

Determining Significant Hazards At Work

A Guide for Employers and JHSCs



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What is This Guide About?

This guide is designed to help employers work together with their joint health and safety committees to meet the requirement for *Workplace-Specific Hazard Training*. This training, which is required by the Workplace Safety and Insurance Board, makes up the second part of the certification process for designated joint committee members. *Basic or Core Training* is the first part.

Before designated committee members can take workplace-specific training, however, some important groundwork must be done. This includes:

- identifying the hazards in your workplace
- assessing the hazards for their significance
- determining training needs based on the significant hazards

Such groundwork is the focus of this guide. In addition to reviewing the legal requirements of certification training, the guide:

- leads you through the hazard identification and assessment process using IAPA's *Workplace Hazard Assessment Form*
- helps you to determine significant hazards and identify training needs
- directs you to next steps after you complete your assessment
- provides you with various tools, forms and resources, including a summary of the top disabling injuries and illnesses in your industry

About Certification Training

Under section 9(12) of the *Occupational Health and Safety Act (OH&S Act)*, at least one worker member and one management member of a joint health and safety committee (JHSC) has to be a certified member. (JHSCs are required in most workplaces where 20 or more workers are regularly employed.)

As determined by the Workplace Safety and Insurance Board (WSIB), which has the authority to set certification training program standards, the certification of joint health and safety committee members is a two-part process:

- *Part One: Basic or Core Certification Training*
- *Part Two: Workplace-Specific Hazard Training*

Both are required for a joint health and safety committee member to become certified.

Certification Part One

Basic or Core Certification Training, which was introduced in 1993, is an introduction to the fundamentals of workplace health and safety. It covers the following topics:

- the law
- workplace safety
- workplace health
- joint health and safety committees
- workplace inspections
- accident investigations

Certification Part Two

Workplace-Specific Hazard Training, which was introduced in 1997, builds on *Basic Training*. It focuses on the significant hazards in your workplace and instructs participants on how to identify, assess and control those hazards.

The WSIB has now set a compliance date of **December 31, 2001** for *Workplace-Specific Hazard Training*. By that date, employers must:

1. conduct a workplace hazard assessment
2. determine which hazards are significant
3. train designated members of the joint committee on the significant hazards (unless such training has already been taken)

Once the training is complete, employers must also notify the WSIB in writing.

Sector-Specific Programs

Sector-specific programs are an alternative way for employers to meet the requirements of *Certification Part Two*. These programs must be developed to address hazards common to the majority of workplaces within a sector. All sector-specific programs must be approved by the WSIB. These programs must also be endorsed by either a trade association or a bipartite group. Hazard assessments are not necessary if this option is chosen. However, employers should review their duties under section 25 of the *OH&S Act*.

Note: *The employer may have to provide additional training if the sector-specific program does not cover significant hazards that are unique to his or her workplace.*

Regardless of the type of training provided (workplace-specific or sector-specific), the designated committee members should be able to:

- describe each significant hazard and how it may cause injury or illness
- identify the relevant laws, standards and guidelines for the hazard
- describe how to identify and assess the hazard
- describe ways of controlling the hazard
- prepare an action plan to identify, assess, and control the hazard based on an actual workplace situation

Identifying Workplace Hazards

Before you can assess the hazards in your workplace, you must ensure that you have done a thorough job of identifying them. Hazards can be identified by various methods, including collecting and reviewing all available information about potential and actual problems in your workplace and by inspecting the workplace. Here are some general guidelines:

1. Form a team

While the employer is legally responsible for conducting the hazard assessment, it is wise to use a team approach. Ideally, the activity should be conducted with the worker and management members of the joint committee who completed *Basic Certification Training*. You may also wish to include others with specific hazard knowledge or expertise on the assessment team.

2. Determine where to begin

You may want to divide your workplace into major work areas or steps in the work flow. Regardless of *how* you do it, the key is that all areas must be considered for hazards. This includes:

- receiving areas
- storage areas
- processing areas
- customer service areas
- office areas
- areas outside of the workplace (sidewalks, walkways, parking lots, driveways, etc.)

3. Collect and review information

There are many sources of information that you can turn to for help in identifying the hazards in your workplace. Examples include:

- hazardous materials inventories and material safety data sheets (MSDSs) (see page 51 for IAPA's *Hazardous Materials Inventory Form*)
- inventories of on-site machinery and equipment and information from manufacturers or suppliers of these items (see page 53 for IAPA's *Machinery/Equipment Inventory Form*)
- work flow or process flow information
- injury and illness reports for your workplace and industry (see page 33 for a report on your industry)
- accident and incident investigation reports
- recommendations made by the joint health and safety committee

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- results of previous workplace inspections
 - employee reports about hazards
 - results of any workplace testing (e.g., air sampling)
 - results of work refusals and stoppages
 - maintenance reports
 - inspection reports and orders from the Ministry of Labour

4. Use a floor plan

A floor plan of your workplace can help you summarize the information you collect. For example, you can mark on the floor plan where accidents and incidents have happened, where chemicals are used and stored, what machines and equipment are used, and where there are special problem areas.

5. Inspect your workplace

Inform the appropriate people so that they are not surprised by your inspection. Wear the appropriate personal protective equipment. Be thorough; check the entire area. Talk to employees about hazards and how they may be controlled. Take detailed notes. For more on workplace inspections, refer to the participant's manual or workbook from *Basic Certification Training*.

Note: Employers should take immediate corrective action if any serious hazards are discovered during the workplace hazard identification and assessment process.

Assessing Workplace Hazards

Once you've identified the hazards in your workplace, you are ready to move to the next step – assessment. IAPA has developed a *Workplace Hazard Assessment Form* specifically for this purpose. Use the form to record each hazard that you've identified and then assess it for its significance. A copy of the form appears on the next page; guidelines for completing the form begin on page 9. For a sample of a completed form, turn to page 31.

Make as many copies of IAPA's *Workplace Hazard Assessment Form* as you need (a blank copy appears on page 29).



Workplace Hazard Assessment Form

1. Work Area/Flow	2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.)	3. Identified Hazards	4. Assessment				5. Training Required	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)	Y/N	Y/N	Adequate Y/N
Receiving	Material handling hazards	Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended.	6	2	+1	9	Y	Y	N

Location: Windsor Plant
Completed by: Sameena Quierishi, Danny Lu, Nick Prokos
Date: May 31, 2001



Workplace Hazard Assessment Form

A. Severity (0-6)

- 0:** No injury or illness; or quality, production, or other loss of less than \$100
- 2:** Minor injury or illness without lost time; non-disruptive property damage or a quality, production, or loss of \$100 to \$1,000
- 4:** A lost-time injury or illness without permanent disability; or disruptive property damage; or quality, production, or other loss of more than \$1,000 but not exceeding \$5,000
- 6:** Permanent disability or loss of life or body part; and/or extensive loss of structure, equipment, or material; quality, production, or other losses exceeding \$5,000

Note: Make dollar figures relative to your own company.

