



# Small Business Toolkit

Start Your Health and Safety Program in 3 Steps



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STEP  
1

## ENGAGE

### START YOUR HEALTH AND SAFETY JOURNEY

Involving all of your staff in your health and safety program gives your business a competitive advantage. With fewer disruptions and delays in production and services, a strong safety culture means a safe and healthy workplace, improved customer service and worker morale, steady production, and increased profits.



2-4  
HOURS  
TO  
COMPLETE

### Video

[Small Business Duties & Responsibilities Video](http://www.wsps.ca/Information-Resources/Videos/Small-Business-Duties-Responsibilities.aspx)

<http://www.wsps.ca/Information-Resources/Videos/Small-Business-Duties-Responsibilities.aspx>

### Resources

[Posting Requirements](https://www.ontario.ca/page/posters-required-workplace) - What you need to get you started.

<https://www.ontario.ca/page/posters-required-workplace>

[Health and Safety Policy](https://www.ontario.ca/document/guide-occupational-health-and-safety-act/appendices) - A template to show your commitment to keeping workers safe

<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/appendices>

[Joint Health and Safety Committee / Health and Safety Representative Requirements](https://www.ontario.ca/page/guide-health-and-safety-committees-and-representatives)

<https://www.ontario.ca/page/guide-health-and-safety-committees-and-representatives>

Take the first step in getting your workers involved in health and safety.

Ask for volunteer(s) and reward those who contribute.

STEP  
2

## INFORM

### LET YOUR WORKERS AND SUPERVISORS KNOW

Did you know that all workers and supervisors need to take the mandatory health and safety awareness training?



8-12  
HOURS  
TO  
COMPLETE

Continue your health and safety journey by providing training in partnership with your health and safety committee or representative.

Ask your workers and supervisors during the training what hazards they are exposed to the most. Write the hazard down on the hazard identification form, and do something about it. For example, if the workers give you suggestions on how to protect them from those hazards, you could investigate the suggestions.

Below are some guides on how to do the training and a form to record the hazards.

### Resources

[Worker Health and Safety Awareness in 4 Steps](https://www.labour.gov.on.ca/english/hs/training/workers.php)

<https://www.labour.gov.on.ca/english/hs/training/workers.php>

[Supervisor Health and Safety Awareness in 5 Steps](https://www.labour.gov.on.ca/english/hs/training/supervisors.php)

<https://www.labour.gov.on.ca/english/hs/training/supervisors.php>

[Hazard Identification Form](https://www.ihsa.ca/pdfs/safety_talks/logbook/Hazard_Identification_and_Risk_Assessment_Form.pdf)

[https://www.ihsa.ca/pdfs/safety\\_talks/logbook/Hazard\\_Identification\\_and\\_Risk\\_Assessment\\_Form.pdf](https://www.ihsa.ca/pdfs/safety_talks/logbook/Hazard_Identification_and_Risk_Assessment_Form.pdf)

[Health and Safety Representative Training](https://www.labour.gov.on.ca/english/hs/pubs/hs_representatives.php)

[https://www.labour.gov.on.ca/english/hs/pubs/hs\\_representatives.php](https://www.labour.gov.on.ca/english/hs/pubs/hs_representatives.php)



Occupational Health Clinics for Ontario Workers Inc. Centres de santé des travailleurs (ses) de l'Ontario Inc.





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## REVIEW

### WHERE ARE YOU AT?

By this stage, you have spent some time with your workers and supervisors, talking about health and safety in your workplace.

You've trained them in basic safety awareness and written down the hazards that they may encounter. You should follow up with them to see if there is anything in place to protect your workers from those hazards.



While doing this, you should also work with your health and safety committee or representative and complete the health and safety checklist. It will give you an idea of where you are at with health and safety in your workplace, and possibly some next steps for you to take.

The small business health and safety checklist, created by the Ministry of Labour, can be customized based on the number of regular employees: 1 to 5, 6 to 19, or more than 20. The free fillable PDF form is organized into four parts and guides business owners on how to meet the requirements under the *Occupational Health and Safety Act*.

### Resources [Health and Safety Checklist](#)

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=W-WE&TIT=Health+and+Safety+Checklist&NO=1960E>

## NEXT STEPS

### Congratulations!

Your commitment to your workers' safety and health will be one of the best investments in your business.

The last page of the health and safety checklist has the available resources for you to call for things like occupational health services, sector-specific health and safety services, training, and more.



In order to provide continued informative services, we are collecting feedback to improve the health and safety programs for small businesses. Your contribution is valuable and appreciated. To participate in our short survey [Click here](https://ihsa.formstack.com/forms/small_business_tool_kit_evaluation) [https://ihsa.formstack.com/forms/small\\_business\\_tool\\_kit\\_evaluation](https://ihsa.formstack.com/forms/small_business_tool_kit_evaluation)



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