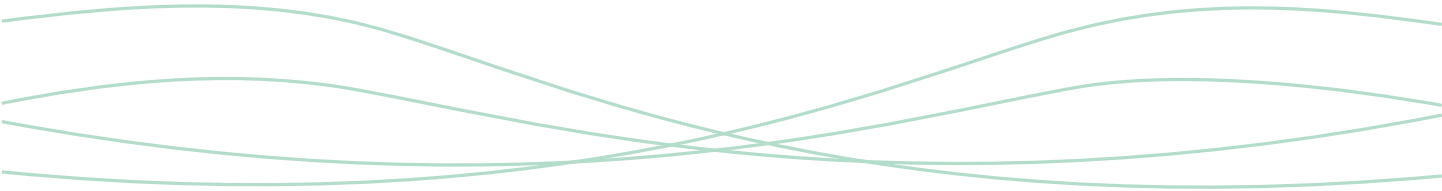


Determining Significant Hazards At Work

A Guide for Employers and JHSCs



IAPA

It's About Making A Difference.

Determining Significant Hazards At Work

A Guide for Employers and JHSCs

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What is this Guide About?

This guide is designed to help employers work together with their joint health and safety committees to meet the requirement for *Workplace-Specific Hazard Training*. This training, which is required by the *Workplace Safety and Insurance Board*, makes up the second part of the certification process for designated joint committee members. Basic or Core Training is the first part.

Before designated committee members can take workplace-specific training, however, some important groundwork must be done. This includes:

- identifying the hazards in your workplace
- assessing the hazards for their significance
- determining training needs based on the significant hazards

Such groundwork is the focus of this guide. In addition to reviewing the legal requirements of certification training, the guide:

- leads you through the hazard identification and assessment process using IAPA's *Workplace Hazard Assessment Form*
- helps you to determine significant hazards and identify training needs
- directs you to next steps after you complete your assessment
- provides you with various tools, forms and resources, including a summary of the top disabling injuries and illnesses in your industry

About Certification Training

Under section 9(12) of the Occupational Health and Safety Act (OH&S Act), at least one worker member and one management member of a joint health and safety committee (JHSC) has to be a certified member. (JHSCs are required in most workplaces where 20 or more workers are regularly employed.)

As determined by the Workplace Safety and Insurance Board (WSIB), which has the authority to set certification training program standards, the certification of joint health and safety committee members is a two-part process:

- *Part One: Basic or Core Certification Training*
- *Part Two: Workplace-Specific Hazard Training*

Both are required for a joint health and safety committee member to become certified.

Certification Part One

Basic or Core Certification Training, which was introduced in 1993, is an introduction to the fundamentals of workplace health and safety. It covers the following topics:

- the law
- workplace safety
- workplace health
- joint health and safety committees
- workplace inspections
- accident investigations

Certification Part Two

Workplace-Specific Hazard Training, which was introduced in 1997, builds on Basic Training. It focuses on the significant hazards in your workplace and instructs participants on how to identify, assess and control those hazards.

The WSIB had set a compliance date of **December 31, 2001** for *Workplace-Specific Hazard Training*. By that date, employers must:

1. conduct a workplace hazard assessment
2. determine which hazards are significant
3. train designated members of the joint committee on the significant hazards (unless such training has already been taken)

Once the training is complete, employers must also notify the WSIB in writing.

Sector-Specific Programs

Sector-specific programs are an alternative way for employers to meet the requirements of Certification Part Two. These programs must be developed to address hazards common to the majority of workplaces within a sector. All sector-specific programs must be approved by the WSIB. These programs must also be endorsed by either a trade association or a bipartite group. Hazard assessments are not necessary if this option is chosen. However, employers should review their duties under section 25 of the OH&S Act.

Note: The employer may have to provide additional training if the sector-specific program does not cover significant hazards that are unique to his or her workplace.

Regardless of the type of training provided (workplace-specific or sector-specific), the designated committee members should be able to:

- describe each significant hazard and how it may cause injury or illness
- identify the relevant laws, standards and guidelines for the hazard
- describe how to identify and assess the hazard
- describe ways of controlling the hazard
- prepare an action plan to identify, assess, and control the hazard based on an actual workplace situation

Identifying Workplace Hazards

Before you can assess the hazards in your workplace, you must ensure that you have done a thorough job of identifying them. Hazards can be identified by various methods, including collecting and reviewing all available information about potential and actual problems in your workplace and by inspecting the workplace. Here are some general guidelines:

1. Form a team

While the employer is legally responsible for conducting the hazard assessment, it is wise to use a team approach. Ideally, the activity should be conducted with the worker and management members of the joint committee who completed Basic Certification Training. You may also wish to include others with specific hazard knowledge or expertise on the assessment team.

2. Determine where to begin

You may want to divide your workplace into major work areas or steps in the work flow. Regardless of how you do it, the key is that all areas must be considered for hazards. This includes:

- receiving areas
- storage areas
- processing areas
- customer service areas
- office areas
- areas outside of the workplace (sidewalks, walkways, parking lots, driveways, etc.)

3. Collect and review information

There are many sources of information that you can turn to for help in identifying the hazards in your workplace. Examples include:

- hazardous materials inventories and material safety data sheets (MSDSs) (see page 51 for IAPA's Hazardous Materials Inventory Form)
- inventories of on-site machinery and equipment and information from manufacturers or suppliers of these items (see page 53 for IAPA's Machinery/Equipment Inventory Form)
- work flow or process flow information
- injury and illness reports for your workplace and industry (see page 33 for a report on your industry)

-
- 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
 - inspection reports and orders from the Ministry of Labour

4. Use a floor plan

A floor plan of your workplace can help you summarize the information you collect. 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.

5. Inspect your workplace

Inform the appropriate people so that they are not surprised by your 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. For more on workplace inspections, refer to the participant's manual or workbook from Basic Certification Training.

Note: Employers should take immediate corrective action if any serious hazards are discovered during the workplace hazard identification and assessment process.

Assessing Workplace Hazards

Once you've identified the hazards in your workplace, you are ready to move to the next step – assessment. IAPA has developed a Workplace Hazard Assessment Form specifically for this purpose. Use the form to record each hazard that you've identified and then assess it for its significance. A copy of the form appears on the next page; guidelines for completing the form begin on page 9. For a sample of a completed form, turn to page 31.

Make as many copies of IAPA's Workplace Hazard Assessment Form as you need (a blank copy appears on page 29).