B. Frequency (1-3)

Number of persons who may be exposed to or have contact with the hazard	Number of times persons may be exposed to or have contact with the hazard		
	Less than daily	Few times per day	Many times per day
Few	1	1	2
Moderate	1	2	3
Many	2	3	3

C. Probability (-1 to +1)

- 1:** Less than average chance of loss
- 0:** Average chance of loss
- +1:** Greater than average chance of loss

D. Significance (0-10)

- 0-2:** Low
- 3-5:** Medium
- 6-10:** High

Severity + Frequency + Probability = Significance

Guidelines for Completing IAPA's Hazard Assessment Form

Column 1. Work Area/Flow



Workplace Hazard Assessment Form

1. Work Area/Flow	2. Hazard Category <small>(Physical, Chemical, Biological, Ergonomic, etc.)</small>	3. Identified Hazards	4. Assessment				5. Training Required	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)	Y/N	Y/N	Adequate Y/N
Receiving									

Location:	Completed by:	Date:
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Select a work area (e.g., storage area, office area) or a step in the work flow (e.g., receiving) and list it here. You will then have to repeat the process described on the pages that follow for all the other work areas or steps in the work flow. In the example above, we have selected the receiving area. For additional examples, turn to the sample form on page 31.

Column 2. Hazard Category



Workplace Hazard Assessment Form

1. Work Area/Flow	2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.)	3. Identified Hazards	4. Assessment				5. Training Required Y/N	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)		Y/N	Adequate Y/N
Receiving	Material handling hazards								

Location: _____ Completed by: _____ Date: _____

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Identify the hazard category(ies) that apply to the work area/flow chosen in column 1. By thinking of major hazard categories first, it will help you to organize your hazard information into more manageable chunks.

As defined by the WSIB, a ***hazard*** is any practice, behaviour or condition or combination of these that can cause injury or illness in people or damage to property.

When identifying hazards in your workplace, be sure to consider both health and safety hazards. *Health hazards* can lead to illnesses or disorders such as inflamed or irritated joints (e.g., tendonitis, epicondylitis), skin diseases (such as dermatitis), carpal tunnel syndrome, hernias and various cancers. Some health hazards can also have harmful reproductive effects. For information on the categories of health hazards that were covered in *Basic Certification Training*, see the next page.

Safety hazards can lead to traumatic types of injuries such as sprains, bruises, fractures and cuts. For information on the categories of safety hazards that were covered in *Basic Certification Training*, see page 12. In the form above, we have chosen material handling hazards as our first hazard category.

Health Hazard Categories

Here is a summary of the five health hazard categories that were covered in *Basic Certification Training*. For more information about these hazards, check the participant's workbook or manual. Create your own additional health hazard categories as needed if they better reflect the specific conditions in your workplace (e.g., office hazards or welding hazards).

1. Physical hazards

Physical hazards are forms of energy that can harm the body if exposed. Examples include: noise, vibration, temperature extremes (hot or cold), and radiation. The effects of exposure can respectively include: temporary or permanent hearing loss; damage to the small blood vessels and nerves; heat cramps, exhaustion and stroke; frostbite and hypothermia; cancer and eye damage.

2. Chemical hazards

Chemical hazards can take the form of solids, liquids, vapours, gases, dusts, fumes or mists. They can be inhaled, ingested or absorbed into the body. Examples include: paints, solvents, cleaners, degreasers, acids, and cutting oils. Exposure to chemical hazards can cause irritation, allergic reactions, depression of the nervous system, asphyxia, lung disease and cancer. Some chemicals can also have harmful effects on the reproductive system.

3. Biological hazards

Biological hazards are living things or substances produced by living things that can cause illness in humans. These hazards enter the body by inhalation, ingestion or absorption. Examples of biological hazards include: bacteria, viruses, fungi, parasites and plants. Effects of exposure include: tuberculosis, tetanus, food poisoning, boils, blood poisoning, ringworm, thrush, hepatitis, mumps, German measles, and rabies.

4. Ergonomic or work design hazards

Ergonomic hazards arise from the design and organization of work. They can harm the body by placing strain on the musculoskeletal system and overloading the muscles, tendons, joints, ligaments, nerves and blood vessels. Look for ergonomic hazards in: workstation layout and design, tool and equipment design, the work environment, and general work organization.

5. Stress or psychosocial hazards

Workplace stressors can lead to excess stress or distress and have been identified as important factors in many types of illness, including heart disease and high blood pressure. There are two main types of stressors: physical (e.g., noise and vibration) and organizational stressors (e.g, lack of job control, work overload, role uncertainty and conflict, isolation and workplace violence).

Safety Hazard Categories

Here is a summary of the five safety hazard categories that were covered in *Basic Certification Training*. For more information about these hazards, check the participant's workbook or manual. Create your own additional safety hazard categories as needed if they better suit the specific conditions in your workplace (e.g., vehicle driving hazards or hand tool hazards).

1. Material handling hazards

Manual material handling can involve lifting, carrying, lowering, pushing, and pulling. All of these activities can lead to muscle strains, tears and pulls of the back, shoulders, arms and abdomen.

Mechanical material handling can involve such devices as forklift trucks, conveyors, cranes, and hand carts and trucks. These devices can introduce many hazards including accidental contact with moving equipment or parts, loads, or electricity.

Handling of hazardous materials, such as corrosives, flammables and reactives is another key area. Exposure can cause serious harm to people and extensive damage to property.

2. Machine hazards

Any machine can be a hazard, especially those with moving parts that can get tangled in a worker's clothes or come into contact with a worker's body. Here are some examples:

- workers may be crushed if they get caught in rotating shafts, belts or pulleys
- body parts may be injured or severed by presses, blades and saws
- workers may be struck by flying projectiles from machines

3. Energy hazards

Workers can be seriously injured by the sudden movement of machine components, electrical shock or other releases of energy when they are adjusting or maintaining equipment. Energy sources include: electricity, steam, heat, pneumatic or hydraulic pressure and gravity as well as mechanical and chemical energy.

4. Work practice hazards

Failure to have or to follow safe work practices is a significant cause of injuries. Performing work safely in accordance with established safe work procedures is a fundamental element in the control of safety hazards. Employers, supervisors and workers all share a responsibility in this.

5. Confined space hazards

Confined spaces are work spaces where hazardous gases, vapours, dusts or fumes may build up or where an oxygen-deficient atmosphere may be created. Examples include: storage tanks, vaults, pits, vats, silos, pipelines, ducts and tunnels. Other hazards of confined spaces include: difficulty of entry and exit and working in awkward spaces, poor walking surfaces, poor visibility, and extremes of temperature and noise.

