



Industrial Sector Plan

2015-2016



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Introduction

Safe At Work Ontario is a Ministry of Labour (MOL) initiative to raise awareness about, and increase compliance with, Ontario's Occupational Health and Safety Act (OHSA) and its regulations.

As part of *Safe At Work Ontario*, the MOL develops annual sector-specific enforcement plans that focus on hazards and outline what inspectors will focus on during inspections.

The Industrial Sector Plan outlines the ministry's enforcement initiatives to protect Ontario's workers from occupational injury and illness.

Every year the MOL holds consultations to shape and improve its occupational health and safety compliance strategy and build closer partnerships with its stakeholders. These sessions:

- help the ministry to improve its approach to better meet the public's needs
- provide an opportunity to learn from the ministry's partners
- obtain feedback on how the program is working
- increase support for new directions and
- identify areas for improvement.

The Industrial Program Sector Plan for 2015-2016 describes sector-specific hazards and compliance issues, and the MOL's enforcement focus for inspections in industrial sectors.

The plan also acknowledges recent changes to the OHSA that will impact:

- occupational health and safety
- workplace parties and
- the ministry's enforcement practices.

The basic health and safety awareness training is mandatory for every provincially regulated worker and supervisor. This is required under Ontario's Occupational Health and Safety Awareness and Training Regulation, O. Reg. 297/13.

Under the OHSA, a worker is defined as a person who performs work or supplies services for monetary compensation. This does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program.

In 2014, the definition of worker in the Occupational Health and Safety Act was expanded to cover unpaid co-op students, certain other learners and trainees participating in a work placement in Ontario.

Specifically, the new definition of worker includes:

- unpaid secondary school students who are participating in a work experience program, authorized by the school board that operates the school in which the students are enrolled
- other unpaid learners participating in a program approved by a post-secondary institution, and
- any unpaid trainees who are not employees for the purposes of the [Employment Standards Act, 2000](#), (ESA) because they meet certain conditions.

Volunteers are **not covered** by this definition of worker.

Please refer to the [e-Laws website](#) to view or download a copy of the OHSA and its regulations.

This sector plan contains a brief description of some of the main topics an inspector may address in the workplace. It provides a general overview of the ministry's focus even though each workplace is unique and the circumstances found by an inspector may result in a different inspection focus.

The [Sector Trends](#) analysis for each sector outlines the MOL activities for review by stakeholders.

You are encouraged to familiarize yourself with this plan and share copies of it with others in your workplace.

[Sector Plans](#) for MOL programs are also available online.

Ontario provides a toll free province-wide number to report unsafe work practices and workplace health and safety incidents. Call the MOL Health & Safety Contact Centre toll free at 1-877-202-0008.

- Call any time to report critical injuries, fatalities or work refusals.
- Call 8:30 a.m. – 5:00 p.m., Monday – Friday, for general inquiries about workplace health and safety.
- In an emergency, always call 911 immediately.

Note: This document does not constitute legal advice. To determine your rights and obligations under the [Occupational Health and Safety Act](#) (OHSA) and its regulations, please contact your legal counsel or refer to the legislation at [e-Laws](#).

The Industrial Program

The Industrial Health and Safety Program (IHSP) is the largest and most diverse of five occupational health and safety programs in the ministry. The program is responsible for enforcing the OHSA and applicable regulations in 29 complex sectors. Most workers in Ontario at provincially regulated workplaces are covered by the IHSP.

Most of these workplaces are covered by specific regulatory requirements made under the [Occupational Health and Safety Act](#), such as the [Regulations for Industrial Establishments](#).

However, workplaces in some sectors are not covered by sector specific regulations. In such cases, workers are afforded protection from hazards in their workplace through the application of 25(2) h, the general duty clause of the OHS Act. Employers are required to take every precaution reasonable in the circumstances for the protection of workers from workplace hazards.

The farming sector is covered by the [Regulations for Farming Operations](#) (O. Reg. 414/05 made under the OHS Act). These regulations set out which OHS Act provisions and other regulations apply to farming operations.

In some cases, certain activities at industrial workplaces may be covered by other sector-specific regulations such as Ontario's [Regulations for Construction Projects](#) (O. Reg. 213/91) or [Regulations for Mines and Mining Plants](#) (R.R.O. 1990, Reg. 854).

Workplace parties are also reminded that there are several hazard-based regulations that may also apply at industrial workplaces. These regulations may impose requirements beyond the sector-specific regulations.

The IHSP's 29 sectors are listed below.

