

4 ESSENTIAL ELEMENTS OF AN OHS PROGRAM

FOR SMALL, MEDIUM, AND LARGE BUSINESSES



No matter the size of your business, an Occupational Health and Safety (OHS) Program is an essential part of your operation and the best way to ensure the safety of your workers.

OHS Regulations legally require employers with 20 or more workers to have an OHS Program. The WSCC has tools to support your business in setting up and maintaining a strong OHS Program. Here are four essential elements of any OHS program and resources to support your business in creating or maintaining them:

- 1. A system for identifying and addressing hazards.**
 - WSCC's Code of Practice on [Hazard Assessment](#) outlines how to develop this system.
- 2. Regular and ongoing training**
 - The WSCC offers tools for starting a conversation about safety. Use our [Safety Bulletins](#), [OHS Education](#) resources, and our ongoing offer for WSCC [Toolbox Talks](#)* to support your company's training program.
- 3. A system of reporting**
 - Whether a near miss, minor incident, or serious injury, reporting is not just part of a strong OHS program, but it is also your legal obligation as an employer. More information can be found on WSCC's [Reporting Requirements](#) page, where you can also find WSCC's [Employer's Report of Incident Form](#). If you want to submit a report unsafe work, use [WSCC Connect](#).
- 4. Participation in the Internal Responsibility System (IRS)**
 - Workplace safety is a shared responsibility. As an employer or supervisor, it is your responsibility to have a strong OHS Program, but safety doesn't start and stop with you. Remember that **your employees should take an active role in continually evaluating and updating your safety procedures**. Encourage

every level of employee to participate in the [IRS](#), identify areas for improvement, and suggest solutions. Safety is everyone's responsibility.

For an overview of creating a safety program for your workplace, check out our [Safety Program Tools](#) and [Develop an OHS Program](#) on our website. A prevention team member is always willing to work with your business to develop a strong safety program for any workplace. [Contact us today](#).

* WSCC wants to bring safety to your doorstep. You can request a Toolbox Talk from the list of topics found on our website, and **have a safety officer come into your workplace and deliver a quick safety presentation to your staff.** [Request one today!](#)