Column 3. Identified Hazards



Workplace Hazard Assessment Form

1. Work Area/Flow	2. Hazard Category <small>(Physical, Chemical, Biological, Ergonomic, etc.)</small>	3. Identified Hazards	4. Assessment				5. Training Required	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)	Y/N	Y/N	Adequate Y/N
Receiving	Material handling hazards	Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended.							

Location: _____ Completed by: _____ Date: _____

Page 1 of 2

List the specific hazards that you've identified here. For example, if in column 2, you indicated physical hazards as the hazard category, you should list the specific physical hazards here in column 3. In this case, you may list noise from a machine or vibration from a power tool. If you are not sure which hazard category the hazard belongs to (and you've decided against creating a new hazard category as mentioned in the guidelines for column 2), simply list the identified hazard here in column 3 (e.g., ladders or indoor air quality).

In the example above, we have identified forklift trucks as one of our specific material handling hazards.

Column 4. Hazard Assessment



Workplace Hazard Assessment Form

1. Work Area/Flow	2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.)	3. Identified Hazards	4. Assessment				5. Training Required Y/N	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)		Y/N	Adequate Y/N
Receiving	Material handling hazards	Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended.	6	2	+1	9			

Location: _____ Completed by: _____ Date: _____

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As defined by the WSIB, a hazard is **significant** when, if not properly controlled, it has the potential to cause a lost-time injury or occupational disease.

To assess each hazard that you have identified in your workplace and determine whether it is significant, consider the following questions:

- Has the hazard contributed to a workplace injury or illness? What is the potential for future injury or illness?
- How severe an injury or illness could result from exposure to the hazard?
- Has the hazard contributed to any “near misses”? How likely will these cause injury or illness now or in the future?
- How many workers are exposed to or likely to come into contact with the hazard?
- Has any hazard testing (measurement) been done in your workplace (e.g., air sampling in the case of chemical hazards)?
- How well is the hazard controlled vis-a-vis established standards such as legislated limits, CSA standards, MOL guidelines, and workplace policies and procedures, etc? (For more on controls, see page 21.)

When assessing each hazard that you have identified, consider:

- the **severity** of the loss that could result from exposure to or contact with the hazard
- the **frequency** of exposure to the hazard
- the **probability** of the injury, illness or loss happening

Severity

A. Severity (0-6)	
0:	No injury or illness; or quality, production, or other loss of less than \$100
2:	Minor injury or illness without lost time; non-disruptive property damage or a quality, production, or loss of \$100 to \$1,000
4:	A lost-time injury or illness without permanent disability; or disruptive property damage; or quality, production, or other loss of more than \$1,000 but not exceeding \$5,000
6:	Permanent disability or loss of life or body part; and/or extensive loss of structure, equipment, or material; quality, production, or other losses exceeding \$5,000
Note: Make dollar figures relative to your own company.	

Using Table A above, which is taken from page 2 of the *Workplace Hazard Assessment Form*, consider the consequences of exposure to or contact with the hazard. Could it result in a minor injury or a permanent disability? Could it cause minor equipment damage or extensive damage to the premises? Use the dollar figures provided in Table A as a guide only. You may need to adjust these figures to better reflect the size and nature of your business.

On the severity scale, the ratings range from 0 to 6. Pick the number that most closely corresponds with the severity of loss that could result. If a lost-time injury with no permanent disability could result, for example, you would enter the number 4 in the space provided on page 1 of the form.

In our example on page 15, we have assigned forklift trucks a severity rating of 6.

Frequency

B. Frequency (1-3)			
Number of persons who may be exposed to or have contact with the hazard	Number of times persons may be exposed to or have contact with the hazard		
	Less than daily	Few times per day	Many times per day
Few	1	1	2
Moderate	1	2	3
Many	2	3	3

Using Table B above, consider two questions to assess the frequency of exposure:

- How many people may be exposed to or have contact with the hazard (few, moderate, many)?
- How many times may people be exposed in a work day (less than daily, a few times per day, many times per day or more)?

Be sure to consider persons who regularly work in the area as well as those who may only be there temporarily. In our example on page 15, we have entered a frequency rating of 2 – a few persons may be exposed to the hazard many times per day.

Probability

C. Probability (-1 to +1)
-1: Less than average chance of loss
0: Average chance of loss
+1: Greater than average chance of loss

Using Table C, consider the likelihood of the loss happening. If there is a less than average chance of loss, assign a rating of -1; if the likelihood is greater than average, give it a +1. Enter that number in the space provided on page 1 of the form. In our example on page 15, we have determined that there is a greater than average likelihood of loss happening. (This is based on our analysis of injury and illness data.) Therefore, we have assigned a rating of +1.

Significance

D. Significance (0-10)	
0-2:	Low
3-5:	Medium
6-10:	High

Add your severity (A), frequency (B), and probability (C) ratings together to obtain a significance rating (D). As shown in Table D above, if the sum is 6 or greater, the hazard has a high significance rating. Such hazards should be regarded as potential training needs for *Workplace-Specific Hazard Training* and top priorities for control.

Consider also the hazards that received a medium significance rating. If any hazard in this category was assigned a **severity rating of 4** (e.g., because it may lead to a lost-time injury or illness), it too should be considered to be significant and therefore a potential training need.

Enter the sum in the space provided on page 1 of the form. You may also wish to circle those numbers that are 6 or greater in value as a quick visual reminder of the highly significant hazards in your workplace. In our example on page 15, the significance rating adds up to 9.

Note: The WSIB has identified examples of hazards or groups of hazards that may be significant in your workplace and therefore appropriate for *Workplace-Specific Hazard Training*. For more information, see page 50.

Column 5. Training Required



Workplace Hazard Assessment Form

1. Work Area/Flow	2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.)	3. Identified Hazards	4. Assessment				5. Training Required Y/N	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)		Y/N	Adequate Y/N
Receiving	Material handling hazards	Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended.	6	2	+1	9	Y		

Location: _____ Completed by: _____ Date: _____

Page 1 of 2

Employers must provide training for the designated JHSC members on the significant hazards that have been identified. For every significant hazard in your workplace, the designated members should be able to:

- describe the hazard and how it may cause injury or illness
- identify the relevant laws, standards and guidelines for the hazard
- describe how to identify and assess the hazard
- describe ways of controlling the hazard
- prepare an action plan to identify, assess and control the hazard, based on an actual workplace situation

Yes, training is required

Enter yes or “Y” in the space provided in column 5 if:

- the hazard is significant (generally when column 4D has a value of 6 or greater) *and*
- the designated members have not already taken “equivalent” training (this is training that meets the learning objectives outlined above)

No, training is not required

Enter no or “N” if:

- the hazard is *not* significant (generally when column 4D has a value of 5 or less) **or**
- if the designated committee members have already taken equivalent training

Note: *If equivalent training has already been taken, consider how long ago the training took place and how relevant it is to the present workplace. Note also that the employer, in consultation with the joint health and safety committee, should determine if training is equivalent.*

In our example on the previous page, we have determined that training is required because the hazard is significant and no equivalent training has been taken.

