



# Annual Health & Safety Achievement Award

## Registration Package for 2008 Calendar Year

Recognition of significant and effective activities made by our forestry member firms to improve occupational health and safety is a role assumed by OFSWA annually. In order to facilitate this review and award process, member firms must complete the attached questionnaire and registration form indicating their intent to participate in the OFSWA Annual Health & Safety Achievement Award program. Upon receipt of the completed registration form and questionnaire, OFSWA will register the firm and begin the evaluation process.

### Questionnaire Guidelines: (Deadline for submission: January 30, 2009)

In order to participate in the review process for the OFSWA Annual Continuous Improvement Award and/or Annual Health & Safety Achievement Award, the member firm must first complete the registration form and the following questionnaire. The questionnaire is used to gather information using key indicators of health and safety activity that relate to the review criteria. OFSWA Consultant Trainers are available to assist member firms in completing the questionnaire or clarifying/explaining the review criteria. The questionnaire is used in the year-end review process to determine regional, district and provincial award winners by rate group.

Firm Name: \_\_\_\_\_ WSIB Rate Group: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Number of Employees \_\_\_\_\_

JHSC Co-Chairs/H&S Rep: \_\_\_\_\_  
(Worker representative) (Management co-chair)

Name of Person Completing Questionnaire: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Title: \_\_\_\_\_

***Please note that outstanding or unresolved MOL orders or charges may impact on a firm's ability to participate in the OFSWA Annual Continuous Improvement Award and/or Annual Health & Safety Achievement Award program.***

**Forward completed registration to the attention of Administrative Assistant – Training at**

**Ontario Forestry Safe Workplace Association**

690 McKeown Ave, P.O. Box 2050 Station Main

North Bay ON P1B 9P1

Fax: (705) 474-4530 or E-mail: [MelissaLaplante@ofswa.on.ca](mailto:MelissaLaplante@ofswa.on.ca)

Form also available for download from [www.ofswa.on.ca](http://www.ofswa.on.ca) [info@ofswa.on.ca](mailto:info@ofswa.on.ca)

In setting out occupational health and safety activities for the year, our firm has included the following standards:

1. Management responsibility in the development of a health and safety program.			Section 1, Total Available Points = 15	
			Section 1, Actual Total Score =	
Standard	Guidelines	Score		
		Available	Actual	
<b>1.1 Health and safety policy established and posted where all employees have access? yes <input type="checkbox"/> no <input type="checkbox"/></b>				
<b>1.1</b>	Management commitment to health and safety	<input type="checkbox"/> Posted copy is dated, signed by the most senior manager on site and current within a 12-month period. <input type="checkbox"/> Reviewed annually and contains employer's commitment, and outlines employer/supervisor/worker responsibilities <input type="checkbox"/> Attend/participate in health and safety meetings <input type="checkbox"/> Participate in workplace inspections <input type="checkbox"/> Participate in incident investigation follow-up process <i>( 5 checks = 5 available score )</i>	<b>5</b>	
<b>1.2 Supervisor Competency</b>				
<b>1.2 (a)</b>	Supervisory commitment to health and safety	<input type="checkbox"/> Supervision has received specific written health and safety responsibilities. <input type="checkbox"/> Management provides instruction in what supervisors are expected to do, how it should be done, and what constitutes a job well done (OH&S Act section 25(2)(c)). Supervision utilises their knowledge and skills in regards to health and safety by: <input type="checkbox"/> Shift/crew safety meetings <input type="checkbox"/> Tailgate meetings <input type="checkbox"/> Focused Site inspections (i.e. Guarding, lockout, etc) <input type="checkbox"/> Other safety meetings – specify _____ <i>( 6 checks = 6 available score )</i>	<b>6</b>	
<b>1.2(b)</b>	Supervisor safety training	<input type="checkbox"/> Every Reasonable Precaution, or OH&S Act and Industrial Regulations <input type="checkbox"/> Incident Investigation <input type="checkbox"/> Planned Workplace Inspection & Hazard Recognition <input type="checkbox"/> Others – specify _____ <i>( 4 checks = 4 available score )</i>	<b>4</b>	

