

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](#)

Workplace Inspection Safety Checklist				Date Completed:
Completed by: <input type="checkbox"/> Manager/Supervisor <input type="checkbox"/> Designate <input type="checkbox"/> Health and Safety Committee				Site/Area/Department:
Completed by Names:				
Instructions: 1. Read the description. 2. Check Yes, No or Not Applicable (for staff questions: if staff answers correctly check yes). <i>Shaded area indicates items which may require further action or be a hazard.</i> 3. Provide a detailed description of potential hazard(s) for shaded areas. ** Items identified as requiring REPAIR - Follow facility management work order process.				
ITEM	YES	NO	N/A	POTENTIAL HAZARD(S) - please describe
Section 1: General				
Aisles, hallways, and emergency exits are clear of obstruction (Staff can move safely in the work environment)?				
Department furniture, equipment and electrical cords are in satisfactory condition?				
Safe Work Procedures are available where task is performed?				
Section 2: General Staff Questions				
Give an example of an applicable safe work procedure for the tasks you do?				
How/who do you report an injury near miss to?				
How do you access Safe Work Procedures in your work area?				
Section 3: Chemical				
SDS Inventory is available?				
SDS sheets or consumer labels are available?				
Chemical Containers are labeled?				
Cleaning/chemicals products are properly stored (locked cupboard/closet)?				
Section 4: Chemical Staff Questions				
Have you been trained to use SDS/Consumer labels?				
Can you describe the procedure used for departmental spills and code brown?				
Can you tell me what chemicals require you to use PPE/Is the PPE accessible?				
Section 5: Emergency Equipment				
Are first aid kits available and stocked?				
Is post exposure protocol package current and available?				
Are chemical/cytotoxic spill kits accessible and stocked?				
Are eyewash stations intact, clear of obstacles, inspected regularly and replacement bottle available?				
Are plumbed in eye wash stations clear of obstacles and in working order? Accessible at all times?				
Have fire extinguisher(s) been checked monthly and signed off?				
Section 6: Emergency Equipment Staff Questions				
Where is the first aid kit located and how often it is inspected?				
Where is the eye wash station and is the weekly inspection completed?				
Is there a first aid kit available?				
Is there a fire extinguisher/pull station?				
Section 7: Patient Care Areas				
Sharps Containers - location are easily accessible and not overfull?				

ITEM	YES	NO	N/A	POTENTIAL HAZARD(S) - please describe
Oxygen tanks are secured?				
Is safe patient and handling 'mini audit' process implemented?				
Patient Handling Logo matches assessment?				
Section 8: Patient Care Area Staff Questions				
Are there any concerns about availability/condition of sliders, slings, transfers belts, etc.?				
What is the process to ensure lift batteries are charged?				
Section 9: Slip, Trip and Fall				
Electrical/bed cords are secured (trip hazard)?				
Staff is wearing appropriate footwear?				
Wet floor signage is used?				
Section 10: Slip, trip and Falls Staff Questions				
Are there any concerns or incidents with electrical/bed cords secured (trip hazard)				
Are there any concerns or incidents with wet floors/slip hazards?				
Section 11: Material Handling and Storage Hazards				
Frequently used items are placed in easy to access areas?				
Heavy items are stored at waist height?				
Step stools/ladders are available when needed?				
Section 12: C.A.R.E. (Provincial Violence Prevention Program)				
Are patients being screened?				
Is the alert system in use?				
Patient screening tool is on chart - positive screens result in alert activated?				
Section 13: C.A.R.E. Environmental Risk Assessment				
Are there isolated areas in your work area?				
Are there places of concealment (stairwells, recessed doorways, unlocked storage, etc.)?				
Can staff see all incoming persons?				
It is possible to see what is at the end of each corridor or hallway?				
Waiting and work areas are free of objects that could be used as weapons?				
There are enough exits and adequate routes of escape?				
There are places where workers can go for protection in an emergency?				
Security devices are tested on a regular basis?				
Section 14 C.A.R.E: Staff Questions				
What is the procedure for immediate assistance/response?				
Are there concerns for personal safety?				
Additional Questions/items				