Column 6. Controls in Place



Workplace Hazard Assessment Form

1. Work Area/Flow	2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.)	3. Identified Hazards	4. Assessment				5. Training Required	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)	Y/N	Y/N	Adequate Y/N
Receiving	Material handling hazards	Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended.	6	2	+1	9	Y	Y	N

Location: _____ Completed by: _____ Date: _____

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Indicate whether controls are in place for the hazard you've identified and whether they are adequate. As covered in *Basic Certification Training*, controls can be located:

- at the source (e.g., replacing a broken ladder or substituting a less hazardous substance for one that is more hazardous or enclosing a hazardous process)
- along the path (e.g., setting up a barricade to restrict worker access to a hazardous area or using ventilation to control worker exposure to chemicals)
- at the worker (e.g., wearing safety goggles with side shields to protect the eyes from flying objects)

Controls at the source are always preferred.

Controls include:

- controls required by law (e.g., *Regulations for Industrial Establishments* which apply to industrial and retail workplaces; Ontario Fire Code; Ontario Building Code)
- company rules
- engineering controls (e.g., machine guards, ventilation systems, special materials that reduce noise)
- job procedures and safe work practices
- personal hygiene practices and facilities
- standards set by organizations such as CSA International (e.g., CSA standards for electrical equipment)
- manufacturers' specifications and user information (e.g., for hoists)
- emergency systems (e.g., emergency lighting, sprinkler systems, etc.)
- administrative controls (e.g., job rotation, work/rest periods)
- personal protective equipment (e.g., safety footwear, gloves, glasses, respirators)

To determine whether the hazard controls in your workplace are adequate, consider how well they measure up against established standards, such as legislated limits and standards. Indicate yes ("Y") or no ("N") in the space provided.

In our example, controls are in place. However, because we believe they could be improved upon, we have entered an "N" in the "Controls Adequate" column.

Note: You may require the help of an expert in determining the adequacy of some controls (e.g., ventilation systems). In these cases, your team may need to consult with a specialist, such as an industrial hygienist, ergonomist or machine safety specialist. For more information on the technical assistance available from IAPA, call 1-800-406-IAPA (4272).

Location, Completed by, Date



Workplace Hazard Assessment Form

1. Work Area/Flow	2. Hazard Category <small>(Physical, Chemical, Biological, Ergonomic, etc.)</small>	3. Identified Hazards	4. Assessment				5. Training Required	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)	Y/N	Y/N	Adequate Y/N
Receiving	Material handling hazards	Forklift trucks can cause serious injuries if they tip over; fall from loading docks; collide with other vehicles; strike workers, equipment or structures; or move while unattended.	6	2	+1	9	Y	Y	N

Location: Windsor Plant Completed by: Sameena Quierishi, Danny Lu, Nick Prokos Date: May 31, 2001

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Location

If your company has multiple locations in Ontario, state the location for which you have completed your assessment. This is important if your report is to be sent to your head office location.

Completed by

The employer's name or employer's representative's name should be entered here. We also recommend that the designated joint committee members who participated in the hazard identification and assessment process include their names, too.

Date

Indicate the date on which the assessment was completed. Remember that the compliance date for training designated committee members on the significant hazards in your workplace is **December 31, 2001**.

What's Next?

Congratulations! You've identified the hazards in your workplace, assessed them for their significance and identified training needs for the designated joint health and safety committee members. Now what?

1. Share the results of the hazard assessment with the JHSC

Not only does this make good sense, but employers have a legal duty to do so (*OH&S Act*, sections 9(18)(d) and 25(2)(l)). The JHSC may wish to review the assessment and make written recommendations regarding the training needs of designated committee members and the equivalency of training (if applicable). Under section 9(20) of the *OH&S Act*, the employer must respond to these recommendations in writing, within 21 days.

2. Arrange for training

Once you have agreement on the significant hazards and training needs, the employer must arrange for training in those hazards (unless equivalent training has already been taken). For training programs that are available from IAPA, see *How IAPA Can Help* on page 25.

3. Inform the WSIB when training is complete

Once the designated committee members have been trained, the employer must notify the WSIB using Form 3189A, *Workplace-Specific Hazard Training Confirmation to WSIB* (for a copy of the form, see page 57). Once the form is filled in, it should be signed by the employer or employer's representative and the training participants. It should then be sent to the WSIB, Prevention Division. The WSIB will then issue new certification cards to the certified members.

4. Review the action plan and take all necessary corrective steps

Employers have a legal responsibility to take every precaution reasonable in the circumstances to protect the health and safety of workers (*OH&S Act*, section 25(2)(h)). Once the designated members prepare their health and safety action plan, the employer has a duty to review the plan and implement the action steps wherever practicable. If the designated members did not complete the action plan during the training, they may develop the plan back at work. The members may wish to use IAPA's *Health and Safety Action Plan Form* on page 55.

5. Continue to provide training

Employers should continue to provide workplace health and safety information, instruction and training to certified members and others in the workplace as part of the ongoing health and safety program. This includes workers, supervisors and joint committee members (*OH&S Act*, sections 25(2)(a) and 26(1)(l)).

How IAPA Can Help

IAPA offers a range of programs, products and services to help you with your certification training needs.

Certification Part One

Basic Certification Training

Two 3-day courses are available: one for the manufacturing sector; one for offices. IAPA also offers train-the-trainer programs for workplaces that choose to use their own in-house trainers. All courses are offered regularly at IAPA training centres throughout Ontario.

Certification Part Two

Conducting Hazard Assessments

This 3-hour workshop for employers and JHSC members covers the requirements of *Certification Part Two* and provides tools and job aids to help participants effectively assess hazards in their workplaces.

Workplace-Specific Hazard Training

IAPA offers both classroom-based and web-based training modules.

Classroom-Based Modules

IAPA, in partnership with Canadian Manufacturers and Exporters, offers 11 hazard specific training modules:

- Basic Machine Safety
- Chemicals, Spills & Exposure to Toxic Substances
- Emergency Preparedness
- Lockout
- Noise
- Office Hazards: Indoor Air Quality
- Office Hazards: Repetitive Strain Injuries
- Punch & Brake Press
- Solvents, Fire & Combustible Materials
- Focus on Falls
- Metal Working Fluids

These 2-hour classroom modules are offered at IAPA training centres throughout Ontario. For more information about locations and dates of training, call 1-800-406-IAPA (4272) or visit our on-line catalogue at <http://www.iapa.on.ca/01catalog/training> and click on Certification Training.

