



## Is your Due Diligence 'at work'?



Whoa...serious topic for summer reading! Yes, this is important however here it is simplified!

**What is Due Diligence?** The official definition on the site is: "Applied to occupational health and safety, due diligence means that employers shall take **all reasonable precautions**, under the particular circumstances, to **prevent injuries or accidents** in the workplace. This duty also applies to situations that are not addressed elsewhere in the occupational health and safety legislation. To exercise due diligence, an employer must implement a **plan to identify possible workplace hazards** and **carry out the appropriate corrective action** to prevent accidents or injuries arising from these hazards."

Most employers under-report don't have enough paperwork to satisfy their Health & Safety obligations. Even employees have responsibilities to ensure the health & safety of their workplace and co-workers. Due diligence are your actions BEFORE an incident, not after! A lawyer's advice: *Have a paper trail - do the tedious checklists and forms as it may come in handy someday and save your company!*

resource: [www.ccohs.ca](http://www.ccohs.ca) > OSH answers > Legislation

### Creating a due diligence program - some tips

1. Complete a workplace safety audit, identifying hazardous practices and conditions, and address the hazards!
2. Have a **written** Occupational Health & Safety policy, practice and procedure. Review annually and display for employees.
3. Train and educate employees so they implement the established policies, practices and procedures. Record dates of all training.
4. Train supervisors to ensure competence, as per legislation.
5. Monitor employees for OH & S practice and document non-compliance and discipline actions. *[remember, paper trail!]*
6. Establish an accident investigation and reporting system. Encourage employees to also report "close calls"; investigate them; revise policies to reflect new procedures *[paper trail!]*.
7. Management, employees and workplace executives/ owners must ALL be 'on-board' to keep everyone safe and healthy.
8. Create and support a workplace Health & Safety committee [which is mandated by the act]. This helps to put the policy in practice and allows input from employees and managers.
9. In addition to the OH & S Act and other government regulations, establish company-specific policies to further support a culture of Workplace Health and Safety.
10. Opportunity to prevent an incident? Who's responsible?

**Safe employees = Healthy sales!**

### did you know...



All Red Cross courses meet Canada Occupational Safety and Health Regulations approved by Human Resources and Skills Development Canada, as well as all provincial worker safety and insurance boards.

The Red Cross training exceeds competitors' standards by including injury prevention techniques, CPR and AED in all courses. Certification valid for 3 years.

2HEALTH First Aid + Child Safety is a Canadian Red Cross training partner since 1992.

### Bill 160

For the first time in 30 years, Ontario's occupational health and safety system experienced the largest revamp, based on recommendations from the Expert Advisory Panel on Occupational Health and Safety. In June 2011, the Bill received royal ascent, therefore the law will come into force in stages over the next year.

**One key recommendation:** a new prevention organization, within the Ministry of Labour, will be headed by a Chief Prevention Officer [CPO] and will feature a multi-stakeholder Prevention Council. The CPO will be responsible for developing a provincial occupational health and safety strategy for the prevention system. The intention is also to unify the work and message delivery of 4 H&S associations and 5 H&S partners.

Some industries that will be affected are construction, small business [less than 50 employees] and employers with high-risk work and vulnerable workers.

Bill 160: [http://www.ontla.on.ca/web/bills/bills\\_detail.do?locale=en&Intranet=&BillID=2463](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&Intranet=&BillID=2463)

### resources

[www.ccohs.ca](http://www.ccohs.ca): Canadian Centre for Occupational Health and Safety  
[www.healthandsafetyontario.ca](http://www.healthandsafetyontario.ca): Health & Safety Ontario  
[www.labour.gov.on.ca](http://www.labour.gov.on.ca): Ontario Ministry of Labour

[www.owa.gov.on.ca](http://www.owa.gov.on.ca): Office of the Worker Adviser  
[www.employeradviser.ca](http://www.employeradviser.ca): Office of the Employer Adviser  
[www.wsib.on.ca](http://www.wsib.on.ca): Workplace Safety & Insurance Board

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