Industrial Sectors

- Agriculture Services
- Automotive
- Ceramics, Glass and Stone
- Chemical, Rubber and Plastics
- Construction Premises
- Education
- Electrical and Electronics
- Farming Operations
- Film and TV
- Fire Service
- Fisheries
- Food, Beverage and Tobacco
- Government
- Industrial Services
- Live Performance
- Logging and Sawmills

- Office and Related Services
- Police Service
- Primary Metals
- Pulp and Paper
- Restaurants
- Retail
- Textiles and Printing
- Tourism, Hospitality and Recreation
- Transportation
- Utilities
- Vehicle Sales and Service
- Wholesale
- Wood and Metal Fabrication

Industrial enforcement statistics

MOL inspectors enforce the OHSA and its regulations at workplaces across the province. As part of the *Safe At Work Ontario* strategy, they focus on specific industry sectors where there are:

- high injury rates
- history of non-compliance or
- certain workplace hazards.

The ministry maintains a database where inspectors record their visits to workplaces in conducting inspections, consultations and investigations, along with orders issued. Events that are reported to the ministry, including fatalities, critical injuries, complaints, work refusals, etc., are also recorded.

The ministry's IHSP analyzes this data when planning for enforcement initiatives and blitzes such as those outlined in this sector plan. A breakdown of the field visit activities conducted by industrial inspectors and key categories of reported events at industrial sector workplaces for the past three fiscal years are presented in the tables below.

Occupational health and safety inspectors:

- conduct proactive and reactive field visits, in either a lead or a support role.
- investigate each reported event, in part by conducting reactive field visits and issuing orders. This may include multiple field visits, including workplaces not categorized within their own Occupational Health and Safety program.

A summary of activities of inspectors within this program, including those done as part of the SAWO blitzes and initiatives, is provided in Table 1.

Table 1. IHSP inspector field visit activities and orders issued

Program inspector activities	2012-2013	2013-2014	2014-2015
Proactive – consultations	385	273	276
Proactive – inspections	19,315	16,376	13,864
Total proactive field visit activities	19,700	16,649	14,140
Total reactive field visit activities – investigations	17,820	18,006	16,497
Total field visit activities	37,520	36,655	30,637
Orders issued	63,200	54,944	55,499

Notes

- Proactive field visits are either inspections or consultations.
- Reactive field visits are investigations made in response to events reported to the MOL. Events and injuries are listed in Table 2.
- Orders issued represent all those issued by ministry inspectors within this Occupational Health and Safety program.
- Data are subject to change due to updates in the enforcement database.

Occupational health and safety events and injuries reported to the Ministry of Labour are summarized in Table 2. Only events reported to the ministry are included here. Except for fatalities, event categories in the ministry's data set are based on what was assigned at the time of the initial report to the ministry. The reported event category may not represent what actually occurred at the workplace.

Table 2. IHSP events and injuries

OHS events and injuries	2012-2013	2013-2014	2014-2015
Complaints	6,329	6,796	6,706
Work refusals	157	114	197
Fatalities	26	44	31
Critical injuries	823	820	721
Other injuries (i.e., non-critical)	2,844	2,652	2,344

Notes

- Fatalities: The Ministry of Labour tracks and reports fatalities at workplaces covered by the Occupational Health and Safety Act (OHSA). This excludes death from natural causes, death of non-workers at a workplace, suicides, death as a result of a criminal act or traffic accident (unless the OHSA is also implicated) and death from occupational exposures that occurred many years ago.
- Critical injuries: The critical injury numbers represent critical injuries reported to the ministry and not necessarily critical injuries as defined by Regulation 834 under the OHSA. Non-workers who are critically injured may also be included in the ministry's data.
- Data are subject to change due to updates in the enforcement database.

Priorities

System priorities

On December 16, 2013, the MOL released its first [Healthy and Safe Ontario Workplaces Strategy](#) designed to guide the efforts of the:

- Workplace Safety and Insurance Board (WSIB)
- Health and Safety Associations (HSAs) and
- MOL enforcement staff.

Safe At Work Ontario was refocused to:

- align with the priorities in the Healthy and Safe Ontario Workplaces Strategy and
- deliver on the [Healthy and Safe Ontario Workplaces Strategy](#)'s overall goals, which are to target the areas of greatest need and to enhance service delivery.

The priorities set out in the Healthy and Safe Ontario Workplaces Strategy are:

1. assist the most vulnerable workers
2. support occupational health and safety improvements in small businesses
3. address the highest hazards that result in occupational injuries, illnesses or fatalities
4. build collaborative partnerships
5. integrated service delivery and system wide planning
6. promote a culture of health and safety

To support the SAWO strategy, below is a brief overview of 2015-2016 enforcement focus areas for inspectors who will visit workplaces.

Enforcement focus

Assist the most Vulnerable Workers

The [Expert Advisory Panel on Occupational Health and Safety](#) described vulnerable workers as:

- having greater exposure than most workers to conditions hazardous to health and safety and
- lacking the power to alter those conditions.

