



**NORTHEASTERN ONTARIO
CONSTRUCTION ASSOCIATION**

Committed to building the North.

HEALTH & SAFETY TOOLKIT

For Small Businesses





CONTENTS

- 1. INTRODUCTION 3
- 2. WHAT IS THE WSIB?..... 3
- 3. WHAT ARE MY REPORTING OBLIGATIONS TO THE WSIB?..... 3
- 4. DO I NEED TO REGISTER WITH THE WSIB? 4
- 5. WHAT IS THE OCCUPATIONAL HEALTH AND SAFETY ACT (OHSA) – THE GREEN BOOK 4
- 6. WHAT SAFETY LAWS APPLY TO ME? 6
- 7. HOW ARE SAFETY LAWS ENFORCED? 9
- 8. HOW DO I FOLLOW THE SAFETY LAWS? 10
- 9. DO I NEED A HEALTH AND SAFETY PROGRAM? 10
- 10. WHAT DO I NEED AT MY JOB SITES? 12
- 11. WHAT PPE DO MY EMPLOYEES NEED? 17
- 12. WHAT TRAINING DO MY EMPLOYEES NEED? 19
- 13. WHAT ARE MY RESPONSIBILITIES FOR SUB-CONTRACTORS? 23
- 14. WHAT RESOURCES ARE AVAILABLE?..... 24
- DISCLAIMER 25
- CONTACT INFORMATION 25



1. INTRODUCTION

In order to ensure the health and safety of all workers, it is important that the workplace incorporates both legal requirements and best practices. In order to be effective, all levels of the organization from management to workers must be on board.

This toolkit outlines some basic requirements for construction businesses to assist in meeting the minimum health and safety requirements in Ontario. This Toolkit is not exhaustive and any legal materials contained in this program are reprinted from the Occupational Health and Safety Act and Regulations. Since regulations are modified, updated and revoked regularly and this is an unofficial version of Government of Ontario legal materials, official publication should be consulted to establish all legal requirements.

2. WHAT IS THE WSIB?

The WSIB is the Workplace Safety and Insurance Board. The WSIB is a provincial agency of Ontario that provides worker's compensation and no-fault liability insurance. Workers who have injuries at work or diseases can have benefits paid to them by the WSIB. Funds for the WSIB are collected from the employer either monthly or quarterly (based on earnings) in the form of premiums. The WSIB can also assist the employer and the employee with return to work plans.

3. WHAT ARE MY REPORTING OBLIGATIONS TO THE WSIB?

A workplace injury or illness needs to be reported to the WSIB if an employee:

- needed treatment from a health professional, or
- was absent from work, or
- earns less than regular pay (e.g. working fewer hours or being paid less per hour), or
- require modified work, meaning any change in their regular job while they recover from an injury

A copy of the injury or illness report must be provided to the employee and they must be paid full day wages on the day of the incident. As an employer, you will be required to fill out a Form 7 and submit it to the WSIB within 3 calendar days of learning about the reportable injury or disease. You must also provide a copy of the report to your worker.



4. DO I NEED TO REGISTER WITH THE WSIB?

Most Ontario businesses that have employees (including family members and sub-contractors) must register with the WSIB. You have 10 calendar days to register from the day you hire your first employee. If you are not registered with the WSIB and should be, you can voluntarily register your business for the first time. Not registering may result in penalties, investigation and provincial offences charge or having to repay retroactive premiums.

You can use the [online registration](#) service to register your business. If you are unsure about whether you need to register your business, you can take an [online questionnaire](#) to help you determine if registration is required. For additional information about getting started, registering online, and online service support, you can view [Registration FAQs](#).

