training, personal safety response system and devices and communication of the risk of violence.

Ensure supervisors appointed are competent persons which are defined as:

- Qualified because of knowledge, training and experience to organize the work and its performance
- Familiar with OSHA and the regulations that apply to the work e.g. workplace violence requirements, how to protect workers
- Has knowledge of any potential or actual dangers to health or safety in the workplace e.g. workplace violence in the areas under their authority
- OHSA s. 25(2)(c) and s. 1

e.g., OHS competent supervisor training program that includes understanding OHS responsibilities and accountabilities, competence regarding workplace violence hazards and controls including the workplace violence program.

Supervisor shall ensure that a worker,

- Works in the manner and with the protective devices, measures and procedures required by the Act and regulations.

e.g., follows workplace violence prevention policy, procedures, rules etc.; and

- Uses or wears equipment, protective devices or clothing that the worker's employer requires to be used or worn, e.g. personal safety response system devices etc. s.27(1)(a)(b)

e.g., supervisor enforces workplace violence prevention program requirements and rules in the work areas under their authority.

Supervisor shall

- Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware.

e.g., supervisor ensures workers are aware of potential or actual workplace violence that may affect the worker's health and safety.

Key OHS Act Duties (applied to the workplace violence hazard)

OHS Act workplace violence

Workplace violence program to include measures and procedures:

- To control the risk identified in the workplace violence risk assessment required in the act OHS Act s. 32.0.2(2)(a)
- In place to summon immediate assistance where workplace violence is to occur or likely to occur s.32.0.2(2)(b)
- For workers to report incidents of workplace violence to the employer or supervisor s.32.0.2(2)(c)

e.g., workplace violence program protects workers and includes the noted requirements.

Employer shall assess the risks of violence that may arise from the nature of the workplace, type of work or the conditions of work OHS Act 32.0.3(1)

e.g., current and updated risk assessment is available and adequately protects workers.

Employer shall reassess the risks of workplace violence as often as necessary to ensure that the related workplace violence policy and related program continue to protect workers from workplace violence OHS Act s.32.0.3(4)

e.g., workplace violence reassessments are conducted regularly and when there are changes so that workers are protected.

Employer to provide information to a worker with information and instruction for the worker on the contents of the policy and program with respect to workplace violence and any other prescribed information or instruction OHS Act s.32.0.5(1)(2).

e.g., workers receive all the necessary and adequate information and instruction on workplace violence policy, program and preventive measures such as a policy, procedures for emergency response, when to call the police, information on all types of workplace violence summoning immediate assistance, workplace security, communicating workplace violence risk, how to protect themselves de-escalation and non-violent crisis intervention, mandatory reporting, requirement to follow safety rules.

Employer to provide information to a worker and a supervisor to advise a worker and provide information including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if,

- a) A worker can expect to encounter that person in the course of his or her work; and
- b) The risk of workplace violence is likely to expose the worker to physical injury OHS Act s. 32.0.5(3) and where NO employer or supervisor shall disclose more personal information in the circumstances than reasonably necessary to protect the worker from physical injury s. 32.0.5(4)

e.g., communicating workplace risk especially for those who have a history of violence.

Other

Worker Right to Refuse

Workers have the right to refuse unsafe work respective of the limitations to refuse as outlined in the act.

e.g., workers know their right to refuse unsafe work including workplace violence; and employer/supervisor, workers and JHSC/HSR understand the work refusal process and how it related to workplace violence.