Generally, vulnerable workers:

- lack work experience and/or training and
- do not know their OHS rights, such as the right to refuse unsafe work.

During the Ministry's annual *Safe At Work Ontario* consultation sessions, stakeholders have indicated that in some cases newcomers are afraid to voice their concerns in fear of losing employment.

The ministry's Prevention Division is leading development of a comprehensive Vulnerable Worker Action Plan. This plan will:

- address recommendations of the Vulnerable Worker Task Group and
- support the needs of vulnerable workers in Ontario's workplaces.

The Occupational Health and Safety Branch at the Ministry of Labour collaborates with the Prevention Division and the Vulnerable Worker Task Group. As part of this Vulnerable Worker Action Plan, the IHSP will continue to place a strong emphasis on ensuring workplaces are:

- maintaining a functioning internal responsibility system (IRS)
- providing training to all workers and
- ensuring workers understand their rights under the OHS.

Support occupational health and safety improvements in Small Businesses

Small businesses face unique occupational health and safety challenges.

The ministry's [Healthy and Safe Ontario Workplaces: A Strategy for Transforming Occupational Health and Safety](#) includes a Small Business Action Plan that contains activities to support health and safety improvements at small businesses. The plan was developed in

collaboration with the ministry's occupational health and safety partners and a Small Business Task Group.

An update on the plan is included in the [Occupational Health and Safety in Ontario 2013-2014 Annual Report](#).

During annual *Safe At Work Ontario* consultations, stakeholders suggested the ministry:

- develop additional simple and helpful resources and tools to assist small businesses; and
- provide more compliance assistance, when possible, by enforcement officers.

The IHSP will continue to support the Small Business Action Plan. It will do this by placing an added enforcement focus on small businesses to ensure owners and workers understand their obligations and are complying with the OHSA.

Address the Highest Hazards that result in occupational injuries, illnesses or fatalities

Regardless of size, almost all Ontario workplaces employ workers that may be at risk of serious injury, illness or fatality.

Every year, the ministry plans provincial blitzes and enforcement initiatives based on stakeholder consultations, analysis of WSIB information and internal enforcement data. These planned activities are intended to raise awareness among workplace parties and mobilize our inspectorate to target hazards in Ontario, including high hazards which may not be the focus of a specific blitz or initiative.

When blitzes are not underway, the industrial inspectors will still be inspecting workplaces for high hazards and ensuring that workplace parties are complying with the OHSA at Ontario's workplaces.

Enforcement initiatives

[Enforcement initiatives](#) are part of the province's *Safe At Work Ontario* compliance strategy.

They may be announced to sectors in advance although individual workplaces are not identified in advance.

Results from province-wide initiatives are posted on the ministry's website. The initiatives are intended to raise awareness of workplace hazards and promote compliance with the OHSA and its regulations.

Inspectors' findings may influence the frequency and level of future inspections of individual workplaces. Inspectors may also refer employers to health and safety associations for compliance assistance and training.

New small business registrations and Internal Responsibility System initiative

The IHSP will conduct a new small business registrations and internal responsibility system (IRS) initiative throughout 2015-2016. This is the fourth consecutive year that IHSP has conducted this enforcement initiative.

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong IRS in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace. Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

Rationale

In Ontario, small businesses represent 95 per cent of all employers and employ 28 per cent of Ontario's workers, many of who may be vulnerable workers.

Small business has been identified as a priority in the [Healthy and Safe Ontario Workplaces: A Strategy for Transforming Occupational Health and Safety](#).

Ministry of Labour inspectors will continue to actively engage these employers. MOL inspectors will check that employers are:

- aware of the IRS requirements
- familiar with the ministry's support materials and
- aware of the compliance assistance available through the relevant health and safety associations.

The IHSP's small business initiative will support vulnerable workers by increasing their:

- awareness of their occupational health and safety rights and
- access to resources such as the ministry's publications and Health and Safety Contact Centre.

Enforcement focus

The MOL will conduct a year-long initiative to promote the IRS and enforce the OHSA at new workplaces that employ fewer than 50 workers.

As part of this enforcement, inspectors will proactively inspect small businesses that have registered with the WSIB, but have not had prior contact with the MOL.

The inspectors will:

- conduct a physical inspection of the workplace and
- focus on whether the requirements for establishing and maintaining a comprehensive IRS are being met.

Inspectors will take enforcement action, as appropriate, in response to any violations of the OHSA and its regulations.