5. WHAT IS THE OCCUPATIONAL HEALTH AND SAFETY ACT (OHSA) – THE GREEN BOOK

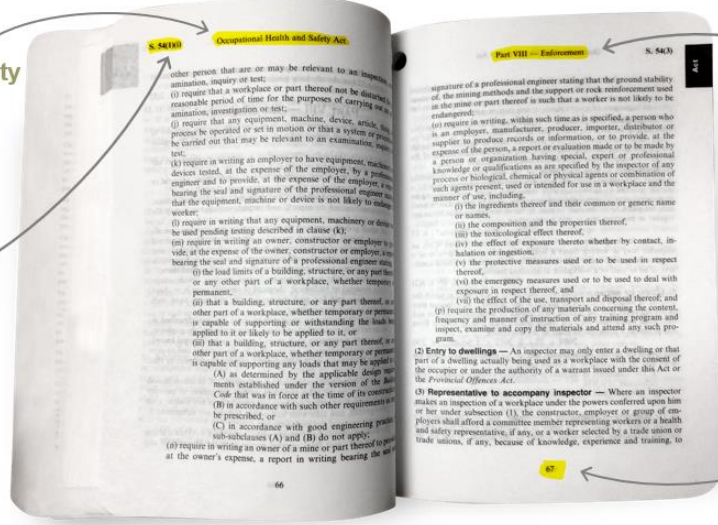
Each province and territory has its own set of Health and Safety laws to protect workers in the workplace. Ontario has the [Occupational Health and Safety Act \(OHSA\)](#), sometimes referred to as “The Green Book”. The OHSA applies to nearly every business in Ontario and defines specific duties for employers, supervisors, workers, and other workplace parties, as well as the rights of workers and establishes procedures for dealing with workplace hazards.

The OHSA is supported by regulations that define requirements for specific industries and subjects. For Example, [O. Reg. 213/91: Construction Projects](#) outlines regulations for the construction industry, while [O. Reg. 854: Mines and Mining Plants](#) and [O. Reg. 851: Industrial Establishments](#) outline the regulations for mining and industrial sectors respectively. There are also regulations pertaining to specific subjects, such as [O. Reg. 632/05: Confined Spaces](#) and [O. Reg. 490/09: Designated Substances](#) that each outline their own specific requirements. In total, there are 25 regulations in Ontario.

Both the OHSA and regulation are composed of a number of sections, sub-sections, clauses, and sub-clauses that allow a specific section to be referenced. If you are looking for legislation on a specific topic, the index at the end of the OHSA or the regulation will reference the appropriate section. The following image shows where to locate the sections in the book.

**“Occupational Health and Safety Act”
OR
“Ont. Reg. ### -
(Reg. Name)”**

**Section
(Sub-section)
(Clause)
(Sub-clause)**



**PART of ACT
you are viewing
OR
Title of Regulation
Part or Section**

Page #

The OHSA and regulations can be found online on the [Government of Ontario website](https://www.ontario.ca/government). The regulations are listed as hyperlinks under the “Regulations under this Act” tab.

Training is available to increase knowledge and understanding of the OHSA and regulations.

- [IHSA Occupational Health and Safety Act](#)
- [IHSA Occupational Health and Safety Act and Industrial Regs](#)
- [BuildSafe Green Book Training](#)
- [Workplace Safety North OHS Act and Industrial Regulations](#)
- [NORCAT Navigating the Green Book](#)



6. WHAT SAFETY LAWS APPLY TO ME?

OHSA applies to most businesses in Ontario with limited exceptions such as certain farming operations or federal jurisdictions. Businesses who work in a specific industry must also adhere to the regulations that apply to that industry as well as any other regulations pertaining to the work activities they perform and the materials or equipment they may use. For example, a construction business must comply with the construction regulations, and depending on the work completed, with the regulations relating to first aid, designated substances, confined space, etc.

Below are some important definitions and duties from the OHSA:

- “**competent person**” means a person who,
 - a) is qualified because of knowledge, training and experience to organize the work and its performance,
 - b) is familiar with this Act and the regulations that apply to the work, and
 - c) has knowledge of any potential or actual danger to health or safety in the workplace
- “**employer**” means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

An employer shall ensure that:

- 1) the equipment, materials and protective devices as prescribed are provided;
- 2) the equipment, materials and protective devices provided by the employer are maintained in good condition;
- 3) the measures and procedures prescribed are carried out in the workplace;
- 4) the equipment, materials and protective devices provided by the employer are used as prescribed

- “**supervisor**” means a person who has charge of a workplace or authority over a worker.

A supervisor shall ensure that a worker:

- 1) works in the manner and with the protective devices, measures and procedures required by the Act and the regulations; and
- 2) uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.