2. Health and Safety Meetings			Section 2, Total Available Points = 10	
			Section 2, Actual Total Score =	
Standard	Guidelines	Score		
		Available	Actual	
2.1 Joint Health and Safety Committee/Health and Safety Representative established? <input type="checkbox"/> yes <input type="checkbox"/> no				
2.1	Joint Health and Safety Committee/Health and Safety Representative  <u>Or</u> <input type="checkbox"/> JHSC meets at least every three months (OH&S Act section 9(33)) <input type="checkbox"/> Worker JHSC members perform monthly workplace inspections  <input type="checkbox"/> Health and Safety Representative selected (OH&S Act section 8(1)) <input type="checkbox"/> Worker Health and Safety Representative performs monthly workplace inspections  <i>( 2 checks = 2 available score )</i>	2		
2.2 Joint Health & Safety Committee (JHSC) or Health and Safety Representative				
2.2	Documented meetings  <u>Or</u> <input type="checkbox"/> JHSC agenda is prepared for health and safety meetings <input type="checkbox"/> Minutes are kept and current minutes posted <input type="checkbox"/> An effective process is in place to address concerns not acted upon from previous meetings. <input type="checkbox"/> Previous minutes, WSIB documents, MOL reports, incident/injury statistics, injury investigation reports and workplace inspection reports are reviewed during these meetings  <input type="checkbox"/> Health and Safety Representative conducts a monthly documented planned workplace inspection <input type="checkbox"/> Meets with management to discuss inspection results and health and safety issues <input type="checkbox"/> Follows-up on previous concerns not acted upon from inspections <input type="checkbox"/> Maintains and has access to WSIB documents, MOL reports, incident/injury statistics, injury investigation reports and workplace inspection reports  <i>( 4 checks = 4 available score )</i>	4		



## 2. Health and Safety Meetings (*continued*)

Standard	Guidelines	Score	
		Available	Actual
2.3 JHSC/H&S Rep training/certification	<input type="checkbox"/> Standard is established outlining training and certification requirements for joint health and safety committee members (terms of reference). Non-certified members have received training in: <ul style="list-style-type: none"> <li><input type="checkbox"/> Planned Workplace Inspection</li> <li><input type="checkbox"/> Incident Investigation, and</li> <li><input type="checkbox"/> OH&amp;S Act and Industrial Regulations Training</li> </ul> <u>Or</u> <input type="checkbox"/> Health and Safety Representative has been selected by workers and received training in: <ul style="list-style-type: none"> <li><input type="checkbox"/> Planned Workplace Inspection,</li> <li><input type="checkbox"/> Incident Investigation</li> <li><input type="checkbox"/> OH&amp;S Act and Industrial Regulations</li> </ul> <i>( 4 checks = 4 available score )</i>	4	



3. Training Programs			Section 3, Total Available Points = 34	
			Section 3, Actual Total Score =	
Standard	Guidelines	Score		
		Available	Actual	
<b>3.1 Job-specific safety training:</b>				
<b>3.1(a)</b>	Job-specific safety training conducted (examples provided)	<input type="checkbox"/> Cutter/Skidder Certification <input type="checkbox"/> Mechanical Harvesting Equipment Operator Certification (MHEO) <input type="checkbox"/> Forestry Pit and Road Construction Equipment Operator Certification (FPRCEO) <input type="checkbox"/> Mobile Equipment Training, e.g. yard loader, forklift, man-lift <input type="checkbox"/> Fall protection <input type="checkbox"/> Propane <input type="checkbox"/> Lockout <input type="checkbox"/> Safe Operating Procedures (SOPs) <input type="checkbox"/> Others – specify _____ <input type="checkbox"/> Others – specify _____  <i>( 2 points per course = 12 available score)</i>	<b>12</b>	
<b>3.1 (b) Training documentation systems established? <input type="checkbox"/> yes <input type="checkbox"/> no</b>				
<b>3.1(b)</b>	Job-specific safety training records	<input type="checkbox"/> Training attendance/records are kept <input type="checkbox"/> Training files are properly maintained, tracking system is in place to ensure all employees have required training (e.g. transferred employees, relieving for holidays, etc.) for the above noted training <i>( 2 checks = 12 available score - 6 points per check)</i>	<b>12</b>	