Workplace Hazard Assessment Form (Page 1 of 2)

| 1. Work Area/ Flow | 2. Hazard Category <small>(Physical, Chemical, Biological, Ergonomic, etc.)</small> | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required Y/N | 6. Controls in Place | |
|-----------------------|---|---|----------------------|-----------------------|------------------------------|---------------------------|------------------------------------|-------------------------|-----------------|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | | Y/N | Adequate Y/N |
| Receiving | Material handling hazards | Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended. | 6 | 2 | +1 | 9 | Y | Y | N |
| | | | | | | | | | |
| | | | | | | | | | |

Location: Windsor Plant **Completed by:** Sameena Quierishi, Danny Lu, Nick Prokos **Date:** May 31, 2001

Workplace Hazard Assessment Form (Page 2 of 2)

A. Severity (0-6)

- 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.

B. Frequency (1-3)

| Number of persons who may be exposed to or have contact with the hazard | Number of times persons may be exposed to or have contact with the hazard | | |
|---|---|-------------------|--------------------|
| | Less than daily | Few times per day | Many times per day |
| Few | 1 | 1 | 2 |
| Moderate | 1 | 2 | 3 |
| Many | 2 | 3 | 3 |

C. Probability (-1 to +1)

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

D. Significance (0 - 10)

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

Severity + Frequency + Probability = Significance

Guidelines for Completing IAPA's Hazard Assessment Form

Workplace Hazard Assessment Form (Page 1 of 2)

| 1. Work Area/ Flow | 2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.) | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required | 6. Controls in Place | |
|-----------------------|--|-----------------------|----------------------|-----------------------|------------------------------|---------------------------|-------------------------|-------------------------|-----------------|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | Y/N | Y/N | Adequate Y/N |
| Receiving | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Location: | | | Completed by: | | | Date: | | | |

Select a work area (e.g., storage area, office area) or a step in the work flow (e.g., receiving) and list it here. You will then have to repeat the process described on the pages that follow for all the other work areas or steps in the work flow.

In the example above, we have selected the receiving area. For additional examples, turn to the sample form on page 31.

Column 2. Hazard Category

Workplace Hazard Assessment Form (Page 1 of 2)

| 1. Work Area/ Flow | 2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.) | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required Y/N | 6. Controls in Place | |
|-----------------------|--|-----------------------|----------------------|-----------------------|------------------------------|---------------------------|------------------------------------|-------------------------|-----------------|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | | Y/N | Adequate Y/N |
| Receiving | Material handling hazards | | | | | | | | |
| | | | | | | | | | |
| Location: | | | Completed by: | | | Date: | | | |

Identify the hazard category(ies) that apply to the work area/flow chosen in column 1. By thinking of major hazard categories first, it will help you to organize your hazard information into more manageable chunks.

*As defined by the WSIB, a **hazard** is any practice, behaviour or condition or combination of these that can cause injury or illness in people or damage to property.*

When identifying hazards in your workplace, be sure to consider both health and safety hazards. Health hazards can lead to illnesses or disorders such as inflamed or irritated joints (e.g., tendonitis, epicondylitis), skin diseases (such as dermatitis), carpal tunnel syndrome, hernias and various cancers. Some health hazards can also have harmful reproductive effects. For information on the categories of health hazards that were covered in *Basic Certification Training*, see the next page.

Safety hazards can lead to traumatic types of injuries such as sprains, bruises, fractures and cuts. For information on the categories of safety hazards that were covered in *Basic Certification Training*, see page 12. In the form above, we have chosen material handling hazards as our first hazard category.

Health Hazard Categories

Here is a summary of the five health hazard categories that were covered in Basic Certification Training. For more information about these hazards, check the participant's workbook or manual. Create your own additional health hazard categories as needed if they better reflect the specific conditions in your workplace (e.g., office hazards or welding hazards).

1. Physical hazards

Physical hazards are forms of energy that can harm the body if exposed. Examples include: noise, vibration, temperature extremes (hot or cold), and radiation. The effects of exposure can respectively include: temporary or permanent hearing loss; damage to the small blood vessels and nerves; heat cramps, exhaustion and stroke; frostbite and hypothermia; cancer and eye damage.

2. Chemical hazards

Chemical hazards can take the form of solids, liquids, vapours, gases, dusts, fumes or mists. They can be inhaled, ingested or absorbed into the body. Examples include: paints, solvents, cleaners, degreasers, acids, and cutting oils. Exposure to chemical hazards can cause irritation, allergic reactions, depression of the nervous system, asphyxia, lung disease and cancer. Some chemicals can also have harmful effects on the reproductive system.

3. Biological hazards

Biological hazards are living things or substances produced by living things that can cause illness in humans. These hazards enter the body by inhalation, ingestion or absorption. Examples of biological hazards include: bacteria, viruses, fungi, parasites and plants. Effects of exposure include: tuberculosis, tetanus, food poisoning, boils, blood poisoning, ringworm, thrush, hepatitis, mumps, German measles, and rabies.

4. Ergonomic or work design hazards

Ergonomic hazards arise from the design and organization of work. They can harm the body by placing strain on the musculoskeletal system and overloading the muscles, tendons, joints, ligaments, nerves and blood vessels. Look for ergonomic hazards in: workstation layout and design, tool and equipment design, the work environment, and general work organization.

5. Stress or psychosocial hazards

Workplace stressors can lead to excess stress or distress and have been identified as important factors in many types of illness, including heart disease and high blood pressure. There are two main types of stressors: physical (e.g., noise and vibration) and organizational stressors (e.g., lack of job control, work overload, role uncertainty and conflict, isolation and workplace violence).

Safety Hazard Categories

Here is a summary of the five safety hazard categories that were covered in *Basic Certification Training*. For more information about these hazards, check the participant's workbook or manual. Create your own additional safety hazard categories as needed if they better suit the specific conditions in your workplace (e.g., vehicle driving hazards or hand tool hazards).

1. Material handling hazards

Manual material handling can involve lifting, carrying, lowering, pushing, and pulling. All of these activities can lead to muscle strains, tears and pulls of the back, shoulders, arms and abdomen.

Mechanical material handling can involve such devices as forklift trucks, conveyors, cranes, and hand carts and trucks. These devices can introduce many hazards including accidental contact with moving equipment or parts, loads, or electricity.

Handling of hazardous materials, such as corrosives, flammables and reactives is another key area. Exposure can cause serious harm to people and extensive damage to property.

2. Machine hazards

Any machine can be a hazard, especially those with moving parts that can get tangled in a worker's clothes or come into contact with a worker's body. Here are some examples:

- workers may be crushed if they get caught in rotating shafts, belts or pulleys
- body parts may be injured or severed by presses, blades and saws
- workers may be struck by flying projectiles from machines

3. Energy hazards

Workers can be seriously injured by the sudden movement of machine components, electrical shock or other releases of energy when they are adjusting or maintaining equipment. Energy sources include: electricity, steam, heat, pneumatic or hydraulic pressure and gravity as well as mechanical and chemical energy.