A supervisor shall also:

- 3) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- 4) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker; and
- 5) take every precaution reasonable in the circumstances for the protection of a worker.

- “**worker**” means a person who performs work or supplies services for monetary compensation.

A worker shall,

- work in compliance with the provisions of the Act and the regulations;
- use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn;
- report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- report to his or her employer or supervisor any contravention of the Act or the regulations or the existence of any hazard of which he or she knows.

No worker shall,

- remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

In addition to specific duties as outlined in the OHSA, each worker has three basic rights:

- **The right to know**

Workers have the right to know about any potential hazards to which they may be exposed in the workplace. The primary way that workers can become aware of hazards in the workplace is to be informed and instructed on how to protect their health and safety, including health and safety related to the use of machinery, equipment, working conditions, processes and hazardous substances.



The employer can enable the workers' right to know in various ways, such as making sure they get:

- Information about the hazards in the work they are doing
- Training to do the work in a healthy and safe way
- Competent supervision to stay healthy and safe.

- **The right to participate**

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through direct worker participation in health and safety in the workplace and/or through worker membership on joint health and safety committees or through worker health and safety representatives.

- **The right to refuse**

Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker in the workplace. For example, workers may refuse work if they believe their health and safety is endangered by any equipment they are to use or by the physical conditions of the workplace. Section 43 of the OHSA describes the exact process for refusing work and the responsibilities of the employer/supervisor in responding to such a refusal.

The Government of Ontario has created a [Health and Safety Checklist](#) that can help identify the legislation that applies to your business based on the number of employees. The checklist also has links to additional resources if you require clarification or additional information.



7. HOW ARE SAFETY LAWS ENFORCED?

The OHSA and regulations are enforced by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), formerly known as the Ministry of Labour (MOL) or Ministry of Labour, Training and Skills Development (MLITSD). Each sector employs enforcement officers, called inspectors, who are responsible for visiting workplaces and responding to requests and complaints.

Inspectors may:

- Enter a workplace at any time without any notice
- Question those connected to inspections
- Take photos, samples or handle any machinery
- Request training records
- It is illegal for anyone to interfere with the inspector's investigation.

The MLITSD Inspectors work with employers to resolve legislation and regulation contraventions. The inspectors may impose fines for noncompliance with the OHSA and regulations. Section 66 of the OHSA outlines the maximum fines that can be imposed. If convicted, the penalty for an individual defendant could consist of fines up to \$500,000 per charge and/or imprisonment for up to 12 months. For a corporation, the maximum penalty is \$1,500,000. For a director or officer of a corporation, the maximum penalty is \$1,500,000 and/or imprisonment for up to 12 months¹.

Fines can be given to anyone seen contravening the OHSA or regulations; the fines can be given to the worker, followed by the supervisor, the employer, and given to the constructor. All with varying amounts depending on the severity of the fine. A list of these fines can be found on the [Ontario Court of Justice website](#). The OHSA and its regulations have their own lists of fines:

- OHSA [Schedule 66.2](#)
- O. Reg. 213/91: Construction Projects [Schedule 67](#)
- O. Reg. 213/91: Construction Projects [Schedule 67.1](#)
- O. Reg. 851: Industrial Establishments [Schedule 67.3](#)
- O. Reg. 851: Industrial Establishments [Schedule 67.4](#)
- O. Reg. 297/13: Occupational Health and Safety Awareness and Training [Schedule 67.5](#)
- O. Reg. 854: Mines and Mining Plants [Schedule 68](#)

¹ These values are subject to change and the OHSA should be consulted for up to date values.



8. HOW DO I FOLLOW THE SAFETY LAWS?

“**Due diligence**” is a legal term that means “reasonable steps that a person takes to satisfy a legal requirement.”

To exercise due diligence in the workplace, an employer must implement a plan to identify possible workplace hazards and carry out the appropriate corrective action to prevent accidents or injuries arising from these hazards. Employers and Supervisors must also know and understand the duties of all workplace parties as outlined in the OHSA and ensure that their duties are being followed.

Supervisors play a key role in exercising due diligence as they have influence and control over a worker’s activities. They must ensure that workers are safe by providing proper training and instruction to all workers, identifying and controlling workplace hazards, responding to workplace incidents and disruptions, and proactively engaging with their workforce throughout the shift.