<b>3. Training Programs (continued)</b>				
Standard		Guidelines	Score	
			Available	Actual
<b>3.2</b>	Worker training on posted documents	<input type="checkbox"/> Workers know the location of and understand the importance of the following legislated postings in the workplace: <input type="checkbox"/> Health and Safety Policy <input type="checkbox"/> Copy of the OH&S Act and Industrial Regulations <input type="checkbox"/> WSIB Poster (0082C) <input type="checkbox"/> WSIB First Aid Requirements, Regulation 1101 <input type="checkbox"/> JHSC member names and job locations <input type="checkbox"/> MOL Reports <i>1 check = 6 available score (1 point per posting)</i>	<b>6</b>	
<b>3.3</b> Training evaluation systems established? <input type="checkbox"/> yes <input type="checkbox"/> no				
<b>3.3(a)</b>	Evaluation	<input type="checkbox"/> Training needs are monitored and training of all employees is up to date	<b>2</b>	
<b>3.3(b)</b>	Evaluation	<input type="checkbox"/> Training effectiveness is monitored <input type="checkbox"/> Follow-up to training to ensure employees understand standards, safe operating procedures and communication procedures is conducted by supervision and/or a competent worker. (OFSWA's Training Impact Assessment (TIA) document is an excellent tool to achieve effective training program follow-up.) <i>( 2 checks = 2 available score )</i>	<b>2</b>	

4. Workplace Inspections			Section 4 Total Available Points = 8	
			Section 4 Actual Total Score =	
Standard	Guidelines	Score		
		Available	Actual	
4.1 Regular workplace inspections completed? <input type="checkbox"/> yes <input type="checkbox"/> no				
4.1(a)	Planned workplace inspections	<input type="checkbox"/> Complete workplace inspections are carried out monthly. If not practical to inspect the entire workplace at least once a month, JHSC/H&S worker representative shall inspect the workplace at least once a year, inspecting at least a part of the workplace once a month. <input type="checkbox"/> Workplace inspection schedule is established and met ( 2 checks = 2 available score )	2	
4.1(b)	Training	<input type="checkbox"/> Inspectors are properly trained	1	
4.1(c)	Procedure	<input type="checkbox"/> A standard procedure is available and followed	1	
4.1(d)	Hazard classification	<input type="checkbox"/> Identified hazards are classified (i.e. A, B, C)	1	
4.1(e)	Recommendations	<input type="checkbox"/> A system is in place to ensure recommendations are given to the appropriate people	1	
4.1(f)	Follow-up	<input type="checkbox"/> A system is in place to ensure corrective measures have been taken	1	
4.1(g)	Analysis	<input type="checkbox"/> Inspections are reviewed periodically (at least annually) to identify trending and appropriate corrective measures are taken	1	

<b>5. Safe Operating Procedures (SOPs)</b>			<b>Section 5 Total Available Points = 8</b>	
			<b>Section 5 Actual Total Score =</b>	
	Standard	Guidelines	Score	
			Available	Actual
<b>5.1 Safe Operating Procedures</b>				
<b>5.1(a)</b>	Developed standards	<input type="checkbox"/> Inventory of all occupations and/or jobs <input type="checkbox"/> Hazard Task Analysis is performed for all occupations/jobs <input type="checkbox"/> Hazard Task Analysis identifies all sources of hazards, assesses the risk of each hazard, and provides appropriate controls for each hazard <input type="checkbox"/> Proper written operating procedures for all occupations/jobs involving hazards to workers are established and current <i>( 4 checks = 4 available score )</i>	<b>4</b>	
<b>5.1(b)</b>	Training	<input type="checkbox"/> All workers are trained in safe operating procedures <input type="checkbox"/> Training program established for new employees and transferring employees <i>( 2 checks = 2 available score )</i>	<b>2</b>	
<b>5.1(c)</b>	Monitored	<input type="checkbox"/> Monitored systems to ensure compliance by all workplace parties	<b>1</b>	
<b>5.1(d)</b>	Evaluated	<input type="checkbox"/> Policy, standards and procedures are reviewed frequently to ensure effectiveness, legal compliance, and to make improvements	<b>1</b>	

6. Injury/Incident Investigation			Section 6 Total Available Points = 8	
			Section 6 Actual Total Score =	
Standard	Guidelines	Score		
		Available	Actual	
<b>6.1 Critical and Fatal Injuries</b>				
<b>6.1(a)</b>	Investigation	<input type="checkbox"/> All critical and fatal injuries are to be investigated	<b>2</b>	
<b>6.1(b)</b>	Training	<input type="checkbox"/> All investigators are trained	<b>1</b>	
<b>6.2 Injury/incident investigation program established?</b> <input type="checkbox"/> yes <input type="checkbox"/> no				
<b>6.2(a)</b>	Policy	<input type="checkbox"/> Policy is in place to determine which injuries/incidents are to be investigated (“Near miss” incidents are investigated based on severity)	<b>1</b>	
<b>6.2(b)</b>	Procedure	<input type="checkbox"/> Responsibilities described for everyone involved and who in the system will notify the investigators	<b>1</b>	
<b>6.2(c)</b>	Investigation form	<input type="checkbox"/> Investigation form is used	<b>1</b>	
<b>6.2(d)</b>	Recommendations	<input type="checkbox"/> Investigators make recommendations to prevent recurrence	<b>1</b>	
<b>6.2(e)</b>	Follow-up	<input type="checkbox"/> Follow-up on corrective action	<b>1</b>	