4. Work practice hazards

Failure to have or to follow safe work practices is a significant cause of injuries. Performing work safely in accordance with established safe work procedures is a fundamental element in the control of safety hazards. Employers, supervisors and workers all share a responsibility in this.

5. Confined space hazards

Confined spaces are work spaces where hazardous gases, vapours, dusts or fumes may build up or where an oxygen-deficient atmosphere may be created. Examples include: storage tanks, vaults, pits, vats, silos, pipelines, ducts and tunnels. Other hazards of confined spaces include: difficulty of entry and exit and working in awkward spaces, poor walking surfaces, poor visibility, and extremes of temperature and noise.

Column 3. Identified Hazards

Workplace Hazard Assessment Form

| 1. Work Area/ Flow | 2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.) | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required Y/N | 6. Controls in Place | |
|-----------------------|--|---|----------------------|-----------------------|------------------------------|---------------------------|------------------------------------|-------------------------|-----------------|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | | Y/N | Adequate Y/N |
| Receiving | Material handling hazards | Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended. | | | | | | | |
| | | | | | | | | | |
| Location: | | | Completed by: | | | Date: | | | |

List the specific hazards that you've identified here. For example, if in column 2, you indicated physical hazards as the hazard category, you should list the specific physical hazards here in column 3. In this case, you may list noise from a machine or vibration from a power tool. If you are not sure which hazard category the hazard belongs to (and you've decided against creating a new hazard category as mentioned in the guidelines for column 2), simply list the identified hazard here in column 3 (e.g., ladders or indoor air quality).

In the example above, we have identified forklift trucks as one of our specific material handling hazards.

Column 4. Hazard Assessment

Workplace Hazard Assessment Form

| 1. Work Area/ Flow | 2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.) | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required | 6. Controls in Place | |
|-----------------------|--|---|----------------------|-----------------------|------------------------------|---------------------------|-------------------------|-------------------------|-----------------|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | Y/N | Y/N | Adequate Y/N |
| Receiving | Material handling hazards | Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended. | 6 | 2 | +1 | 9 | | | |
| | | | | | | | | | |
| Location: | | | Completed by: | | | | Date: | | |

As defined by the WSIB, a hazard is significant when, if not properly controlled, it has the potential to cause a lost-time injury or occupational disease.

To assess each hazard that you have identified in your 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 in your workplace (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, MOL guidelines, and workplace policies and procedures, etc? (For more on controls, see page 21.)

When assessing each hazard that you have identified, consider:

- 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

Severity

| A. Severity (0-6) | |
|--|---|
| 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 |
| <i>Note: Make dollar figures relative to your own company.</i> | |

Using Table A above, which is taken from page 2 of the *Workplace Hazard Assessment Form*, consider the consequences of exposure to or contact with the hazard. Could it result in a minor injury or a permanent disability? Could it cause minor equipment damage or extensive damage to the premises? Use the dollar figures provided in Table A as a guide only. You may need to adjust these figures to better reflect the size and nature of your business.

On the severity scale, the ratings range from 0 to 6. Pick the number that most closely corresponds with the severity of loss that could result. If a lost-time injury with no permanent disability could result, for example, you would enter the number 4 in the space provided on page 1 of the form.

In our example on page 15, we have assigned forklift trucks a severity rating of 6.

Frequency

| B. Frequency (1-3) | | | |
|---|---|-------------------|--------------------|
| Number of persons who may be exposed to or have contact with the hazard | Number of times persons may be exposed to or have contact with the hazard | | |
| | Less than daily | Few times per day | Many times per day |
| Few | 1 | 1 | 2 |
| Moderate | 1 | 2 | 3 |
| Many | 2 | 3 | 3 |

Using Table B above, consider two questions to assess the frequency of exposure:

- How many people may be exposed to or have contact with the hazard (few, moderate, many)?
- How many times may people be exposed in a work day (less than daily, a few times per day, many times per day or more)?

Be sure to consider persons who regularly work in the area as well as those who may only be there temporarily. In our example on page 15, we have entered a frequency rating of 2 – a few persons may be exposed to the hazard many times per day.

Probability

| C. Probability (-1 to +1) |
|---|
| -1: Less than average chance of loss |
| 0: Average chance of loss |
| +1: Greater than average chance of loss |

Using Table C, consider the likelihood of the loss happening. If there is a less than average chance of loss, assign a rating of -1; if the likelihood is greater than average, give it a +1. Enter that number in the space provided on page 1 of the form. In our example on page 15, we have determined that there is a greater than average likelihood of loss happening. (This is based on our analysis of injury and illness data.) Therefore, we have assigned a rating of +1.

Significance

| D. Significance (0 - 10) | |
|--------------------------|--------|
| 0-2: . | Low |
| 3-5: | Medium |
| 6-10: | High |

Add your severity (A), frequency (B), and probability (C) ratings together to obtain a significance rating (D). As shown in Table D above, 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.

Consider also the hazards that received 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.

Enter the sum in the space provided on page 1 of the form. You may also wish to circle those numbers that are 6 or greater in value as a quick visual reminder of the highly significant hazards in your workplace. In our example on page 15, the significance rating adds up to 9.

***Note:** The WSIB has identified examples of hazards or groups of hazards that may be significant in your workplace and therefore appropriate for Workplace-Specific Hazard Training. For more information, see page 50.*

Colum 5. Training Required

Workplace Hazard Assessment Form

| 1. Work Area/ Flow | 2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.) | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required Y/N | 6. Controls in Place | |
|-----------------------|--|---|----------------------|-----------------------|------------------------------|---------------------------|------------------------------------|-------------------------|-----------------|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | | Y/N | Adequate Y/N |
| Receiving | Material handling hazards | Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended. | 6 | 2 | +1 | 9 | Y | | |
| | | | | | | | | | |
| Location: | | | Completed by: | | | | Date: | | |

Employers must provide training for the designated JHSC members on the significant hazards that have been identified. For every significant hazard in your workplace, the designated members should be able to:

- describe the hazard and how it may cause injury or illness
- identify the relevant laws, standards and guidelines for the hazard
- describe how to identify and assess the hazard
- describe ways of controlling the hazard
- prepare an action plan to identify, assess and control the hazard, based on an actual workplace situation

Yes, training is required

Enter yes or “Y” in the space provided in column 5 if:

- the hazard is significant (generally when column 4D has a value of 6 or greater) and
- the designated members have not already taken “equivalent” training (this is training that meets the learning objectives outlined above)

No, training is not required

Enter no or “N” if:

- the hazard is not significant (generally when column 4D has a value of 5 or less) or
- if the designated committee members have already taken equivalent training

***Note:** If equivalent training has already been taken, consider how long ago the training took place and how relevant it is to the present workplace. Note also that the employer, in consultation with the joint health and safety committee, should determine if training is equivalent.*

In our example on the previous page, we have determined that training is required because the hazard is significant and no equivalent training has been taken.