Training is available for supervisors to familiarize them with OHSA responsibilities and due diligence implementation:

- [IHSA Basics of Supervising](#)
- [NORCAT OHS Construction Leadership for Supervisors](#)
- [NORCAT Generic First Line Supervisor Common Core](#)

9. DO I NEED A HEALTH AND SAFETY PROGRAM?

Under the OHSA, if your workplace employs more than 5 regularly employed workers, a written health and safety policy as well as workplace violence and harassment policies must be established in writing. These policies must be posted in the workplace and reviewed at least once a year.

This policy should be tailored to the working conditions of the company. The Government of Ontario has published a [guide](#) on how to prepare a health and safety policy.

The policy will require a health and safety program to implement it. The program should be more specific than the policy and deal with each hazard individually. This program should outline other health and safety requirements at your workplace such as:

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- First aid requirements and protocols
 - This should outline the number of certified first aid workers and their assigned first aid boxes/stations
 - It should outline the requirements for the first aid boxes/station/room based on the number of workers
 - O. Reg. 1101 outlines these requirements based on the number of workers per shift
 - The frequency and responsibilities for inspections of the first aid boxes
 - Workplace Violence and harassment policies and programs
 - All workplaces that regularly employ 5 or more employees, are required by OHSA to have workplace violence and harassment policies
 - They must be posted in a conspicuous place in the workplace
 - The Government of Ontario has also published sample workplace violence and workplace harassment policies
 - It is an OHSA requirement to have a program in place to implement these policies and OHSA section 32.0.2 (2) outlines these requirements:
 - a) include measures and procedures to control the risks identified in the assessment required under subsection 32.0.3 (1) as likely to expose a worker to physical injury;
 - b) include measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;
 - c) include measures and procedures for workers to report incidents of workplace violence to the employer or supervisor;
 - d) set out how the employer will investigate and deal with incidents or complaints of workplace violence; and
 - e) include any prescribed elements
 - 32.0.3 (1) An employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work
 - Labels and safety data sheets for hazardous products in the workplace
 - O. Reg. 860: The Workplace Hazardous Material Information System (WHMIS) outlines:
 - a) the employer's duties regarding labels and safety data sheets for hazardous products
 - b) Outlines the training requirements for workers
 - c) Hazardous products being transported to and from workplaces are covered under the Dangerous Goods Transportation Act

10. WHAT DO I NEED AT MY JOB SITES?

The following must be posted at your workplace:

- A current copy of the Occupational Health and Safety Act (Green Book)
 - You can order a copy through the Service Ontario website or download and print the most recent copy from [Government on Ontario website](#)
 - Regulations can also be found online or purchased from the Service Ontario website
 - The list of regulations can be found on the [Government of Ontario website](#) under the “Regulations under this Act” tab
- [O. Reg. 1101: First Aid Requirements](#)
 - The *In Case of Injury at Work* (form 82) poster must be displayed at the first aid station
 - These posters can be obtained free of charge from any WSIB office
 - The names and training certificates of First Aid trained workers must be posted
 - First Aiders must be trained by a recognized provider like Saint John’s Ambulance
 - Inspection card for First Aid boxes that includes the date of the most recent inspection and the signature of the person that performed the inspection
 - These cards can be purchased at most safety supply stores but you can also produce your own
- [O. Reg. 860: The Workplace Hazardous Material Information System \(WHMIS\)](#) outlines the Safety Data Sheet requirements for chemicals on site
 - SDS must be the most current version for all products
 - They must be readily available to workers who may be exposed to the hazardous materials
- Notice of Project
 - A [Notice of Project](#) must be submitted to the MLITSD prior to the start of any projects that meet the standards set in [O. Reg. 213/91: Construction Projects](#) s.6 (1)
 - the total cost of labour and materials for the project is expected to exceed,
 - \$50,000, or
 - in the case of a project that is confined to a factory that manufactures or assembles automobiles, \$250,000;
 - the work is the erection or structural alteration of a building more than two storeys or more than 7.5 metres high;

