

Sample Health and Safety Program for Hospitality Small Business

Use this sample as a guideline to help you prepare your written health and safety program.

This is only a guideline. You'll need to tailor it to meet the health and safety needs of your particular workplace. For example, you'll need to add specific information on written safe work procedures, state any personal protective equipment you need, list additional training and orientation topics, and provide details about first aid and emergency procedures.

HEALTH AND SAFETY POLICY

(Name of firm) wants its workplace to be a healthy and safe environment. To achieve this, our firm will establish and maintain an occupational health and safety program designed to prevent injuries and disease. The employer is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and service contractors are required to work safely and to know and follow our company guidelines for safe work procedures.

Signed _____

Date _____

Employer's responsibilities include:

- Establishing the health and safety program
- Conducting an annual review in (month) of each year
- Training supervisors
- Providing a safe and healthy work environment

Supervisors' responsibilities include:

- Orienting new workers
- Ongoing training of workers
- Conducting regular staff safety meetings
- Performing inspections and investigations
- Reporting any safety or health hazards
- Correcting unsafe acts and conditions

Workers' responsibilities include:

- Learning and following safe work procedures
- Correcting hazards or reporting them to supervisors
- Participating in inspections and investigations where applicable
- Using personal protective equipment where required
- Helping create a safe workplace by recommending ways to improve the health and safety program

WRITTEN SAFE WORK PROCEDURES

(You need to have written procedures for high-risk or complex tasks. List these high-risk tasks here. A WCB safety or hygiene officer may be able to advise you on procedures you need to include. For example, you may need written safe work procedures for using special equipment or working alone. Attach the procedures to this program.)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

(List any PPE required, when it must be used, and where it can be found. For example, workers may be required to wear eye protection when using certain equipment. Attach this list to this program.)

EDUCATION AND TRAINING

All workers will be given an orientation by their supervisor immediately upon hiring. The following topics will be included in the orientation:

- Fire exit routes and marshalling area
- Location of first aid kit and fire extinguisher
- How to report accidents and injuries
- Location of material safety data sheets (MSDSs). (MSDSs are provided by suppliers of chemical products and contain information on how to handle and use the chemical product safely.)
- Workplace Hazardous Materials Information System (WHMIS) training for any hazardous product in the workplace
- Applicable written procedures

At the end of the orientation, each worker will be given a copy of this program and advised of their rights and responsibilities under the Occupational Health and Safety Regulation.

The employer will make sure that staff receive further training when necessary to ensure the safe performance of their duties. Staff meetings are one way to increase safety awareness.

(For higher hazard work areas and jobs, orientation in additional topics may be necessary. List these topics here.)

INSPECTIONS

A supervisor and a worker will conduct regular inspections to identify hazards and recommend how to eliminate or minimize the hazards. The inspection will also look at how work is performed.

Serious hazards or unsafe work practices discovered during inspections or observed by workers, supervisors, or the employer will be dealt with immediately. Other hazards will be dealt with as soon as possible.

(State how often inspections will be performed – typically once a month or at other intervals that prevent the development of unsafe working conditions. It's useful to inspect the workplace before a staff meeting so results can be discussed with staff. You can use the "Inspection Checklist" on page 51.)

HAZARDOUS MATERIALS AND SUBSTANCES

(If you use hazardous materials or substances at your workplace, list them here. Also list the location of material safety data sheets (MSDS), and any applicable written work procedures.)

FIRST AID

This workplace keeps a *(type)* _____ first aid kit in the *(location)* _____. *(Give the name of your first aid attendant if one is required. Also provide ambulance and hospital phone numbers.)*

EMERGENCY PREPAREDNESS

- **Fire** – See the fire plan posted at *(location)* _____.

Fire extinguishers are located at *(list locations)* _____

(Names of employees) _____

are trained to use them.

- **Earthquake** – An annual inspection will be conducted, focusing on objects that may pose a hazard during an earthquake. The exit and marshaling procedures are the same as for fires. *(Or, if not, note the location of earthquake procedures here.)*
 - *(Note other emergency procedures, such as protection from violence.)*
-
-
-

INVESTIGATING INCIDENTS

A supervisor and a worker must investigate any injuries or close calls on the same day the incident occurs. Any incident that results in an injury requiring medical treatment, or that had the potential for causing serious injury, must be investigated immediately. The purpose of an investigation is to find out what went wrong, determine if our health and safety practices were faulty, and most importantly, recommend actions that will prevent a recurrence of the problem. *(You can use the "Accident Investigation Report" on page 57.)*

RECORDS AND STATISTICS

Accurate health and safety records provide an excellent gauge to determine how we are doing. The following records are maintained and will be reviewed annually:

- Claims statistics
- First aid records
- Completed inspection lists
- Incidents investigations
- Material safety data sheets
- Any WCB inspection reports

These records are kept at *(location)* _____.

Medically related records will be handled in a manner that respects confidentiality.