Web-Based Modules

IAPA also offers hazard-specific training modules on the Web:

- Lockout
- Basic Machine Safety
- Noise
- Office Hazards: Repetitive Strain Injury*
- Solvents, Fire and Combustible Materials*
- Manual Material Handling*

For more information about IAPA's web-based training, view our on-line catalogue at <http://www.iapa.on.ca/01catalog/training> and click on Certification Training or call 1-800-406-IAPA (4272).

Sector-Specific Programs

For more information about sector-specific training programs for your industry, call 1-800-406-IAPA (4272). Also watch for updates on our web site at <http://www.iapa.on.ca>.

Technical Consulting

For technical assistance in identifying, assessing and controlling workplace hazards, you may wish to consult with one of IAPA's industrial hygienists, ergonomists or machine safety specialists. For more information, call 1-800-406-IAPA (4272).

Products

Two key products that can help you identify, assess and control hazards are:

- *Inspecting Physical Conditions, Guidelines for Setting Standards*
- *Inspecting Your Workplace, A Guide for Manufacturers*

For more information or to order, call 1-800-406-IAPA (4272) or view our on-line catalogue at <http://www.iapa.on.ca/01catalog> and click on Products & Training: A-L. Then go to page 12 of 16 (Inspection).

Inquiries Service

For legislative or technical inquiries regarding certification training, contact our Inquiries Service at 1-800-669-4939, ext. 395.

* Currently in development

Extra Tools

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Health and Safety Action Plan Form	55
Workplace-Specific Hazard Training Confirmation to WSIB Form	57



Workplace Hazard Assessment Form

1. Work Area/Flow	2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.)	3. Identified Hazards	4. Assessment				5. Training Required	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)	Y/N	Y/N	Adequate Y/N
Location: _____ Completed by: _____ Date: _____									



Workplace Hazard Assessment Form

A. Severity (0-6)

- 0:** No injury or illness; or quality, production, or other loss of less than \$100
- 2:** Minor injury or illness without lost time; non-disruptive property damage or a quality, production, or loss of \$100 to \$1,000
- 4:** A lost-time injury or illness without permanent disability; or disruptive property damage; or quality, production, or other loss of more than \$1,000 but not exceeding \$5,000
- 6:** Permanent disability or loss of life or body part; and/or extensive loss of structure, equipment, or material; quality, production, or other losses exceeding \$5,000

Note: Make dollar figures relative to your own company.

B. Frequency (1-3)

Number of persons who may be exposed to or have contact with the hazard

Number of times persons may be exposed to or have contact with the hazard

	Less than daily	Few times per day	Many times per day
Few	1	1	2
Moderate	1	2	3
Many	2	3	3

C. Probability (-1 to +1)

- 1:** Less than average chance of loss
- 0:** Average chance of loss
- +1:** Greater than average chance of loss

D. Significance (0-10)

- 0-2:** Low
- 3-5:** Medium
- 6-10:** High

Severity + Frequency + Probability = Significance



Workplace Hazard Assessment Form—Sample

1. Work Area/Flow	2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.)	3. Identified Hazards	4. Assessment				5. Training Required Y/N	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)		Y/N	Adequate Y/N
Printing Press Area	Physical hazards	High noise levels at the presses.	6	3	+1	10	Y	Y	N
	Ergonomic hazards	Press feeds and delivery trays are low (below standing knuckle height) and awkward to reach. This causes workers to stoop and reach to load or unload stock from the presses.	4	3	+1	8	Y	Y	N
	Machine hazards	Exposed moving machine parts (presses).	6	2	0	8	Y	Y	N
Location: _____ Completed by: Tom Dimopoulos, Christina Fernandez Date: May 25, 2001									



Workplace Hazard Assessment Form—Sample

1. Work Area/Flow	2. Hazard Category (Physical, Chemical, Biological, Ergonomic, etc.)	3. Identified Hazards	4. Assessment				5. Training Required Y/N	6. Controls in Place	
			A. Severity (0-6)	B. Frequency (1-3)	C. Probability (-1 to +1)	D. Significance (0-10)		Y/N	Adequate Y/N
Printing Press Area (cont'd)	Material handling hazards	<u>Manual</u> -Lifting and lowering of stock onto pallets on the floor, also flipping stock over for reverse side printing.	4	2	+1	7	Y	N	N
		Paper cuts from handling stock.	2	2	0	4	N	Y	Y
	Material handling hazards	<u>Mechanical</u> -Hand injuries from being scraped between cart and a fixed object.	4	2	0	6	Y	Y	Y
		Injuries to the leg or foot if paper products fall off pallets.	2	2	0	4	N	Y	Y
	Chemical hazards	<u>Solvents</u> -Mists or vapours can be inhaled. They can also create a fire/explosion hazard.	6	3	+1	10	Y	Y	N
Location: _____ Completed by: Tom Dimopoulos, Christina Fernandez Date: May 25, 2001									

The Disabling Claims Experience of IAPA's Industry Groups

How to Use This Information

In this section of the guide, you will find an injury and illness report for each of IAPA's ten industry groups. To access these reports, first identify the industry group(s) to which your company belong(s). A complete listing appears on the next page. If you are not sure which industry group(s) you belong to, see *IAPA's Industry Groups—Breakdown by Rate Number* on page 45.

- Review the summary report(s) for your industry group(s). Consider both the traumatic injuries as well as the occupational illnesses and disorders. Both are important. Traumatic injuries tend to happen more frequently. But, less frequently occurring illnesses and disorders tend to be more severe (as measured in lost days per case).
- Note that the claims data do not provide a complete picture of workplace risks. Because they are usually not lost-time cases, we do not know for example, how many noise-related hearing loss claims there were in 1996. Also, while there may appear to be an absence of occupational illnesses or disorders related for example to chemical exposures, keep in mind that illnesses usually develop over time. As such, they may not yet be captured in current injury and illness data. This means a program to control exposures to chemical, as well as physical hazards such as noise cannot be overlooked.
- Consider this data along with your own workplace's injury and illness experience, plus other sources of information, such as chemical inventories and MSDSs, committee meeting minutes and recommendations, workplace inspection reports, accident and incident investigation reports, etc. (see *Identifying Workplace Hazards* on page 4).
- Taken together this information can be used to help identify priorities for *Workplace-Specific Hazard Training* and injury and illness prevention initiatives.

Definitions

Nature of injury or illness: Identifies the injury or illness which was the result of a workplace event or exposure.

Part of body: Names the body part affected by the injury or illness.

Source of injury or illness: Identifies the object (e.g., machine, container, tool), substance, exposure, or bodily motion that directly caused the injury or illness.

Event or exposure: Describes how the identified source caused the injury or illness.