Sector focus

Small businesses are commonly found in most industrial sectors. The initiative will focus on the following sectors:

- food, beverage and tobacco
- industrial services
- restaurants
- retail
- tourism, hospitality and recreation
- vehicle sales and service
- wholesale
- wood and metal fabrication

Inspectors may also check and register new and small businesses in other industrial sectors.

Resources/compliance support

Ontario Ministry of Labour

Guides

- [A Guide to the Occupational Health and Safety Act](#)
- [A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace](#)
- [Workplace Hazardous Materials Information System \(WHMIS\): A Guide to the Legislation](#)

Tools

- [Health and Safety Awareness Training for Workers and Supervisors](#)
- [How to Prepare an Occupational Health and Safety Policy](#)
- [Developing Workplace Violence and Harassment Policies and Programs: A Toolbox](#)
- [Pains & Strains in the Workplace Tool](#)

Health and Safety Association Resources

Workplace Safety and Prevention Services (WSPS)

Small business

- [Small business guides — 6 steps to a safer future](#)
- [Small business - resources](#)

Education initiative

MOL will conduct an enforcement strategy in the education sector in 2016.

Rationale

The purpose of the initiative is to:

- continue to raise awareness of health and safety hazards in this sector
- promote compliance with the OHSA and its regulations.

The stepped-up enforcement is part of the province's *Safe at Work Ontario* strategy.

Two previous education sector enforcement initiatives were conducted:

- September 2011 to June 2012 and
- September 9 to October 31, 2013.

The [results of these past initiatives](#) are available on the MOL website.

Sector focus

The education sector initiative will focus on hazards at:

- secondary schools with technological education labs and shops (i.e., auto body, construction, and manufacturing courses) and science labs
- school boards

The initiative will also include an IRS audit of:

- colleges
- libraries
- museums
- universities

Enforcement focus

MOL inspectors will focus on the following:

Information: Inspectors will check that employers are providing workers with information, instruction and supervision to protect their health and safety.

Workplace Violence: Inspectors will check that employers are in compliance with the workplace violence and harassment requirements.

Protective Equipment: Inspectors will check that appropriate personal protective equipment (safety glasses, goggles, gloves, etc.), eye wash stations and safety showers are available for workers and being maintained.

Maintenance: Inspectors will check that equipment is maintained in good condition (for example guards on machines, annual inspection of lifting devices).

Safety Procedures: Inspectors will check that safety measures and procedures are in place including:

- machine guarding/shielding – e.g., potential exposure by workers to moving parts or pinch points on machines
- chemical hazards – e.g., unsafe storage or handling of chemicals, compressed gases and flammable liquids
- safe handling and storage of flammable liquids, and hot work – e.g., sparks near flammable or combustible materials, created when doing hot work such as welding, grinding or cutting, and
- slips, trips and falls hazards

Resources/compliance support

- [Live Safe Work Smart!](#)

Ontario Ministry of Labour

Guides

- [A Guide to the Occupational Health and Safety Act](#)
- [A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace](#)

- [Workplace Hazardous Materials Information System \(WHMIS\): A Guide to the Legislation](#)

Tools

- [Health and Safety Awareness Training for Workers and Supervisors](#)
- [How to Prepare an Occupational Health and Safety Policy](#)
- [Developing Workplace Violence and Harassment Policies and Programs: A Toolbox](#)
- [Pains & Strains in the Workplace Tool](#)

Hazard alerts

Videos

Health and safety partners

Regional initiatives

Each [MOL region](#) may conduct its own [local initiative\(s\)](#) to raise awareness of and help address health and safety issues that:

- are specific to particular geographic areas of Ontario and/or
- have a higher rate of occurrence than the rest of the province.

The table below outlines planned regional enforcement initiatives for April 1, 2015 to March 31, 2016.

Region	Name of Initiative	Date
Central East	<ul style="list-style-type: none"> • Building (Residential/ Commercial) Property Management • Holistic Treatment Clinics 	April 2015 – March 2016
Central West	<ul style="list-style-type: none"> • Farming operations 	July – August 2015
Eastern	<ul style="list-style-type: none"> • Focused Compliance of the Internal Responsibility System at Workplaces with History of Complaints, Injuries, and Prosecutions 	April 2015 – March 2016

Region	Name of Initiative	Date
Northern	<ul style="list-style-type: none"> • Forestry • Maintenance/shut downs/lockouts • Falls from ladders 	April 2015 – March 2016
Western	<ul style="list-style-type: none"> • Field to Bottle Winery Initiative • Developmental Services Group Home • Small Manufacturing • Farming 	April 2015 – March 2016

Inspection blitzes

MOL inspectors are responsible for enforcing the OHSA and its regulations at workplaces across the province. As part of the [Safe At Work Ontario](#) strategy, they focus on specific industry sectors where there are high injury rates, a history of non-compliance, and specific workplace hazards. They will also continue to verify overall compliance with the OHSA and its regulations. Inspectors are not limited to inspecting the issues identified in this document as *Safe At Work Ontario* areas of focus, and will take enforcement action as appropriate to the situation at each workplace inspected.

