

TABLE OF CONTENTS - INSTRUCTIONS FOR USE

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Section 1: Leadership & Administration	NOTE	ADDITIONAL NOTES
1.1 Occupational Health & Safety Policy	Required	If Applicable: All contractors who hire sub-contractors, even if infrequently, should have a Sub-Contractor Policy.
1.2 Assignment of Responsibility & Accountability for Safety	Required	
1.3 Sub-Contractor Policy	If Applicable	
1.4 Sub-Contractor Checklist	If Applicable	
Section 2: OHS Committee		
2.1 Terms of Reference	Required if 10 or more workers	
2.2 OHS Committee Agenda	Required if 10 or more workers	
2.3 OHS Minutes Report Form	Required if 10 or more workers	
Section 3: Hazard Recognition, Evaluation & Control		
3.1 Hazard Recognition, Evaluation & Control Procedure	Required	For Reference Only: These documents can assist you in the development of a comprehensive hazard assessment. These documents <u>do not</u> need to be included in your safety manual. Sample forms are provided. You can use these forms or create your own template. Your safety manual should only include the forms which you intend to use.
3.2 Conducting a Comprehensive Hazard Assessment	For Reference Only	
3.3 Hazard Assessment Forms	Required	
3.4 Completed Comprehensive Hazard Assessments	For Reference Only	
Section 4: Workplace Inspections		
4.1 Workplace Inspection Policy	Required	Sample forms are provided. You can use these forms or create your own template. Your safety manual
4.2 Workplace Inspection Forms	Required	

		should only include the forms which you intend to use.
Section 5: Investigations		
5.1 Incident Investigation Policy	Required	Not Mandatory: Inclusion of this document would be best practice, however it is not a legislative or COR™ program requirement.
5.2 Incident Investigation Procedure	Required	
5.3 Incident Report Form	Not Mandatory	
5.4 Incident Investigation Form	Required	
Section 6: Safe Work Practices		
6.1 Safe Work Practices Review Form	Not Mandatory	Not Mandatory: Inclusion of this document would be best practice, however it is not a legislative or COR™ program requirement. Company Specific: Specific safe work practices procedures for your company appropriate for the work being carried out, i.e., ladders use, housekeeping, defective tools, etc.
6.2 Safe Work Practices	Required (Company specific)	
Section 7: Safe Job Procedures		
7.1 Safe Job Procedures Review Form	Not Mandatory	Not Mandatory: Inclusion of this document would be best practice, however it is not a legislative or COR™ program requirement. Company Specific: Specific safe job procedures for your company, depending on the nature of the work, i.e., confined space entry, fall protection, power line hazards etc.
7.2 Safe Job Procedures	Required (Company specific)	

Section 8: Training & Communication		
8.1	Training & Communication	Required
8.2	Employee Orientation Form	Required
8.3	Site-Specific Orientation Checklist	If Applicable
8.4	Employee Training Record	Not Mandatory
8.5	Employee Training Matrix	Not Mandatory
8.6	Toolbox Meeting Form	Required
8.7	Training Quick Reference Document	For Reference Only
Section 9: Rules		
9.1	Safety Rules	Required
9.2	Disciplinary Procedures	Required
9.2	Notice of Discipline	Required
Section 10: Maintenance		
10.1	Preventative Maintenance Policy	Required
10.2	Maintenance Forms	Required
Section 11: Emergency Preparedness		
11.1	Fire & Emergency Response Procedure	Required (Company specific)
11.2	First Aid Procedure	Required (Company specific)

If Applicable: Site orientations must be conducted on every new work site.

Not Mandatory: Inclusion of these documents would be best practice, however it is not a legislative or COR™ program requirement.

For Reference Only: This document can assist you in determining training requirements. This document does not need to be included in your safety manual.

Sample forms are provided. You can use these forms or create your own template. Your safety manual should only include the forms which you intend to use.

Company Specific: Specific procedures for your company,

11.3 Working Alone	Required (Company specific)	depending on the nature of the work and work situations.
Section 12: Records & Statistics		
12.1 Record Keeping	Required	Not Mandatory: Inclusion of this document would be best practice, however it is not a legislative or COR™ program requirement.
12.2 Monthly Safety Summary	Required	
12.3 Summary of Lost Time Injuries	Not Mandatory	
Section 13: Personal Protective Equipment		
13.1 Personal Protective Equipment Policy	Required	For Reference Only: These documents can assist you in determining the personal protective equipment appropriate for your worksite(s) and the tasks undertaken. These documents <u>do not</u> need to be included in your safety manual. If Applicable: Where it is not practicable to reduce noise to acceptable levels or to isolate workers from noise, workers must wear hearing protection and a Hearing Conservation Program must be present. Where a worker is required to work in an area where a worker is exposed to an oxygen deficient atmosphere or harmful air contaminants, and it is not practicable to fully eliminate the
13.2 Personal Protective Equipment Checklist	For Reference Only	
13.3 Personal Protective Equipment Information Sheets	For Reference Only	
13.4 Hearing Conservation Program	If Applicable	
13.5 Respiratory Protection Program	If Applicable	

		respiratory hazard, workers must wear respiratory protection and a Respiratory Protection Program must be present.
Section 14: Workplace Harassment & Violence		
14.1 Anti-Harassment & Discipline Policy	Required	For Reference Only: These documents can assist you in the development of a violence prevention program. These documents <u>do not</u> need to be included in your safety manual.
14.2 Workplace Violence Policy	Required	
14.3 Workplace Violence Hazard Assessment	Required	
14.4 Workplace Violence Hazard Inspection	For Reference Only	
14.5 Workplace Violence Implementing Controls	For Reference Only	
Section 15: Disability Management		
15.1 Small and Medium PRIME Employer Documents	Required if your organization pays less than \$48,000 in average base assessments to WorkplaceNL.	Your company will either be a Small/ Medium PRIME Employer OR a Large PRIME Employer. Only include the documents from the applicable category in your safety manual.
15.2 Large PRIME Employer Documents	Required if your organization pays more than \$48,000 in average base assessments to WorkplaceNL.	
Section 16: Environmental		
16.1 Environmental Policy	Required	