Where to Find Your Industry Group Report

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Metal Trades	40
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Textile and Allied	43
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The Most Frequently Occurring Claims in the Ceramics and Stone Industry ^{1, 2}

Nature of Injury or Illness	<i>Traumatic Injuries:</i>
	<ul style="list-style-type: none"> & Sprain, strain & Contusion, crushing, bruise (intact skin) & Cut, laceration, puncture (open wound) & Fracture* & Multiple injuries*
	<i>Occupational Illnesses and Disorders:</i>
	<ul style="list-style-type: none"> & Inflamed/irritated joints* & Hernia, rupture & Carpal tunnel syndrome
Part of Body	<ul style="list-style-type: none"> & Back (unspecified locations)* & Finger(s) & Lumbar spine & Eye(s) & Knee(s)
Source of Injury or Illness	<ul style="list-style-type: none"> & Bodily motion or position of injured/ill worker & Building materials, solid elements & Floors, walkways, ground surfaces & Non pressurized containers & Non powered hand tools*
Event or Exposure	<ul style="list-style-type: none"> & Overexertion & Struck by object & Caught in, or compressed by equipment or objects & Bodily reaction* & Struck against object

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Chemicals Industry ^{1, 2}

Nature of Injury or Illness	<i>Traumatic Injuries:</i>
	<ul style="list-style-type: none"> & Sprain, strain & Cut, laceration, puncture (open wound) & Contusion, crushing, bruise (intact skin) & Fracture & Multiple injuries*
	<i>Occupational Illnesses and Disorders:</i>
	<ul style="list-style-type: none"> & Inflamed/irritated joints* & Carpal tunnel syndrome & Hernia, rupture
Part of Body	<ul style="list-style-type: none"> & Finger(s) & Back (unspecified locations) & Lumbar spine & Multiple body parts & Hand(s)
Source of Injury or Illness	<ul style="list-style-type: none"> & Bodily motion or position of injured/ill worker* & Non pressurized containers* & Floors, walkways, ground surfaces & Non powered hand tools & Metal, woodworking and special material machinery*
Event or Exposure	<ul style="list-style-type: none"> & Overexertion & Struck by object & Bodily reaction & Caught in, or compressed by equipment or objects* & Fall on same level

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Food Products Industry ^{1, 2}

Nature of Injury or Illness	<i>Traumatic Injuries:</i>
	<ul style="list-style-type: none"> & Sprain, strain & Contusion, crushing, bruise (intact skin) & Cut, laceration, puncture (open wound) & Fracture* & Multiple Injuries
	<i>Occupational Illnesses and Disorders:</i>
	<ul style="list-style-type: none"> & Inflamed/irritated joints* & Hernia, rupture & Carpal tunnel syndrome*
Part of Body	<ul style="list-style-type: none"> & Finger(s) & Back (unspecified locations) & Lumbar spine* & Multiple body parts & Shoulder(s)*
Source of Injury or Illness	<ul style="list-style-type: none"> & Bodily motion or position of ill/injured worker* & Floors, walkways, ground surfaces* & Boxes, crates, cartons* & Special process machinery & Non powered hand tools
Event or Exposure	<ul style="list-style-type: none"> & Overexertion* & Struck by object & Fall on same level* & Caught in, or compressed by equipment or objects & Bodily reaction

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Grain, Feed and Fertilizer Industry ^{1, 2}

Nature of Injury or Illness	<i>Traumatic Injuries:</i>
	<ul style="list-style-type: none"> & Sprain, strain & Contusion, crushing, bruise (intact skin) & Fracture* & Cut, laceration, puncture (open wound) & Multiple injuries
	<i>Occupational Illnesses and Disorders:</i>
	<ul style="list-style-type: none"> & Hernia, rupture & Carpal tunnel syndrome* & Tendonitis
Part of Body	<ul style="list-style-type: none"> & Finger(s) & Lumbar spine* & Back (unspecified locations) & Ankle(s) & Knee(s)*
Source of Injury or Illness	<ul style="list-style-type: none"> & Floors, walkways, ground surfaces* & Bodily motion or position of injured/ill worker* & Bags, sacks, totes & Boxes, crates, cartons* & Forklifts
Event or Exposure	<ul style="list-style-type: none"> & Overexertion* & Struck by object & Bodily reaction & Fall on same level* & Caught in, or compressed by equipment or objects*

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Leather, Rubber and Tanners Industry ^{1, 2}

Nature of Injury or Illness	<i>Traumatic Injuries:</i>
	<ul style="list-style-type: none"> & Sprain, strain & Contusion, crushing, bruise (intact skin) & Cut, laceration, puncture (open wound) & Fracture & Multiple injuries*
	<i>Occupational Illnesses and Disorders:</i>
	<ul style="list-style-type: none"> & Inflamed/irritated joints & Carpal tunnel syndrome*
Part of Body	<ul style="list-style-type: none"> & Back (unspecified locations) & Finger(s) & Lumbar spine & Shoulder(s) & Wrist(s)*
Source of Injury or Illness	<ul style="list-style-type: none"> & Bodily motion or position of injured/ill worker & Non pressurized containers & Floors, walkways, ground surfaces & Tires, inner tubes, wheels & Metal, woodworking and special material machinery*
Event or Exposure	<ul style="list-style-type: none"> & Overexertion & Repetitive motion* & Struck by object & Bodily reaction & Caught in, or compressed by equipment or objects*

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Metal Trades Industry ^{1, 2}

Nature of Injury or Illness	<i>Traumatic Injuries:</i>
	<ul style="list-style-type: none"> & Sprain, strain & Contusion, crushing, bruise (intact skin) & Cut, laceration, puncture (open wound) & Fracture* & Scratches/abrasions
	<i>Occupational Illnesses and Disorders:</i>
	<ul style="list-style-type: none"> & Inflamed/irritated joints & Hernia, rupture & Carpal tunnel syndrome*
Part of Body	<ul style="list-style-type: none"> & Finger(s) & Back (unspecified locations) & Eye(s) & Lumbar spine & Shoulder(s)*
Source of Injury or Illness	<ul style="list-style-type: none"> & Bodily motion or position of injured/ill worker* & Floors, walkways, ground surfaces & Non pressurized containers & Building materials, solid elements & Metal, woodworking and special material machinery*
Event or Exposure	<ul style="list-style-type: none"> & Overexertion & Struck by object & Bodily reaction & Caught in, or compressed by equipment or objects & Repetitive motion*

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Office and Related Services Industry ^{1, 2}