Note: Injury and illness trends: The program uses WSIB data to identify injury and illness trends. Trend analyses of the number of fatalities, critical injuries, lost-time injuries (LTIs), LTI rates and the costs associated with WSIB claims for each sector are used by the program to identify sectors for blitz initiatives. In addition to this information, inspectors also review the compliance history and known hazards inherent to the type of work to select which workplaces to visit.

In addition to their general inspection duties, industrial inspectors will conduct three province-wide, blitz campaigns in 2015-2016.

Month, Year	Enforcement campaign/blitz topic	Key Points
May 1 to August 31, 2015	New and young worker	<ul style="list-style-type: none"> • Evaluate the being complied with Internal Responsibility System • Training, orientation and supervision of workers

Month, Year	Enforcement campaign/blitz topic	Key Points
		<ul style="list-style-type: none"> • Meeting minimum age requirements • Using proper personal protective equipment • Following policy and procedures
September 14 to October 23, 2015	Material handling	<ul style="list-style-type: none"> • Appropriate material handling techniques to prevent Musculoskeletal Disorder(MSD) injuries • Safe use of lifting devices, and mobile material handling equipment and cranes
January 18 to February 26, 2016	Safe operation of machinery	<ul style="list-style-type: none"> • Appropriate procedures are used by workers around electrical sources during set-up or installation of machinery • Use of lockout procedures to prevent access to moving parts • Use of guards to prevent access to in-running nip hazards and exposed moving parts

Tips on how to prepare for a blitz inspection

Before the inspector's visit

- Check your accident experience in relation to the blitz topic
- Review OHSA sections and regulations that may apply based on the blitz's focus
- Determine whether you are currently meeting or exceeding the minimum legal requirements in those areas
- Consult with [Health and Safety Ontario](#) for specific information and services that may help you prepare
- Review the ministry's blitz-related material
- Discuss compliance strategies with your Joint Health and Safety Committee (JHSC) or Health and Safety Representative (HSR).

During the visit

- Ensure all required documentation is available to the ministry inspector
- Ensure supervisor and health and safety representative are available
- Ensure the workplace parties co-operate with the ministry inspector

What the inspector will verify

- Compliance with the [OHSA](#) and its regulations
- Health and safety programs and policies related to the blitz topic
- Internal Responsibility System – self reliance
- Training requirements and any deficiencies
- Record of injuries, including blitz-related issues
- Workplace specific hazards related to the blitz

Note: Inspectors can legally enter a project or workplace at any time without warrant or prior notice (OHSA section 54(1)(a)). An inspector will identify himself/herself by means of ministry identification. No person shall hinder, obstruct, molest or interfere with or attempt to hinder, obstruct, molest or interfere with an inspector in the exercise of a power or the performance of a duty under this Act or the regulations or in the execution of a warrant issued under this Act or the Provincial Offences Act with respect to a matter under this Act or the regulations.

New and young worker blitz

Date: May 1 to August 31, 2015

Type: Industrial provincial

Ministry inspectors will focus on new and young workers at workplaces in selected sectors.

Rationale

Why focus on the new and young worker?

Any new worker, of any age is up to three times more likely to be injured during the first month of a new job than at any other time performing that job, according to the [Institute for Work and Health](#).

This applies to any worker who is “new” to the work he or she is performing, even if it is a new job with the same employer.

Targeted

The blitz will focus on the safety of:

- young workers aged 14 to 24 and
- new workers who are on the job for less than six months or assigned to a new job. This includes both “young workers” and those 25 and older.

New workers include:

- any new hire, either permanent or temporary, including supervisors, with or without experience in the industry where they are working
- current workers who are assigned new jobs
- student workers, co-op placements or apprentices
- seasonal workers

In particular, ministry inspectors will focus on new and young worker safety in the following sectors:

- agricultural services
- automotive
- farming operations
- food, beverage and tobacco

- restaurants
- retail
- sawmills & logging
- tourism, hospitality and recreation
- vehicle sales and service
- wholesale

Blitz focus

Inspectors will focus on the following key priorities:

Training, orientation and supervision: Inspectors will check to verify that employers have completed basic mandatory supervisor and worker awareness training. They will also check that orientation and Workplace Hazardous Materials Information System (WHMIS) training are in place. They will also check that employers provide supervision to workers.

Internal Responsibility System: Inspectors will check and evaluate the Internal Responsibility System (IRS), check if the HSRs or JHSCs are in place, where appropriate and that they are functioning as required under the OHS Act. They will also check to see if the OHS Act minimum requirements are being carried out, such as workplace inspections.

