

## **Definitions/Descriptions/Explanations**

### **Appropriate Footwear**

Footwear must be appropriate to the work environment and hazards present. For ex, Clinical areas closed toes, no flip flops. FM would require steel toes.

### **Oxygen Tanks Secured**

Protect cylinders from falling. Use a chain or adequate support system. Consider securing each cylinder separately to prevent other cylinders from falling when items are removed from storage.

### **Safe Work Procedure (SWP)**

- Written instructions that must be followed by workers to reduce and control the hazards of specific work tasks. Instructions will detail the safest manner in which the job, task or procedure is to be performed.
- Required for tasks/equipment which have been identified as having potential to pose a risk of injury to workers when the risk of injury cannot be eliminated through work design, process, or equipment changes.

### **Health & Safety Committee**

- The purpose of a Safety Committee is to regularly bring workers and management together in a cooperative effort to communicate and to promote occupational safety and health in the workplace. It's an opportunity to assist the employer and make recommendations for improvements regarding safety issues
- A joint health and safety committee (JHSC) is composed of worker and employer representatives. Together, they should be mutually committed to improving health and safety conditions in the workplace.

### **Hazard Reporting (Process)**

- Safety and health concerns must be reported to the supervisor first. The supervisor will make every effort to resolve the safety and health concern(s).
- Safety and health concerns that are not resolved to the satisfaction of an employee by the supervisor will be reported to a safety and health committee member within the program / department / area. The committee/representative will attempt to resolve the concern. Where necessary the Committee/Representative will submit a written recommendation to the employer.
- If programs/ departments / areas are unable to find acceptable solutions to safety and health issues, they may consult with OESH at any time.

### **Report & Resolution Operational Procedure and Poster**

[Section 5 - Environmental Safety - WRHA Professionals](#)