Column 6. Controls in Place

Workplace Hazard Assessment Form

| 1. Work Area/ Flow | 2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.) | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required Y/N | 6. Controls in Place | |
|-----------------------|--|---|----------------------|-----------------------|------------------------------|---------------------------|------------------------------------|-------------------------|-----------------|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | | Y/N | Adequate Y/N |
| Receiving | Material handling hazards | Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended. | 6 | 2 | +1 | 9 | Y | Y | N |
| | | | | | | | | | |
| Location: | | | Completed by: | | | | Date: | | |

Indicate whether controls are in place for the hazard you've identified and whether they are adequate. As covered in Basic Certification Training, controls can be located:

- at the source (e.g., replacing a broken ladder or substituting a less hazardous substance for one that is more hazardous or enclosing a hazardous process)
- along the path (e.g., setting up a barricade to restrict worker access to a hazardous area or using ventilation to control worker exposure to chemicals)
- at the worker (e.g., wearing safety goggles with side shields to protect the eyes from flying objects)

Controls at the source are always preferred.

Controls include:

- controls required by law (e.g., Regulations for Industrial Establishments which apply to industrial and retail workplaces; Ontario Fire Code; Ontario Building Code)
- company rules
- engineering controls (e.g., machine guards, ventilation systems, special materials that reduce noise)
- job procedures and safe work practices
- personal hygiene practices and facilities
- standards set by organizations such as CSA International (e.g., CSA standards for electrical equipment)
- manufacturers' specifications and user information (e.g., for hoists)
- emergency systems (e.g., emergency lighting, sprinkler systems, etc.)
- administrative controls (e.g., job rotation, work/rest periods)
- personal protective equipment (e.g., safety footwear, gloves, glasses, respirators)

To determine whether the hazard controls in your workplace are adequate, consider how well they measure up against established standards, such as legislated limits and standards. Indicate yes ("Y") or no ("N") in the space provided.

In our example, controls are in place. However, because we believe they could be improved upon, we have entered an "N" in the "Controls Adequate" column.

***Note:** You may require the help of an expert in determining the adequacy of some controls (e.g., ventilation systems). In these cases, your team may need to consult with a specialist, such as an industrial hygienist, ergonomist or machine safety specialist. For more information on the technical assistance available from IAPA, call 1-800-406-IAPA (4272).*

Location, Completed by, Date

Workplace Hazard Assessment Form

| 1. Work Area/ Flow | 2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.) | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required Y/N | 6. Controls in Place | |
|--------------------------------|--|--|---|-----------------------|------------------------------|---------------------------|------------------------------------|-------------------------|-----------------|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | | Y/N | Adequate Y/N |
| Receiving | Material handling hazards | Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended. | 6 | 2 | +1 | 9 | Y | Y | N |
| | | | | | | | | | |
| Location: Windsor Plant | | | Completed by: Sameena Quierishi, Danny Lu, Nick Prokos | | | | Date: May 31, 2001 | | |

Location

If your company has multiple locations in Ontario, state the location for which you have completed your assessment. This is important if your report is to be sent to your head office location.

Completed by

The employer's name or employer's representative's name should be entered here. We also recommend that the designated joint committee members who participated in the hazard identification and assessment process include their names, too.

Date

Indicate the date on which the assessment was completed.

What's Next?

Congratulations! You've identified the hazards in your workplace, assessed them for their significance and identified training needs for the designated joint health and safety committee members. Now what?

1. Share the results of the hazard assessment with the JHSC

Not only does this make good sense, but employers have a legal duty to do so (OH&S Act, sections 9(18)(d) and 25(2)(l)). The JHSC may wish to review the assessment and make written recommendations regarding the training needs of designated committee members and the equivalency of training (if applicable). Under section 9(20) of the *OH&S Act*, the employer must respond to these recommendations in writing, within 21 days.

2. Arrange for training

Once you have agreement on the significant hazards and training needs, the employer must arrange for training in those hazards (unless equivalent training has already been taken). For training programs that are available from IAPA, see *How IAPA Can Help* on page 25.

3. Inform the WSIB when training is complete

Once the designated committee members have been trained, the employer must notify the WSIB using Form 3189A, *Workplace-Specific Hazard Training Confirmation to WSIB* (for a copy of the form, see page 57). Once the form is filled in, it should be signed by the employer or employer's representative and the training participants. It should then be sent to the WSIB, Prevention Division. The WSIB will then issue new certification cards to the certified members.

4. Review the action plan and take all necessary corrective steps

Employers have a legal responsibility to take every precaution reasonable in the circumstances to protect the health and safety of workers (OH&S Act, section 25(2)(h)). Once the designated members prepare their health and safety action plan, the employer has a duty to review the plan and implement the action steps wherever practicable. If the designated members did not complete the action plan during the training, they may develop the plan back at work. The members may wish to use IAPA's *Health and Safety Action Plan Form* on page 55.

5. Continue to provide training

Employers should continue to provide workplace health and safety information, instruction and training to certified members and others in the workplace as part of the ongoing health and safety program. This includes workers, supervisors and joint committee members (*OH&S Act*, sections 25(2)(a) and 26(1)(l)).

How IAPA Can Help

IAPA offers a range of programs, products and services to help you with your certification training needs.

Certification Part One

Basic Certification Training

Two three-day courses are available: one for the manufacturing sector; one for offices and a two-day course for those with basic knowledge of health and safety and who prefer a faster-paced program. All courses are offered regularly at IAPA training centres throughout Ontario.

Certification Part Two

Sector-Specific Programs

IAPA'S sector-specific training programs, which are sponsored by trade associations and approved by the WSIB, have been developed to address hazards common to the majority of workplaces within a sector.