Policies and programs: Inspectors will check that employers have policies and programs in place to protect workers from workplace violence and harassment.

Minimum age requirements: Employers must ensure the workplace is employing workers who meet the minimum age requirements for industrial establishments.

Safe work practices: Inspectors will check that employers have safe work practices, including assessing the hazards such as machine guarding and lockout. They will also check for policies and procedures that ensure an investigation takes place into any related incidents.

Same-level slips and trips: Inspectors will check that employers ensure floors and other surfaces are kept free of obstructions, hazards (such as oily or greasy floors) and accumulations of refuse, snow or ice. Special attention will be paid to walkways, aisles and other areas where there is pedestrian traffic.

Falls from ladders, mobile stands and platforms: Inspectors will check that employers ensure workers work in a safe manner on ladders, stands and platforms. They will also check that ladders, stands and platforms have been properly assessed for hazards, properly designed, built and maintained and placed on firm footing.

Falls from heights: Inspectors will check that employers use fall arrest equipment and/or guardrails or other safety equipment for work on platforms, raised floors, mezzanines, balconies when workers are working at heights.

Personal protective equipment (PPE) and safety devices: Inspectors will that check that employers ensure personal protective equipment is properly selected, used and maintained for tasks. Inspectors will also check on the availability, adequacy and condition of this equipment.

Resources/compliance support

Ontario Ministry of Labour

- [Young Workers](#)
- [Young workers on the job](#)
- [Parenting young workers](#)

Guides

- [A Guide to the Occupational Health and Safety Act](#)
- [A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace](#)
- [Workplace Hazardous Materials Information System \(WHMIS\): A Guide to the Legislation](#)

Tools

- [Health and Safety Awareness Training for Workers and Supervisors](#)
- [How to Prepare an Occupational Health and Safety Policy](#)
- [Storage and Material Handling](#)
- [Pains & Strains in the Workplace Tool](#)
- [Workplace Violence and Harassment](#)
- [Information Resources about Reprisals](#)

Hazard alerts

Videos

- [Workplace Violence and Harassment](#)

Health and safety partners

The ministry works closely with its workplace health and safety partners to protect workers' health and safety on the job.

Material handling blitz

Date: September 14 to October 23, 2015

Type: Industrial provincial

Inspectors will focus on material handling at workplaces in selected sectors.

Rationale

Why focus on material handling?

Inspectors will check that employers are protecting workers health and safety of workers from hazards involving material handling.

Manual materials handling occurs at every stage in the supply and delivery process. These include:

- order picking at food distribution warehouses
- loading truck
- transporting supplies into a location
- storing and retrieval of loads from shelves/coolers and freezers

Based upon WSIB data in 2013, musculoskeletal disorders (MSDs) such as sprains and strains, accounted for between 40 and 47 per cent of all injuries involving lost time claims at work.

Over-exertion accounted for between 16 and 19 per cent of lost-time claims. About 18 per cent of lost-time claims affected the lower back.

Three types of injuries have the most impact on workers and employers, according to the WSIB. These injuries involve the:

- low back
- shoulders
- fractures

Source: [By the Numbers: 2013 WSIB Statistical Report](#)

Low back strains are from improper pushing, pulling, lifting, lowering and carrying.

Employers can reduce these injuries by ensuring that manual handling of loads in the workplace is performed in a safe manner that does not endanger the worker.

During the blitz, inspectors will ask the employers about tasks with the heaviest or most frequent manual handling to ensure employers have precautions and safeguards in place to protect workers.

In particular, inspectors will check that employers are preventing back injuries by:

- protecting workers' backs and shoulders
- ensuring safe lifting and moving of the heaviest and most awkward loads
- ensuring safe procedures for repetitive activities involving material handling

Inspectors will check that, where workers use lifting devices, employers ensure that the devices are maintained in good condition and inspected at least annually.

Targeted

MOL inspectors will focus on selected sectors to be determined.

Blitz focus

Inspectors will focus on the following key priorities:

Lifting devices – Inspectors will check that when employers use lifting devices at the workplace (including related hardware and rigging equipment) that cranes and lift trucks have an adequate load rating for their tasks and are maintained in good condition.

Manual handling procedures – Inspectors will check employers have ensured that workers are performing tasks and interacting with their workplace in a manner that prevents MSD injuries, and risk of slips, trips and/or falls.

Mobile/transport equipment – Inspectors will check that employers have ensured equipment is appropriate for use, maintained in good condition and that safe practices are being followed (e.g., safe load securement procedures and workplace traffic management plans).