Nature of Injury or Illness	<i>Traumatic Injuries:</i>
	<ul style="list-style-type: none"> & Sprain, strain & Contusion, crushing, bruise (intact skin) & Cut, laceration, puncture (open wound) & Fracture* & Multiple injuries
	<i>Occupational Illnesses and Disorders:</i>
	<ul style="list-style-type: none"> & Inflamed/irritated joints & Hernia, rupture & Carpal tunnel syndrome* & Herniated disc
Part of Body	<ul style="list-style-type: none"> & Finger(s) & Lumbar region* & Multiple body parts* & Lower back (unspecified locations) & Ankle(s)
Source of Injury or Illness	<ul style="list-style-type: none"> & Floors, walkways, ground surfaces* & Bodily motion or position of injured/ill worker & Non pressurized containers & Non powered hand tools & Building materials, solid elements
Event or Exposure	<ul style="list-style-type: none"> & Overexertion & Struck by object & Fall on same level & Bodily reaction & Fall to lower level*

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Printing and Allied Trades Industry ^{1, 2}

Nature of Injury or Illness	<i>Traumatic Injuries:</i>
	<ul style="list-style-type: none"> & Sprain, strain & Cut, laceration, puncture (open wound) & Contusion, crushing, bruise (intact skin) & Fracture* & Multiple injuries
	<i>Occupational Illnesses and Disorders:</i>
	<ul style="list-style-type: none"> & Inflamed/irritated joints & Carpal tunnel syndrome* & Hernia, rupture
Part of Body	<ul style="list-style-type: none"> & Finger(s) & Back (unspecified locations) & Lumbar spine & Hand(s) & Wrist(s)* & Knee(s)
Source of Injury or Illness	<ul style="list-style-type: none"> & Bodily motion or position of injured/ill worker* & Floors, walkways, ground surfaces & Non pressurized containers & Special process machinery & Variable restraint containers*
Event or Exposure	<ul style="list-style-type: none"> & Overexertion & Struck by object & Caught in, or compressed by equipment or objects & Bodily reaction & Repetitive motion*

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Textile and Allied Trades Industry ^{1, 2}

Nature of Injury or Illness	<i>Traumatic Injuries:</i>
	<ul style="list-style-type: none"> & Sprain, strain & Contusion, crushing, bruise (intact skin) & Cut, laceration, puncture (open wound) & Fracture & Multiple injuries*
	<i>Occupational Illnesses and Disorders:</i>
	<ul style="list-style-type: none"> & Inflamed/irritated joints & Carpal tunnel syndrome*
Part of Body	<ul style="list-style-type: none"> & Finger(s) & Back (unspecified locations) & Lumbar spine & Shoulder(s) & Wrist(s)*
Source of Injury or Illness	<ul style="list-style-type: none"> & Bodily motion or position of injured/ill worker* & Floors, walkways, ground surfaces* & Non pressurized containers & Special process machinery* & Vehicles
Event or Exposure	<ul style="list-style-type: none"> & Overexertion & Struck by object & Repetitive motion* & Bodily reaction & Fall on same level*

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

The Most Frequently Occurring Claims in the Woodworking Industry ^{1, 2}

Nature of Injury or Illness	<i>Traumatic Injuries:</i>
	<ul style="list-style-type: none"> & Sprain, strain & Cut, laceration, puncture (open wound) & Contusion, crushing, bruise (intact skin) & Fracture* & Scratch, abrasion
	<i>Occupational Illnesses and Disorders:</i>
	<ul style="list-style-type: none"> & Inflamed, irritated joints & Hernia, rupture & Carpal tunnel syndrome*
Part of Body	<ul style="list-style-type: none"> & Finger(s) & Back (unspecified locations) & Lumbar spine* & Shoulder(s)* & Hand(s)
Source of Injury or Illness	<ul style="list-style-type: none"> & Building materials, solid elements (includes wood, lumber)* & Metal woodworking and special material machinery (includes saws)* & Bodily motion or position of injured/ill worker & Floors, walkways, ground surfaces & Fasteners, connectors, ropes, ties
Event or Exposure	<ul style="list-style-type: none"> & Overexertion & Struck by object & Caught in, or compressed by equipment or objects* & Struck against object & Bodily reaction

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998. All data in this report is based on the Workplace Safety and Insurance Board's disabling injury and illness database. Data is limited to the information reported on Form 7's, as provided by the employer.

²All data is reported in the order of decreasing frequency.

*Most severe of the cases listed (as measured in average lost days per case).

IAPA's Industry Groups— Breakdown by Rate Number¹

INDUSTRY GROUP	RATE NUMBER	RATE NUMBER DESCRIPTION
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Ceramics	485	Bricks & Refractories
	488	Ceramics, Porcelain & China
	496	Concrete Products
	501	Gypsum, Lime & Cement
	502	Glass Products
	503	Non-Metallic Mineral Insulating Materials

Chemicals	256	Plastic Bags
	258	Foamed & Expanded Plastic Products
	260	Plastic Pipes & Fittings
	261	Plastic Film & Sheeting
	263	Other Plastic Products
	507	Petroleum & Coal Products
	511	Plastic & Synthetic Resins
	512	Paint, Printing Ink & Adhesives
	514	Pharmaceuticals & Medicines
	517	Soap, Cleaning Compound
	519	Toiletries
	522	Inorganic Chemicals
	523	Organic Chemicals
	524	Other Chemical Industry
	838	Natural Gas Distribution

¹Source: *Report on the 1996 Disabling Claims Experience of IAPA's Industry Groups*, IAPA, 1998.

INDUSTRY GROUP	RATE NUMBER	RATE NUMBER DESCRIPTION
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Food Products	207	Meat & Fish Products
	210	Poultry Products
	214	Fruit & Vegetable Products
	216	Dairy Products
	219	Biscuits
	220	Other Bakery Products
	222	Confectionary
	223	Other Food Products
	224	Snack Foods
	230	Distillery & Wine Products
	231	Soft Drink Brewery Products

Grain	226	Crushed & Ground Foods
	561	Terminal Grain Elevators
	612	Agricultural Products, Sales

Leather	237	Tires & Tubes
	238	Other Rubber Products
	273	Tanneries & Leather Products

Metal	323	Metal Furniture
	348	Steel Foundries & Ferro-Alloys
	350	Steel Pipes & Tubes
	352	Other Primary Steel Industries
	358	Iron Foundries
	360	Non-Ferrous Rolling, Casting & Extruding
	361	Aluminum Industry
	362	Other Primary Smelting & Refining Industry (cont'd)

INDUSTRY GROUP	RATE NUMBER	RATE NUMBER DESCRIPTION
Metal (cont'd)	369	Power Boilers & Heat Exchangers
	370	Metal Tanks
	372	Structural Metal Products
	374	Metal Doors & Windows
	375	Ornamental & Architectural Metal Prod
	377	Coating of Metal Products
	379	Hardware, Tools & Cutlery
	382	Metal Dies, Moulds, & Patterns
	383	Heating, Refrig. & Air Conditioning Equip
	385	Machine Shops
	387	Other Metal Fabricating Industries
	389	Metal Closures & Containers
	390	Other Stamped & Pressed Metal Products
	393	Wire Products
	401	Agricultural Implements
	402	Major Appliances
	403	Other Machinery & Equipment
	406	Elevators & Escalators
	408	Compressors, Pumps & Industrial Fans
	411	Construction & Mining Machinery
	417	Aircraft & Aircraft Parts
	419	Motor Vehicle Assembly
	420	Motor Vehicle Engine & Parts
	421	Other Motor Vehicle Parts & Equipment
	424	Motor Vehicle Stampings
	425	Motor Vehicle Wheels & Brakes
		(cont'd)