Sector-specific training programs offered by IAPA include:

- Agri-Business (one day)
- Food and Beverage Sector (two days)
- Foundry Sector (one day)
- Manufacturing Sector (two days)
- Office Sector (one day)
- Plastics Sector (two days)
- Printing Sector (two days)
- Woodworking Sector (one day)

Conducting Hazard Assessments

Conducting Hazard Assessments is a three-hour workshop for employers and JHSC members. This workshop addresses the assessment requirements of Certification Part Two training, providing tools to help you effectively assess hazards in your workplace. Although employers are responsible for completing the hazard assessment, both JHSC members who have completed Certification Part One, and health and safety coordinators will find this a useful workshop. This course is available either as on-site or web-based training. Call 1-800-406-IAPA (4272) for pricing information and to arrange a session to meet your needs.

Workplace-Specific Hazard Training

IAPA also offers hazard-specific training modules on the Web:

- Basic Machine Safety
- Falls from Heights
- Industrial Manual Material Handling
- Lockout
- Noise
- Office MSDS Hazards
- Solvents, Flammables and Combustible Materials

For more information about IAPA's web-based training, call 1-800-406-IAPA (4272) or visit our website at www.iapa.ca (Products and Services/Web Based Training).

Technical Consulting

For technical assistance in identifying, assessing and controlling workplace hazards, you may wish to consult with one of IAPA's industrial hygienists, ergonomists or machine safety specialists.

For more information, call 1-800-406-IAPA (4272).

Products

Two key products that can help you identify, assess and control hazards are:

- Inspecting Physical Conditions, Guidelines for Setting Standards
- Inspecting Your Workplace, A Guide for Manufacturers (available in IAPA's JHSC kit)

For more information or to order, call 1-800-406-IAPA (4272) or visit our website at www.iapa.ca (Products and Services)

Inquiries Service

For legislative or technical inquiries regarding certification training, contact our Inquiries Service at 1-800-406-IAPA (4272).

Extra Tools

| | |
|--|----|
| Workplace Hazard Assessment Form | 28 |
| Workplace Hazard Assessment Form—Sample | 30 |
| The Disabling Claims Experience of IAPA’s Industry Groups | 32 |
| WSIB’s Hazard List.. | 49 |
| Hazardous Materials Inventory Form. | 50 |
| Machinery/Equipment Inventory Form. | 52 |
| Health and Safety Action Plan Form | 54 |
| Workplace-Specific Hazard Training Confirmation to WSIB Form.. | 56 |

Workplace Hazard Assessment Form (Page 1 of 2)

| 1. Work Area/ Flow | 2. Hazard Category <small>(Physical, Chemical, Biological, Ergonomic, etc.)</small> | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required | 6. Controls in Place | | |
|-----------------------|---|-----------------------|----------------------|-----------------------|------------------------------|---------------------------|-------------------------|-------------------------|-----------------|--|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | Y/N | Y/N | Adequate Y/N | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Completed by: | | | Date: | | | | | | | |
| Location: | | | | | | | | | | |

Workplace Hazard Assessment Form (Page 2 of 2)

| B. Frequency (1-3) | | | |
|---|---|-------------------|--------------------|
| Number of persons who may be exposed to or have contact with the hazard | Number of times persons may be exposed to or have contact with the hazard | | |
| | Less than daily | Few times per day | Many times per day |
| Few | 1 | 1 | 2 |
| Moderate | 1 | 2 | 3 |
| Many | 2 | 3 | 3 |
| D. Significance (0 - 10) | | | |
| 0-2: . | Low | | |
| 3-5: | Medium | | |
| 6-10: | High | | |

| A. Severity (0-6) |
|---|
| <p>0: No injury or illness; or quality, production, or other loss of less than \$100</p> <p>2: Minor injury or illness without lost time; non-disruptive property damage or a quality, production, or loss of \$100 to \$1,000</p> <p>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</p> <p>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</p> <p>Note: Make dollar figures relative to your own company.</p> |
| C. Probability (-1 to +1) |
| <p>-1: Less than average chance of loss</p> <p>0: Average chance of loss</p> <p>+1: Greater than average chance of loss</p> |

Severity + Frequency + Probability = Significance

Workplace Hazard Assessment Form – SAMPLE

| 1. Work Area/ Flow | 2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.) | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required | 6. Controls in Place | |
|------------------------|--|---|----------------------|-----------------------|------------------------------|---------------------------|-------------------------|-------------------------|-----------------|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | | Y/N | Adequate Y/N |
| Printing Press Area | Physical Hazards | High noise levels at the presses. | 6 | 3 | +1 | 10 | Y | Y | N |
| | Ergonomic Hazards | Press feeds and delivery trays are low (below standing knuckle height) and awkward to reach. This causes workers to stoop and reach to load or unload stock from the presses. | 4 | 3 | +1 | 8 | Y | Y | N |
| | Machine Hazards | Exposed moving machine parts (presses). | 6 | 2 | 0 | 8 | Y | Y | N |
| Location: | | Completed by: Tom Dimopoulos, Christina Fernandez | | | | Date: May 25, 2001 | | | |

Workplace Hazard Assessment Form (Page 1 of 2) – SAMPLE

| 1. Work Area/ Flow | 2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.) | 3. Identified Hazards | 4. Assessment | | | | 5. Training Required | 6. Controls in Place | |
|------------------------------------|--|---|----------------------|-----------------------|------------------------------|---------------------------|-------------------------|-------------------------|-----------------|
| | | | A. Severity (0-6) | B. Frequency (1-3) | C. Probability (-1 to +1) | D. Significance (0-10) | | Y/N | Adequate Y/N |
| Printing Press Area (cont'd) | Material handling Hazards | Manual-Lifting and lowering of stock onto pallets on the floor, also flipping stock over for reverse side printing. | 4 | 2 | +1 | 7 | Y | N | N |
| | | | 2 | 2 | 0 | 4 | N | Y | Y |
| | | | 4 | 2 | 0 | 6 | Y | Y | Y |
| | Material handling Hazards | Injuries to the leg or foot if paper products fall off pallets. | 2 | 2 | 0 | 4 | N | Y | Y |
| | | | 6 | 3 | +1 | 10 | Y | Y | N |
| | Chemical Hazards | Solvents-Mists or vapours can be inhaled. They can also create a fire/ explosion hazard. | | | | | | | |
| Location: | | Completed by: Tom Dimopoulos, Christina Fernandez | | | | Date: May 25, 2001 | | | |

The Disabling Claims Experience of IAPA's Industry Groups

How to Use This Information

In this section of the guide, you will find an injury and illness report for each of IAPA's ten industry groups. To access these reports, first identify the industry group(s) to which your company belong(s). A complete listing appears on the next page. If you are not sure which industry group(s) you belong to, see *IAPA's Industry Groups—Breakdown by Rate Number* on page 45.