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- the work is the demolition of a building at least four metres high with a floor area of at least thirty square metres;
 - the work is the erection, structural alteration or structural repair of a bridge, an earth-retaining structure or a water-retaining structure more than three metres high or of a silo, chimney or a similar structure more than 7.5 metres high;
 - work in compressed air is to be done at the project;
 - a tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project;
 - a trench into which a person may enter is to be excavated at the project and the trench is more than 300 metres long or more than 1.2 metres deep and over thirty metres long;
 - the work is the construction, over frozen water, slush or wetlands, of an ice road for vehicles, machinery or equipment; or
 - a part of the permanent or temporary work is required by this regulation to be designed by an engineer
 - The completed form must be posted in a conspicuous place on the project or available for inspection
 - Form 1000: Registration of Construction and Employers Engaged in Construction
 - The MLITSD requires Constructors and employers engaged in construction to complete a form 1000 prior to work beginning; the form must be posted on the job site
 - Company Health and Safety Policy and Program
 - If you have 5 or fewer regularly employed workers, this policy does not need to be in writing, unless ordered by an inspector
 - This policy must be reviewed at least once a year
 - The government of Ontario has published a guide on how to prepare an occupational health and safety policy
 - Company Workplace Violence and Harassment Policy
 - If you have 5 or fewer regularly employed workers, this policy does not need to be in writing, unless ordered by an inspector
 - This policy must be reviewed at least once a year
 - The government of Ontario has published sample workplace violence and workplace harassment policies

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- The Government of Canada has information available on their website to help walk you through writing your [Workplace Violence and Harassment Policy](#)
 - Company Emergency Response Plan
 - The CCOHS website can be a great resource for health and safety, whether starting out or updating your Health and Safety Program. Information on [how to prepare a Company Emergency Plan](#) can be found at the CCOHS website
 - Name, and location of the Joint Health and Safety Committee (JHSC) representative
 - The JHSC is an important part of the Internal Responsibilities System in the workplace. The committee is comprised of both workers and management representatives
 - the workers must select the representative for the workers
 - Workplaces with 1 to 5 workers do not require a committee unless a designated substance regulation applies or is ordered by the MLITSD. Workplaces with 6 to 19 workers must have a worker health and safety representative, if a designated substance regulation applies, you must have a JHSC. In workplaces with 20 to 49 workers, a JHSC of at least two members is required.
 - A JHSC is not required for a construction project where work is expected to last less than three months
 - The members of the committee are to meet at least every three months to address Health and Safety Issues in the workplace
 - JHSC training is offered through many [approved training providers](#)
 - On job sites expected to last more than 3 months and have more than 50 workers, a trades committee is to be established. A trades committee is a health and safety committee made up of representatives of the employed trades at the project. It is the trades committee's responsibility to inform the JHSC of any Health and safety concerns at the job site.
 - Health & Safety at Work: Prevention Starts Here poster
 - This poster can be ordered from [Service Ontario Publication](#) site or printed off of [Ontario.ca](#) website
 - Any MLITSD orders and inspector's report
 - A MLITSD inspector may visit a job site to promote safety, raise awareness to known workplace hazards, advise workers of their rights and responsibilities or provide compliance assistance

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- If a workplace is found not following the laws an inspector can issue orders or tickets for fines
 - When an inspector issues compliance orders for violations of the law, the employers must address those violations
 - These orders must be posted at the job site
 - You must post Danger signs in any hazardous areas
 - Danger signs can be purchased from [Safety Sign](#)
 - As per [O. Reg. 213/91: Construction Projects](#), s. 13, a notice including the following must be posted in a conspicuous place:
 - the constructor's name and if the constructor carries on business in a different name, the business name
 - the address and telephone number of the constructor's head office or principal place of business in Ontario
 - the address and telephone number of the nearest office of the Ministry
 - Within forty-eight hours after a health and safety representative or joint health and safety committee members are selected for a project, a constructor shall add to the notice the name, trade and employer of the health and safety representative or of each of the committee members

The following are additional job site requirements:

- [O. Reg. 1101: First Aid](#)
 - There must be a first aid kit with contents that adhere to the regulation requirements based on the number of employees at each:
 - Site of construction, repair or demolition of a building
 - Vehicle being used by employer to transport workers
- Hygiene
 - Water
 - A reasonable supply of potable drinking water shall be kept readily accessible at a project for the use of workers
 - Drinking water shall be supplied from a piping system or from a clean, covered container with a drain faucet
 - Workers shall be given a sanitary means of drinking the drinking water

