

LEGISLATION OVERVIEW .....	3
THE INTERNAL RESPONSIBILITY SYSTEM (IRS).....	3
LEGISLATION.....	3
Regulations / Codes.....	3
Standards.....	4
Guidelines.....	4
Other Guidance.....	4
DUTIES AND RESPONSIBILITIES.....	4
Employers.....	5
The General Duty Clause.....	6
Health and Safety Programs and Policies.....	6
Supervisors.....	7
Workers.....	7
RIGHTS.....	7
The Right to Know.....	8
The Right to Participate.....	8
The Right to Refuse.....	8
ENFORCEMENT.....	8
PENALTIES.....	10
REPRISALS.....	10
SUMMARY.....	10
HEALTH AND SAFETY COMMITTEES.....	11
INTRODUCTION.....	11
COMMITTEE MEETINGS.....	11
COMPOSITION OF THE HSC.....	11
DUTIES OF A HEALTH AND SAFETY COMMITTEE.....	12
WORK REFUSALS.....	13
CERTIFIED MEMBERS (IF REQUIRED).....	14
WORK STOPPAGES.....	14
EFFECTIVE HEALTH AND SAFETY COMMITTEES (HSCs).....	16
BARRIERS TO EFFECTIVE COMMUNICATION.....	18
STRUCTURE OF COMMITTEE.....	18
Co-Chairs.....	18
Secretary.....	18
TERMS OF REFERENCE.....	19
QUORUM.....	20
RESOURCES.....	20
RECOMMENDATIONS.....	21
Recognize the Hazard.....	21
Assess the Hazard.....	21
Consider Possible Controls.....	22
Reach an Agreement.....	22
Present the Recommendation.....	22
SUMMARY.....	22
CASE STUDY - PREPARING AND MAKING RECOMMENDATIONS.....	23

HEALTH AND SAFETY HAZARDS.....	25
INTRODUCTION.....	25
OCCUPATIONAL ILLNESSES .....	25
OCCUPATIONAL INJURIES.....	25
THREE STEP HAZARD RESPONSE.....	27
Recognition .....	28
Assessment.....	28
Control .....	29
CONTRIBUTING FACTORS.....	31
People.....	31
Equipment.....	31
Materials .....	31
Environment.....	32
Process .....	32
CASE STUDY    RECOGNITION, ASSESSMENT AND CONTROL.....	33
CONTRIBUTING FACTORS.....	34
WORKPLACE HEALTH HAZARDS .....	34
Routes of Entry and Body Systems.....	35
Workplace Hazardous Material Information System (WHMIS).....	37
Biological Hazards .....	37
Musculoskeletal Disorder Hazards.....	38
Physical Hazards .....	39
Psychosocial Hazards.....	41
WORKPLACE SAFETY HAZARDS.....	42
WORKPLACE INSPECTIONS .....	45
INTRODUCTION.....	45
LEGISLATION.....	45
PURPOSE AND OBJECTIVES .....	46
TYPES OF INSPECTIONS.....	46
ACCIDENT INVESTIGATION .....	49
INTRODUCTION.....	49
LEGISLATION.....	49
CRITICAL INJURIES .....	49
Securing the Scene.....	50
Notifying the Appropriate People.....	51
Investigating the Accident .....	51
Analyzing the Information.....	52
Investigation Reporting .....	52
APPENDIX .....	54
GLOSSARY .....	54
ONLINE RESOURCES .....	60
HAZARDOUS MATERIALS.....	61
CANADIAN WORKERS COMPENSATION BOARDS.....	62
PROVINCIAL HEALTH AND SAFETY ENFORCEMENT ORGANIZATIONS.....	63
SAMPLE HEALTH AND SAFETY COMMITTEE MINUTES FORM .....	64
SAMPLE WORKPLACE INSPECTION FORM .....	65
SAMPLE RECOMMENDATION FORM .....	66