- Review the summary report(s) for your industry group(s). Consider both the traumatic injuries as well as the occupational illnesses and disorders. Both are important. Traumatic injuries tend to happen more frequently. But, less frequently occurring illnesses and disorders tend to be more severe (as measured in lost days per case).
- Note that the claims data do not provide a complete picture of workplace risks. Because they are usually not lost-time cases, we do not know for example, how many noise-related hearing loss claims there were in 1996. Also, while there may appear to be an absence of occupational illnesses or disorders related for example to chemical exposures, keep in mind that illnesses usually develop over time. As such, they may not yet be captured in current injury and illness data. This means a program to control exposures to chemical, as well as physical hazards such as noise cannot be overlooked.
- Consider this data along with your own workplace's injury and illness experience, plus other sources of information, such as chemical inventories and MSDSs, committee meeting minutes and recommendations, workplace inspection reports, accident and incident investigation reports, etc. (see *Identifying Workplace Hazards* on page 4).
- Taken together this information can be used to help identify priorities for *Workplace-Specific Hazard Training* and injury and illness prevention initiatives.

Definitions

Nature of injury or illness: Identifies the injury or illness which was the result of a workplace event or exposure.

Part of body: Names the body part affected by the injury or illness.

Source of injury or illness: Identifies the object (e.g., machine, container, tool), substance, exposure, or bodily motion that directly caused the injury or illness.

Event or exposure: Describes how the identified source caused the injury or illness.

Where to Find Your Industry Group Report

| | |
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| Ceramics and Stone | 35 |
| Chemicals | 36 |
| Food Products | 37 |
| Grain, Feed and Fertilizer | 38 |
| Leather, Rubber and Tanners.. . . . | 39 |
| Metal Trades | 40 |
| Office and Related Services. | 41 |
| Printing and Allied | 42 |
| Textile and Allied.. . . . | 43 |
| Woodworking | 44 |

The Most Frequently Occurring Claims in the Ceramics and Stone Industry ^{1, 2}

| | |
|------------------------------------|---|
| Nature of Injury or Illness | <i>Traumatic Injuries:</i> |
| | <ul style="list-style-type: none"> • Sprain, strain • Contusion, crushing, bruise (intact skin) • Cut, laceration, puncture (open wound) • Fracture* • Multiple injuries* |
| | <i>Occupational Illnesses and Disorders:</i> |
| | <ul style="list-style-type: none"> • Inflamed/irritated joints* • Hernia, rupture • Carpal tunnel syndrome |
| Part of Body | <ul style="list-style-type: none"> • Back (unspecified locations)* • Finger(s) • Lumbar spine • Eye(s) • Knee(s) |
| Source of Injury or Illness | <ul style="list-style-type: none"> • Bodily motion or position of injured/ill worker • Building materials, solid elements • Floors, walkways, ground surfaces • Non pressurized containers • Non powered hand tools* |
| Event or Exposure | <ul style="list-style-type: none"> • Overexertion • Struck by object • Caught in, or compressed by equipment or objects • Bodily reaction* • Struck against object |

¹Source: Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Chemicals Industry ^{1, 2}

| | |
|------------------------------------|--|
| Nature of Injury or Illness | <i>Traumatic Injuries:</i> |
| | <ul style="list-style-type: none"> • Sprain, strain • Cut, laceration, puncture (open wound) • Contusion, crushing, bruise (intact skin) • Fracture • Multiple injuries* |
| | <i>Occupational Illnesses and Disorders:</i> |
| | <ul style="list-style-type: none"> • Inflamed/irritated joints* • Carpal tunnel syndrome • Hernia, rupture |
| Part of Body | <ul style="list-style-type: none"> • Finger(s) • Back (unspecified locations) • Lumbar spine • Multiple body parts • Hand(s) |
| Source of Injury or Illness | <ul style="list-style-type: none"> • Bodily motion or position of injured/ill worker* • Non pressurized containers* • Floors, walkways, ground surfaces • Non powered hand tools • Metal, woodworking and special material machinery* |
| Event or Exposure | <ul style="list-style-type: none"> • Overexertion • Struck by object • Bodily reaction • Caught in, or compressed by equipment or objects* • Fall on same level |

¹Source: Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Food Products Industry ^{1, 2}

| | |
|------------------------------------|--|
| Nature of Injury or Illness | <i>Traumatic Injuries:</i> |
| | <ul style="list-style-type: none"> • Sprain, strain • Contusion, crushing, bruise (intact skin) • Cut, laceration, puncture (open wound) • Fracture* • Multiple Injuries |
| | <i>Occupational Illnesses and Disorders:</i> |
| | <ul style="list-style-type: none"> • Inflamed/irritated joints* • Hernia, rupture • Carpal tunnel syndrome* |
| Part of Body | <ul style="list-style-type: none"> • Finger(s) • Back (unspecified locations) • Lumbar spine* • Multiple body parts • Shoulder(s)* |
| Source of Injury or Illness | <ul style="list-style-type: none"> • Bodily motion or position of ill/injured worker* • Floors, walkways, ground surfaces* • Boxes, crates, cartons* • Special process machinery • Non powered hand tools |
| Event or Exposure | <ul style="list-style-type: none"> • Overexertion* • Struck by object • Fall on same level* • Caught in, or compressed by equipment or objects • Bodily reaction |

¹Source: Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Grain, Feed and Fertilizer Industry ^{1, 2}

| | |
|------------------------------------|--|
| Nature of Injury or Illness | <i>Traumatic Injuries:</i> |
| | <ul style="list-style-type: none"> • Sprain, strain • Contusion, crushing, bruise (intact skin) • Fracture* • Cut, laceration, puncture (open wound) • Multiple injuries |
| | <i>Occupational Illnesses and Disorders:</i> |
| | <ul style="list-style-type: none"> • Hernia, rupture • Carpal tunnel syndrome* • Tendonitis |
| Part of Body | <ul style="list-style-type: none"> • Finger(s) • Lumbar spine* • Back (unspecified locations) • Ankle(s) • Knee(s)* |
| Source of Injury or Illness | <ul style="list-style-type: none"> • Floors, walkways, ground surfaces* • Bodily motion or position of injured/ill worker* • Bags, sacks, totes • Boxes, crates, cartons* • Forklifts |