Storage systems – Inspectors will check that employers ensure materials are placed and stored in a manner that will not endanger a worker, and that materials can be removed or withdrawn without endangering the workers' safety. This will include a focus on bulk, rack, and, automated or unitizing/palletizing equipment processes/practices.

Internal Responsibility System (IRS) focus – The inspectors will check and evaluate the Internal Responsibility System (IRS) to see if the Health and Safety Representatives (HSRs) or Joint Health and Safety Committees (JHSCs) are in place, where appropriate, and that they are functioning as required under the OHSA.

Worker training – Inspectors will check that employers are providing information and instruction to workers to perform assigned tasks safely.

Workplace supervision – Inspectors will verify that employers are providing supervision to ensure OHSA compliance.

Resources/compliance support

Ontario Ministry of Labour

Guides

- [A Guide to the Occupational Health and Safety Act](#)
- [A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace](#)
- [Workplace Hazardous Materials Information System \(WHMIS\): A Guide to the Legislation](#)

Guideline

- [Guidelines for Pre-Start Health and Safety Reviews](#)

Tools

- [Storage and Material Handling](#)
- [Lifting Equipment](#)
- [Mobile Equipment](#)
- [Health and Safety Awareness Training for Workers and Supervisors](#)
- [Musculoskeletal Disorders / Ergonomics](#)
- [Preventing Musculoskeletal Disorders \(MSDs\) at Industrial Workplaces](#)
- [Prevent Workplace Pains & Strains! It's time to take action!](#)
- [Pains & Strains in the Workplace Tool](#)

Hazard alerts

Videos

Health and safety partners

The ministry works closely with its occupational health and safety partners to protect workers' health and safety on the job.

Safe operation of machinery blitz

Date: January 18 to February 26, 2016

Type: Industrial provincial

Ministry inspectors will focus on machines that are not guarded or not blocked or locked out during maintenance, repair and other operations at selected sectors.

Rationale

Why focus on machine guarding?

Workers can be exposed to a number of hazards when machines are not properly guarded or locked out during maintenance, repair and other activities in industrial sector workplaces. These hazards can result in serious injuries such as amputations of limbs, or death. If machines have improper or missing guards or if improper lockout procedures are used and/or working on energized electrical equipment is a major safety electrical hazard for electrical workers.

In 2013, the [Workplace Safety and Insurance Board](#) received claims from the following workers for lost-time injuries – injuries that resulted in workers having to take time off work:

- 1,641 workers who were caught in or compressed by equipment
- 246 workers who were rubbed or abraded by friction, pressure or jarred by vibration

This blitz will be conducted to check that employers are protecting workers from hazards in machinery, including:

- pinch points of unguarded machinery
- moving parts if machinery is not properly locked out and blocked during mechanical repair and maintenance
- electrical contact if machinery is not de-energized and locked out during electrical repair and maintenance

Targeted

Ministry inspectors will target selected sectors to be determined.

Blitz focus

Inspectors will focus on the following key priorities:

Guarding: Inspectors will check that employers have ensured that pinch points and other hazardous locations on equipment have guarding devices. Guarding is typically required in locations where there are moving parts, in-running nip hazards or pinch points, such as power transmission interfaces and shear points.

Locking and blocking: Inspectors will check that employers ensure workers are following lockout procedures to prevent machines from starting when they are opened or when guarding devices are removed. Ideally, equipment should be designed so repairs and maintenance are conducted without having to reach into dangerous spots and without the need to remove guards and other protective devices. Lockout procedures typically involve bringing a machine

to a complete stop and disconnecting all of its power sources. Blocking is an extra step that must be carried out to prevent equipment from moving if there could be residual energy that has not dissipated.

Electrical Hazards: Inspectors will check that employers ensure the power supply to electrical installations, equipment or conductors has been disconnected, locked out of service and tagged before any work is done and while it is being done, on or near live exposed parts of installations, equipment or conductors. Working on energized electrical equipment is a major safety hazard for electrical workers. Lockout is necessary to ensure a power supply cannot be inadvertently turned on while electrical work is being carried out.

Musculoskeletal disorder (MSD) prevention: Inspectors will check that employers have taken adequate measures to address potential MSD hazards involving guarding ergonomics. This includes addressing increased awkward postures and/or forces to perform required duties due to the installation of a machine guard. It also includes forces and/or awkward postures required to install and remove guards.

Internal Responsibility System (IRS) focus: Inspectors will check and evaluate workplaces' IRS to see if an HSR or JHSC is in place, when appropriate, and that they are functioning as required under the OHSA. They will also check that employers are carrying out the OHSA minimum requirements such as workplace inspections.

