

An OHS Program must contain:

- employee training and supervision to protect workers when dealing with hazardous materials or situations
- written work procedures required to implement safe work practices
- establishment and operation of a Joint Occupational Health and Safety Committee (JOHSC) or selection of a Health and Safety Representative as required
- a system for identifying hazards including the evaluation, inspections, and reporting method
- a system for monitoring, follow-up and control for identified hazards
- a system to keep all records and statistics about health and safety and reports of inspections, orders or tests performed in the workplace.
- a system to monitor the implementation and effectiveness of the program with periodic audit and assessment
- a system for the prompt investigation of hazardous occurrences to determine their causes and the actions needed to prevent recurrences



For more information

Occupational Health and Safety Division
Department of Labour, Skills and
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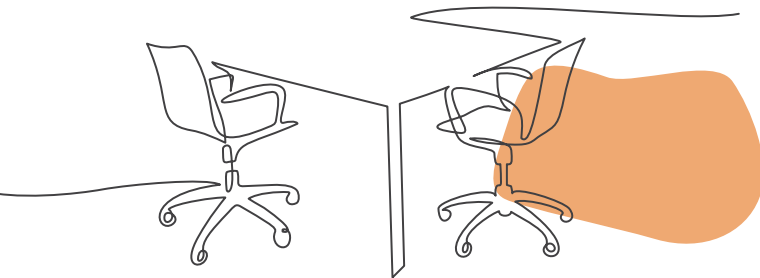
WHAT IS AN OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY?

An OHS Policy is the statement of an employer's commitment to preventing accidents and illness in the workplace. It describes how the employees and employer can work together to prevent workplace accidents and illness.

The Occupational Health and Safety Act requires that employers with five or more employees have an occupational health and safety policy.

Why is an OHS Policy needed?

- demonstrates the commitment to a healthy and safe working environment
- demonstrates the commitment to identify and control hazards
- build cooperation by all workplace parties to create and maintain workplace health and safety practices
- supports allocation of resources to workplace health and safety
- helps to achieve the organization's health and safety objectives



What should an OHS Policy statement include?

Employers' commitments:

- provide a healthy and safe work environment
- integrate health and safety in everyday work activities
- cooperate and consult with all levels of the organization to effectively implement the OHS Policy
- monitor the policy's effectiveness by setting and reviewing OHS objectives and targets
- comply with applicable OHS legal requirements as a minimum standard

Employers' responsibilities:

- take all reasonable precautions to prevent illness and injury
- sign the document and ensure that the policy is carried out
- maintain a healthy and safe workplace to protect the well-being of all persons in the workplace
- review the policy at least once a year so that it is current with workplace changes and legislation

What is an Occupational Health and Safety (OHS) Program?

An OHS Program assists employers and employees in meeting their responsibilities as defined in the OHS Act and regulations.

An effective OHS Program will reduce incidents and losses, while also assisting employers and employees in performing and demonstrating their due diligence.

It is a best practice for companies of any size to establish a health and safety program. For companies with 20 or more employees, it is a legal requirement.

An OHS Program should include:

- clear responsibilities and lines of accountability for health and safety for each job classification in the organization
- process to ensure that employees take part in the program
- schedule to make sure that all staff have ongoing training



Safety Manual
for Businesses