¹Source: Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Leather, Rubber and Tanners Industry^{1, 2}

| | |
|------------------------------------|--|
| Nature of Injury or Illness | <i>Traumatic Injuries:</i> |
| | <ul style="list-style-type: none"> • Sprain, strain • Contusion, crushing, bruise (intact skin) • Cut, laceration, puncture (open wound) • Fracture • Multiple injuries* |
| | <i>Occupational Illnesses and Disorders:</i> |
| | <ul style="list-style-type: none"> • Inflamed/irritated joints • Carpal tunnel syndrome* |
| Part of Body | <ul style="list-style-type: none"> • Back (unspecified locations) • Finger(s) • Lumbar spine • Shoulder(s) • Wrist(s)* |
| Source of Injury or Illness | <ul style="list-style-type: none"> • Bodily motion or position of injured/ill worker • Non pressurized containers • Floors, walkways, ground surfaces • Tires, inner tubes, wheels • Metal, woodworking and special material machinery* |
| Event or Exposure | <ul style="list-style-type: none"> • Overexertion • Repetitive motion* • Struck by object • Bodily reaction • Caught in, or compressed by equipment or objects* |

¹Source: Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Metal Trades Industry ^{1, 2}

| | |
|------------------------------------|---|
| Nature of Injury or Illness | <i>Traumatic Injuries:</i> |
| | <ul style="list-style-type: none"> • Sprain, strain • Contusion, crushing, bruise (intact skin) • Cut, laceration, puncture (open wound) • Fracture* • Scratches/abrasions |
| | <i>Occupational Illnesses and Disorders:</i> |
| | <ul style="list-style-type: none"> • Inflamed/irritated joints • Hernia, rupture • Carpal tunnel syndrome* |
| Part of Body | <ul style="list-style-type: none"> • Finger(s) • Back (unspecified locations) • Eye(s) • Lumbar spine • Shoulder(s)* |
| Source of Injury or Illness | <ul style="list-style-type: none"> • Bodily motion or position of injured/ill worker* • Floors, walkways, ground surfaces • Non pressurized containers • Building materials, solid elements • Metal, woodworking and special material machinery* |
| Event or Exposure | <ul style="list-style-type: none"> • Overexertion • Struck by object • Bodily reaction • Caught in, or compressed by equipment or objects • Repetitive motion* |

¹Source: Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Office and Related Services Industry^{1, 2}

| | |
|------------------------------------|---|
| Nature of Injury or Illness | <i>Traumatic Injuries:</i> |
| | <ul style="list-style-type: none"> • Sprain, strain • Contusion, crushing, bruise (intact skin) • Cut, laceration, puncture (open wound) • Fracture* • Multiple injuries |
| | <i>Occupational Illnesses and Disorders:</i> |
| | <ul style="list-style-type: none"> • Inflamed/irritated joints • Hernia, rupture • Carpal tunnel syndrome* • Herniated disc |
| Part of Body | <ul style="list-style-type: none"> • Finger(s) • Lumbar region* • Multiple body parts* • Lower back (unspecified locations) • Ankle(s) |
| Source of Injury or Illness | <ul style="list-style-type: none"> • Floors, walkways, ground surfaces* • Bodily motion or position of injured/ill worker • Non pressurized containers • Non powered hand tools • Building materials, solid elements |
| Event or Exposure | <ul style="list-style-type: none"> • Overexertion • Struck by object • Fall on same level • Bodily reaction • Fall to lower level* |

¹Source: Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Printing and Allied Trades Industry ^{1,2}

| | |
|------------------------------------|--|
| Nature of Injury or Illness | <i>Traumatic Injuries:</i> |
| | <ul style="list-style-type: none"> • Sprain, strain • Cut, laceration, puncture (open wound) • Contusion, crushing, bruise (intact skin) • Fracture* • Multiple injuries |
| | <i>Occupational Illnesses and Disorders:</i> |
| | <ul style="list-style-type: none"> • Inflamed/irritated joints • Carpal tunnel syndrome* • Hernia, rupture |
| Part of Body | <ul style="list-style-type: none"> • Finger(s) • Back (unspecified locations) • Lumbar spine • Hand(s) • Wrist(s)* • Knee(s) |
| Source of Injury or Illness | <ul style="list-style-type: none"> • Bodily motion or position of injured/ill worker* • Floors, walkways, ground surfaces • Non pressurized containers • Special process machinery • Variable restraint containers* |
| Event or Exposure | <ul style="list-style-type: none"> • Overexertion • Struck by object • Caught in, or compressed by equipment or objects • Bodily reaction • Repetitive motion* |

¹Source: Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Textile and Allied Trades Industry ^{1, 2}

| | |
|------------------------------------|--|
| Nature of Injury or Illness | <i>Traumatic Injuries:</i> |
| | <ul style="list-style-type: none"> • Sprain, strain • Contusion, crushing, bruise (intact skin) • Cut, laceration, puncture (open wound) • Fracture • Multiple injuries* |
| | <i>Occupational Illnesses and Disorders:</i> |
| | <ul style="list-style-type: none"> • Inflamed/irritated joints • Carpal tunnel syndrome* |
| Part of Body | <ul style="list-style-type: none"> • Finger(s) • Back (unspecified locations) • Lumbar spine • Shoulder(s) • Wrist(s)* |
| Source of Injury or Illness | <ul style="list-style-type: none"> • Bodily motion or position of injured/ill worker* • Floors, walkways, ground surfaces* • Non pressurized containers • Special process machinery* • Vehicles |

¹Source: Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Woodworking Industry ^{1, 2}

| | |
|------------------------------------|--|
| Nature of Injury or Illness | <i>Traumatic Injuries:</i> |
| | <ul style="list-style-type: none"> • Sprain, strain • Cut, laceration, puncture (open wound) • Contusion, crushing, bruise (intact skin) • Fracture* • Scratch, abrasion |
| | <i>Occupational Illnesses and Disorders:</i> |
| | <ul style="list-style-type: none"> • Inflamed, irritated joints • Hernia, rupture • Carpal tunnel syndrome* |
| Part of Body | <ul style="list-style-type: none"> • Finger(s) • Back (unspecified locations) • Lumbar spine* • Shoulder(s)* • Hand(s) |
| Source of Injury or Illness | <ul style="list-style-type: none"> • Building materials, solid elements (includes wood, lumber)* • Metal woodworking and special material machinery (includes saws)* • Bodily motion or position of injured/ill worker • Floors, walkways, ground surfaces • Fasteners, connectors, ropes, ties |
| Event or Exposure | <ul style="list-style-type: none"> • Overexertion • Struck by object • Caught in, or compressed by equipment or objects* • Struck against object • Bodily reaction |