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- Workers shall not be required to share a common drinking cup to drink water (O. Reg. 213/91, s. 28)
 - Facilities
 - The constructor shall ensure,
 - that facilities (toilet, urinal and clean-up facilities) are provided or arranged for workers before work has started at a project; and
 - that workers at the project have reasonable access to these facilities (O. Reg. 213/91 s.29(3))
 - Completed registration form
 - A copy of the completed constructor form must be kept on site
 - Any employer working on site must complete a registration form and it must be kept on site while they are working there
 - As per O. Reg. 213/91: Construction Projects, s. 14, the following applies to **constructors**:
 - A constructor shall appoint a supervisor for every project at which five or more workers will work at the same time
 - The supervisor shall supervise the work at all times either personally or by having an assistant, who is a competent person, do so personally
 - A supervisor or a competent person appointed by the supervisor shall inspect all machinery and equipment, including fire extinguishing equipment, magazines, electrical installations, communication systems, sanitation and medical facilities, buildings and other structures, temporary supports and means of access and egress at the project to ensure that they do not endanger any worker
 - An inspection shall be made at least once a week or more frequently as the supervisor determines is necessary in order to ensure that the machinery and equipment referred to in subsection (3) do not endanger any worker
 - A competent person shall perform tests and observations necessary for the detection of hazardous conditions on a project
 - As per O. Reg. 213/91: Construction Projects, s. 15, the following applies to **employers**:
 - An employer of five or more workers on a project shall appoint a supervisor for the workers
 - The supervisor shall supervise the work at all times either personally or by having an assistant, who is a competent person, do so personally



11. WHAT PPE DO MY EMPLOYEES NEED?

In Ontario there are legal requirements for the use of PPE on construction sites. [O. Reg. 213/91: Construction Projects](#) outlines those requirements:

- Hard hat must be worn at all times while on site
 - Often supervisors and management will wear white hats exclusively; this is not a requirement but can help for easy identification while on the job site
- Steel toe boots with sole or insole that protects against puncture injury must be worn at all times on work site
 - Capable of resisting a penetration load of 1.2 kilonewtons when tested in Deutsche Industrie Norm standard pin
 - CSA approved boots with sole puncture protection and grade 1 protective toe cap (green triangle) meet these requirements
- Eye protection appropriate to the circumstances
 - CSA approved glasses with side shields
 - CSA approved goggles if working with chemicals or extremely dusty areas
- Fall arrest system if working above 3 meters
 - Workers must have taken an approved working at heights program
- Lifejacket if the worker is at risk of drowning
- A worker who may be endangered by vehicular traffic must wear a garment that covers at least his or her upper body and has the following features:
 - The garment shall be fluorescent blaze or international orange in colour
 - On the front and the back, there shall be two yellow stripes that are 5 centimetres wide. The yellow area shall total at least 500 square centimetres on the front and at least 570 square centimetres on the back.
 - On the front, the stripes shall be arranged vertically and centred and shall be approximately 225 millimetres apart, measured from the centre of each stripe. On the back, they shall be arranged in a diagonal “X” pattern
 - The stripes shall be retro-reflective and fluorescent
 - If the garment is a vest, it shall have adjustable fit
 - If working during night-time hours, it must also include retro-reflective stripes encircling each arm and leg or equivalent side visibility-enhancing stripe with a minimum area of 50 square centimeters per side
- Additional PPE may also be required based on the task and even though legislation does not outline each situation, workers must wear/use PPE necessary to protect against hazards to which they may be exposed which can include:
 - Gloves – appropriate for the work being conducted