Policies and programs: Inspectors will check that employers have policies and programs in place to protect workers from hazards in the workplace. Program elements of a policy could include some of the following, worker training on chemicals (especially metalworking fluids and degreasing solvents), machine guarding and lockout.

Resources/compliance support

Ontario Ministry of Labour

Guides

- [A Guide to the Occupational Health and Safety Act](#)
- [A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace](#)
- [Workplace Hazardous Materials Information System \(WHMIS\): A Guide to the Legislation](#)

Guideline

- [Guidelines for Pre-Start Health and Safety Reviews](#)

Tools

- [Health and Safety Awareness Training for Workers and Supervisors](#)
- [Workplace Violence and Harassment](#)
- [Storage and Material Handling](#)
- [Musculoskeletal Disorders / Ergonomics](#)

- [Preventing Musculoskeletal Disorders \(MSDs\) at Industrial Workplaces](#)
- [Prevent Workplace Pains & Strains! It's time to take action!](#)
- [Pains & Strains in the Workplace Tool](#)

Hazard alerts

Videos

Health and safety partners

The ministry works closely with its occupational health and safety partners to protect workers' health and safety on the job.

Resources

Legislation

- [Occupational Health and Safety Act](#)
- [Industrial Establishments, R.R.O. 1990, Reg. 851](#)
- [Farming Operations, O. Reg. 414/05](#)
- [Critical Injury Defined, R.R.O. 1990, Reg. 834](#)
- [Firefighters — Protective Equipment, O. Reg. 714/94](#)
- [Roll-Over Protective Structures, R.R.O. 1990, Reg. 856](#)
- [Asbestos on Construction Projects and in Buildings and Repair Operations, O. Reg. 278/05](#)
- [Designated Substances, O. Reg. 490/09](#)
- [Teachers, R.R.O. 1990, Reg. 857](#)
- [University Academics and Teaching Assistants, R.R.O. 1990, Reg. 858](#)
- [Joint Health and Safety Committees—Exemption from Requirements, O. Reg. 385/96](#)
- [Control of Exposure to Biological or Chemical Agents, R.R.O. 1990, Reg. 833](#)
- [Confined Spaces, O. Reg. 632/05](#)
- [Occupational Health and Safety Awareness and Training, O. Reg. 297/13](#)
- [Inventory of Agents or Combinations of Agents for the Purpose of Section 34 of the Act, R.R.O. 1990, Reg. 852](#)
- [Workplace Hazardous Materials Information System \(WHMIS\), R.R.O. 1990, Reg. 860](#)
- [Needle Safety, O. Reg. 474/07](#)
- [Oil and Gas – Offshore, R.R.O. 1990, Reg. 855](#)

Note: Regulations made under the [Occupational Health and Safety Act](#), Revised Statutes of Ontario, 1990, Chapter O.1 as amended. For the complete Table of Regulations reference, please see:

- www.e-laws.gov.on.ca (updated every two weeks)
- [The Ontario Gazette](#) (published January and July)

Publications

[Health and Safety Ontario](#)

Topics and publications – health and safety

Ministry of Labour

- Ontario.ca/labour
- [publications by topic](#)
- [list of publications](#)

Industry groups – section 21 and other advisory committees

Section 21 committees (appointed by the Minister of Labour pursuant to section 21 of the OHSA)

- Fire Service
- Police Service
- Film and Television
- Emergency Medical Services (EMS) Subcommittee (of the Health Care Section 21 Committee)

Other advisory committees

- Technical Advisory Committee (Farming Operations)
- Live Performance Advisory
- Provincial Forestry Tripartite Committee
- Refrigeration/AC Labour/Management Trades Committee
- Service Sector Labour/Management Committee
- Elevator/Escalator Labour/Management Trades Committee
- Arborist Safe Practice Committee

- Agricultural & Horticultural Advisory Committee (WSPS)
- Landscaping Safety Council
- Education and Culture Advisory Committee (PSHSA)
- Municipal and Community Affairs Advisory Council (PSHSA)
- Public Services Prevention Network (PSHSA)
- Metal Trades Industry Group
- Food and Beverage Safety Group
- Petrochemical Forum
- Provincial Labour-Management Safety Committee – Utilities

Health and safety system partners

- [Ministry of Labour \(MOL\)](#)
- [Workplace Safety and Insurance Board \(WSIB\)](#)
- [Occupational Health Clinics for Ontario Workers](#)
- [Workers Health and Safety Centre \(WHSC\)](#)
- [Institute for Work and Health \(IWH\)](#)
- [Infrastructure Health and Safety Association \(IHSA\)](#)
- [Public Services Health and Safety Association \(PSHSA\)](#)
- [Workplace Safety North \(WSN\)](#)
- [Workplace Safety and Prevention Services \(WSPS\)](#)