¹Source: Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

IAPA's Industry Groups – Breakdown by Rate Number ¹

| INDUSTRY GROUP | RATE NUMBER | RATE NUMBER DESCRIPTION |
|------------------|-------------|--------------------------------------|
| Ceramics | 485 | Bricks and Refractories |
| | 496 | Concrete Products |
| | 501 | Non-Metallic Mineral Products |
| | 502 | Glass Products |
| Chemicals | 258 | Foamed and Expanded Plastic Products |
| | 261 | Plastic Film and Sheeting |
| | 263 | Other Plastic Products |
| | 507 | Petroleum and Coal Products |
| | 512 | Resins, Paint, Ink and Adhesives |
| | 514 | Pharmaceuticals and Medicines |
| | 517 | Soap and Toiletries |
| | 524 | Chemical Industry |
| | 838 | Natural Gas Distribution |

¹Source: WSIB 2005 Premium Rates, IAPA 2006

IAPA's Industry Groups – Breakdown by Rate Number ¹

(cont'd)

| INDUSTRY GROUP | RATE NUMBER | RATE NUMBER DESCRIPTION |
|----------------------|-------------|--|
| Food Products | 207 | Meat and Fish Products |
| | 210 | Poultry Products |
| | 214 | Fruit and Vegetable Products |
| | 216 | Dairy Products |
| | 220 | Other Bakery Products |
| | 222 | Confectionary |
| | 223 | Biscuits, Snack Food and Other Food Products |
| | 230 | Alcoholic Beverages |
| | 231 | Soft Drinks |
| Grain | 226 | Crushed and Ground Foods |
| | 612 | Agricultural Products, Sales |
| Leather | 237 | Tires and Tubes |
| | 238 | Other Rubber Products |
| | 273 | Tanneries and Leather Products |
| Metal | 323 | Metal Furniture |
| | 352 | Steel and other Smelting and Refining Industries |
| | 358 | Foundries |
| | 361 | Non-Ferrous Metal Industries |

cont'd

¹Source: WSIB 2005 Premium Rates, IAPA 2006

IAPA's Industry Groups – Breakdown by Rate Number ¹

(cont'd)

| INDUSTRY GROUP | RATE NUMBER | RATE NUMBER DESCRIPTION |
|-----------------------|-------------|--|
| Metal (cont'd) | 370 | Metal Tanks |
| | 374 | Doors and Windows |
| | 375 | Structural and Architectural Products |
| | 377 | Coating of Metal Products |
| | 379 | Hardware, Tools and Cutlery |
| | 382 | Metal Dies, Moulds, and Patterns |
| | 383 | Heating, Refrig. and Air Conditioning Equip |
| | 385 | Machine Shops |
| | 387 | Other Metal Fabricating Industries |
| | 389 | Metal Closures and Containers |
| | 390 | Other Stamped and Pressed Metal Products |
| | 393 | Wire Products |
| | 402 | Major Appliances and Transmission Equipment |
| | 403 | Other Machinery and Equipment |
| | 406 | Elevators and Escalators |
| | 408 | Boilers, Pumps and Fans |
| | 411 | Agriculture, Construction and Mining Machinery |
| | 417 | Aircraft Manufacturing |
| | 419 | Motor Vehicle Assembly |
| | 420 | Motor Vehicle Engine Manufacturing |
| | 421 | Other Motor Vehicle Parts and Equipment |
| | 424 | Motor Vehicle Stampings |
| | 425 | Motor Vehicle Wheels and Brakes |

(cont'd)

¹Source: WSIB 2005 Premium Rates, IAPA 2006

IAPA's Industry Groups – Breakdown by Rate Number ¹

(cont'd)

| INDUSTRY GROUP | RATE NUMBER | RATE NUMBER DESCRIPTION |
|-----------------------------|-------------|--|
| Metal (cont'd) | 432 | Trucks, Busses and Trailers |
| | 442 | Railroad Rolling Stock |
| | 460 | Lighting and Small Electrical Appliances |
| | 466 | Communication, Energy Wire Products |
| | 468 | Electronic Equipment and Other Communication Devices |
| | 477 | Industrial Electrical Equipment |
| | 529 | Jewelry and Instruments |
| | 542 | Other Manufactured Products |
| Office & Related | 905 | Apartment and Condominium Operations |
| | 908 | Other Real Estate Operations |
| | 911 | Security and Investigation Services |
| | 923 | Janitorial Services |
| | 929 | Supply of Non-Clerical Labour |
| | 958 | Technical and Business Services |

¹Source: WSIB 2005 Premium Rates, IAPA 2006

IAPA's Industry Groups – Breakdown by Rate Number ¹

(cont'd)

| INDUSTRY GROUP | RATE NUMBER | RATE NUMBER DESCRIPTION |
|-----------------|-------------|--------------------------------------|
| Printing | 333 | Printing, Platemaking and Bindery |
| | 335 | Publishing |
| | 338 | Folding Cartons |
| | 341 | Paper Products |
| | 533 | Signs and Displays |
| Textiles | 289 | Cloth, Carpets and Textile Products |
| | 301 | Clothing, Fibre and Yarn |
| | 428 | Motor Vehicle Fabric Accessories |
| | 975 | Linen and Laundry Services |
| Wood | 308 | Millwork and Other Wood Industries |
| | 311 | Wooden Cabinets |
| | 312 | Wooden Boxes and Pallets |
| | 322 | Upholstered Furniture |
| | 325 | Wooden and Other Non-Metal Furniture |
| | 328 | Furniture Parts and fixtures |
| | 538 | Sporting Goods and Toys |

¹Source: WSIB 2005 Premium Rates, IAPA 2006

WSIB's Hazard List

The WSIB has identified examples of hazards or groups of hazards that may be considered for Workplace-Specific Hazard Training. This is not a complete list. Many of these hazards or topics are also priorities identified by the Ministry of Labour:

- biological hazards
- chemical hazards
- compressed gases
- confined spaces
- electrical hazards
- ergonomic hazards
- explosives
- hand tools
- indoor air quality
- ladders
- lockout
- machine guarding
- manual material handling
- noise
- office hazards
- propane handling and storage
- solvents
- temperature extremes (heat, cold)
- vehicle driving
- vibration
- welding hazards

Hazardous Materials Inventory Form

| Chemical Name/ Identifier | Process Location(s) | WHMIS Classification | NFPA Rating | Quantities Stored | Daily Usage | Type of Exposure Contact/Inhalation/ Ingestion | History of Illness/ Worker/Health Complaints |
|------------------------------|------------------------|-------------------------|----------------|----------------------|----------------|--|--|
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Health and Safety Action Plan

| Hazard Category | Identified Hazard | Description of Training | Completion Date | Types of Controls Needed | Responsibility | Target Completion Date | Completion Date |
|-----------------|-------------------|-------------------------|-----------------|--------------------------|----------------|------------------------|-----------------|
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Reviewed and approved _____ Date: _____
(Name of employer or designate)

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