7. Emergency Response Plan			Section 7 Total Available Points = 8	
			Section 7 Actual Total Score =	
Standard		Guidelines	Score	
			Available	Actual
<b>7.1 Emergency Response Plan</b>				
<b>7.1(a)</b>	Procedure	<input type="checkbox"/> Written detailed program/process <input type="checkbox"/> Information is communicated and posted <i>( 2 checks = 2 available score )</i>	<b>2</b>	
<b>7.1(b)</b>	Training	<input type="checkbox"/> All employees (workers and supervisors) have been trained, and <input type="checkbox"/> All employees are knowledgeable about their responsibilities in the event of an emergency <i>( 2 checks = 2 available score )</i>	<b>2</b>	
<b>7.1(c)</b>	Yearly test	<input type="checkbox"/> Emergency plan is tested and evaluated on an annual basis	<b>3</b>	
<b>7.1(d)</b>	Posting	<input type="checkbox"/> Detailed area plans are posted for evacuation procedures	<b>1</b>	
<b>8. Initiatives Implemented by the Firm in Health and Safety</b>			Section 8 Total Available Points = 8	
			Section 8 Actual Total Score =	
<b>8.1 Other Systems</b>				
<b>8.1(a)</b>	Audit	Firm has taken initiative to self-audit its Health and Safety Program.	<b>4</b>	
<b>8.1(b)</b>	Other health and safety initiatives	Health and safety program includes: <input type="checkbox"/> Procedural reviews <input type="checkbox"/> Participated in SWO <input type="checkbox"/> Participated in WSIB incentive program (i.e. SCIP, Safety Groups or Health and Safety Accreditation) <input type="checkbox"/> Active in district committee activities <input type="checkbox"/> Behaviour-based programs <input type="checkbox"/> Other – Specify _____ <i>( 4 checks = 4 available score )</i>	<b>4</b>	



<b>9. Improvement in injury rates</b> (Applicant indicates points earned by checking the appropriate box.)			Section 9 Total Available Points = 60	
			Section 9 Actual Total Score =	
Standard	Guidelines	Score		
		Available	Actual	
<b>9.1 Improvement in injury rates</b>				
<b>9.1(a)</b>	Lost-time injury occurrences	<input type="checkbox"/> Zero lost-time injuries in 2008	<b>30</b>	
		<u>Or</u> Current year's injuries compared to previous year's injury statistics (2008 vs. 2007)		
		<input type="checkbox"/> Greater than 5% reduction in total lost-time injuries	<b>20</b>	
		<input type="checkbox"/> 0% to 5% reduction in total lost-time injuries	<b>10</b>	
		<input type="checkbox"/> Increase in total lost-time injuries	<b>0</b>	
<b>9.1(b)</b>	Medical aid injury occurrences	<input type="checkbox"/> Zero medical aid injuries in 2008	<b>30</b>	
		<u>Or</u> Current year's injuries compared to previous year's injury statistics (2008 vs. 2007)		
		<input type="checkbox"/> Greater than 5% reduction in total medical aid injuries	<b>20</b>	
		<input type="checkbox"/> 0% to 5% reduction in total medical aid injuries	<b>10</b>	
		<input type="checkbox"/> Increase in medical aid injuries	<b>0</b>	



## For Internal OFSWA Use Only

Standard	Score	
	Available	Actual
1. Management responsibility in the development of a health and safety program	15	
2. Health and Safety Meetings	10	
3. Training Programs	34	
4. Workplace Inspections	8	
5. Safe Operating Procedures (SOPs)	8	
6. Injury/Incident Investigation	8	
7. Emergency Response Plan	8	
8. Initiatives Implemented by the Firm in Health and Safety	8	
9. Improvement in Injury Rates	60	
<b>Total:</b>	<b>159</b>	

Please note that a minimum score of 80% (128 out of 159 available points) will be required for a firm to be considered for the OFSWA Annual Continuous Improvement Award and/or Annual Health & Safety Achievement Award.

**OFSWA Consultant Trainer Signature** \_\_\_\_\_