INDUSTRY GROUP	RATE NUMBER	RATE NUMBER DESCRIPTION
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Metal (cont'd)	432	Trucks & Bus Bodies
	433	Commercial Trailers
	438	Recreational Vehicles & Trailers
	442	Railroad Rolling Stock
	445	Shipbuilding & Repairs
	459	Small Electrical Appliances
	460	Lighting
	461	Electrical Transformers
	466	Communication, Energy Wire Products
	467	Radio & Television Equipment
	468	Communication & Electronic Equipment
	472	Office, Store & Business Machines
	476	Electrical Switchgear & Wiring Devices
	477	Industrial Electrical Equipment
	479	Batteries
	480	Electrical Lamps
	490	Abrasives
	529	Indicating & Other Instruments
	530	Jewelry & Silverware
	542	Other Manufactured Products

Office & Related	842	Federal & Provincial Government Services
	905	Apartment & Condominium Operations
	908	Other Real Estate Operations
	911	Security & Investigation Services
	923	Janitorial Services
	929	Supply of Non-Clerical Labour
	958	Technical & Business Services
	977	Parking Lots

INDUSTRY GROUP	RATE NUMBER	RATE NUMBER DESCRIPTION
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Printing	333	Commercial Printing
	334	Platemaking, Typesetting & Binding
	335	Publishing
	338	Folding Cartons
	341	Paper Products
	533	Signs & Displays

Textiles	275	Spun Yarn, Cloths & Fabrics
	281	Fibres & Filament Yarns
	287	Carpets, Mats & Rugs Industry
	289	Canvas & Other Textile Products
	294	Processes Textile Products
	301	Clothing
	428	Motor Vehicle Fabric Accessories
	975	Linen & Laundry Services

Wood	308	Prefabricated Wooden Buildings
	309	Wooden Doors & Windows
	311	Wooden Cabinets
	312	Wooden Boxes & Pallets
	317	Other Wood Industries
	322	Upholstered Furniture
	325	Wooden & Other Non-Metal Furniture
	328	Other Furniture & Fixtures
	447	Boatbuilding & Repairs
	538	Sporting Goods & Toys

WSIB's Hazard List

The WSIB has identified examples of hazards or groups of hazards that may be considered for *Workplace-Specific Hazard Training*. This is not a complete list. Many of these hazards or topics are also priorities identified by the Ministry of Labour:

- biological hazards
- chemical hazards
- compressed gases
- confined spaces
- electrical hazards
- ergonomic hazards
- explosives
- hand tools
- indoor air quality
- ladders
- lockout
- machine guarding
- manual material handling
- noise
- office hazards
- propane handling and storage
- solvents
- temperature extremes (heat, cold)
- vehicle driving
- vibration
- welding hazards



Hazardous Materials Inventory Form

Chemical Name / Identifier	Process Location(s)	WHMIS Classification	NFPA Rating	Quantities Stored	Daily Usage	Type of Exposure Contact/Inhalation/Ingestion	History of Illness/Worker Health Complaints



Machinery/Equipment Inventory Form

Key:
Y=Yes, N=No, U=Uncertain

Type of Equipment/ Machinery	Process Location(s)	Number of Machines/ Equipment	Energy Sources	All Exposed Moving Parts Guarded Y/N	Guarding Meets CSA Standards Y/N	Noise Hazard Y/N/U	Ergonomic Hazard(s) Y/N/U	Hazardous Fugitive Emissions Y/N/U	Other Hazards (list)	Previous Injuries/ Illness or Worker Complaints Y/N



Health and Safety Action Plan Form

Hazard Category	Identified Hazard	Description of Training	Completion Date	Types of Controls Needed	Responsibility	Target Completion Date	Completion Date

Reviewed and approved _____
(Name of employer or designate)

Date: _____

Workplace-Specific Hazard Training Confirmation To WSIB

Clear Form Fields

Print

Please print clearly

START
HERE >

Company Name		Contact (other than certified member)
Address		Suite No.
City	Province ON - Ontario	Postal Code
Phone	Fax	WSIB Firm / Acct No. Rate No.
Employee Name		Cert ID No.
Address		Apartment No.
City	Province ON - Ontario	Postal Code
Signature		Date

Please print form & sign before returning to the WSIB

PLEASE COMPLETE ONE FORM FOR EACH EMPLOYEE

* If training listed is considered to be equivalent, identify in the "E" column with a check mark

Significant Hazards Identified or Sector Program	Date Training Received (dd/mm/yyyy)	E*	Name of Training Organization

Employer Representative (Print in full)

Signature	Date
-----------	------

Please print form & sign before returning to the WSIB

Send completed page to: Fax (416) 344-4921
 E-Mail prevention@wsib.on.ca
 Mail Workplace Safety and Insurance Board
 Prevention Division
 200 Front Street West, 11th Floor
 Toronto ON M5V 3J1

More Space Below >

Clear Form Fields

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What Do You Think About This Guide?

IAPA wants to hear from you. Your responses to the following questions can help ensure that we continue to deliver timely, practical and actionable information on workplace health and safety. Just check off your answers or fill in the space provided. That's all. Fax the completed survey to us at (416) 506-8880.

1. What is your overall impression of this guide? (Circle one.)

Excellent Good Fair Poor

2. Please rate this guide on the following:

	Agree Strongly	Agree	Disagree	Disagree Strongly
The content				
Easy to understand	9	9	9	9
Informative	9	9	9	9
Useful	9	9	9	9
Well-organized	9	9	9	9
Current	9	9	9	9
Relevant to my workplace	9	9	9	9
Helped me to understand and implement Certification Part Two in my workplace	9	9	9	9
Helped me to identify significant hazards	9	9	9	9
The design				
Information is easy to find	9	9	9	9
Easy-to-read-print	9	9	9	9
Helpful visuals (forms, etc.)	9	9	9	9
Attractive	9	9	9	9

3. How can IAPA make this guide better?

Should we provide more or less . . .

	More	Less
"How-to" information?	9	9
Technical information?	9	9
Information on the law?	9	9
Visuals?	9	9

4. Any other comments about this guide?

5. Yes, I'd like to give more detailed feedback. Please contact me.

Name: _____ Title: _____

Telephone: _____ E-mail: _____

Please fax your completed survey to (416) 506-8880.



Industrial Accident Prevention Association

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