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- Metatarsal boots
 - Metatarsal is five thin bones in the mid-foot that are easily fractured. Steel toe boots and shoes do not protect this part of the foot from injury. Metatarsal boots will protect this part of the foot and reduce the risk of injury. Although this type of boot is not always required, certain tasks will require the additional foot protection.
 - If a worker is completing a task where lifting or rolling heavy objects where the foot can be crushed, they will need to wear Metatarsal boots
 - Long pants and long sleeve shirt
 - Clothing are not generally considered PPE so the employer can require workers to wear them, but does not need to provide them to workers
 - Hearing protection
 - Should be worn when working with or around equipment, machines or tools that produce a loud noise
 - Noise-induced hearing loss is one of the most common occupational diseases and one of the most preventable
 - Respirator
 - Respiratory protective equipment suitable for the hazard shall be provided to and used by the workers (O. Reg.213/91 s.46(2))
 - Workers should be trained in the proper use and care prior to use
 - A Fit test should be done every 24 months to ensure proper mask fit

As per [Reg.213/91 Construction Projects](#), the employer must require workers to wear the appropriate PPE for the work they are performing and ensure they are trained on the use and care of the PPE before wearing or using it. These are the minimum construction requirements and as the employer you can establish additional requirements for your employees.

If work is completed on a mine site, there are additional legislative requirements and the company may have special requirements. It is important to verify the requirements before work commences to ensure workers are not sent home.

Standard PPE for workers on surface at a mine site:

- Hard Hat with attached ear muffs (any colour but green) reflective strips on the front, reflective V on the back
- CSA Work Boots with internal metatarsal
- Class 3 Level 2 High Vis clothing (top & bottom)
- outer wear jackets if there is a hood must be snap or Velcro

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- Safety Glasses
 - Work Gloves
 - If working at a height or in a confined space: Body Harness
 - Half Mask respirator if required by the work being conducted

12. WHAT TRAINING DO MY EMPLOYEES NEED?

IHSA has created a [Training Requirements Chart](#) that outlines the required training for the construction industry. IHSA also offers discounted training course fees to their members. Training requirements will vary based on the industry but in the province of Ontario, there are four topics that are mandatory for all workplaces.

1. Accessibility for Ontarians with Disability Act (AODA)

- The Accessibility for Ontarians with Disability Act is legislation geared at making Ontario accessible for people with disabilities
- The legislation requires employers to provide training to workers on how to interact with people with disabilities
- [Free training](#) is available online

2. Workplace Hazardous Material Information System (WHMIS)

- Workers who may be exposed to hazardous products are required to receive training on the hazards of using, storing, and handling these products

3. Worker/Supervisor Health and Safety Awareness

- Supervisors and workers in Ontario are required to receive basic safety awareness training
 - Government of Ontario [Supervisor Health and Safety Awareness in 5 Steps](#)
 - Government of Ontario [Health and Safety Awareness in 4 Steps](#)

4. Workplace Violence and Harassment

- The OHSA requires employers to have a Workplace Violence and Harassment Policy and provide workers with training on it

Depending on the size of your workforce, your company may be required to have a few select workers take the following training:



First Aid Training

- All businesses that are covered by the Workplace Safety and Insurance Act are required to have workers that hold a valid first aid certificate in charge of first aid boxes in their immediate vicinity
- An approved provider must administer the first aid training
 - The WSIB has a list of [providers approved to deliver emergency and standard first aid](#).

Joint Health and Safety Certification

- If your organization meets the criteria for a Joint Health and Safety Committee as described in the OHS Act, then members will need to be certified
- Two programs must be completed to become a Certified JHSC representative
 - Part One of JHSC training is a generic program that provides the learner with general information about JHSC
 - Part Two is when the learner will receive industry-specific training in Construction
- This training must be given by a CPO approved provider

Depending on the sector, your company may also require the following training:

Roofing

- Working at Heights
 - [O. Reg. 213/91: Construction Projects](#) requires Working at Heights training for workers who face the hazard of falling more than 3 meters
 - s 26.2(1) states: “An employer shall ensure that a worker who may use a fall protection system is adequately trained in its use and given adequate oral and written instructions by a competent person”
 - Employers are required to keep records of the training, including date of completion and should also be readily available for MLITSD inspectors on request
- Propane in Roofing (not required but should have)
 - Roofers that work with kettles, torches and tankers should receive training on the hazards of working with propane in roofing
- Depending on the roofing tasks and equipment being used, workers may also need training on:
 - Hoisting and Rigging
 - Elevated Work Platform
 - Forklift or Telehandler use
 - Swing stage/Suspended Access Equipment



Road Construction

- “Confined space awareness training” (if working in Confined Spaces)
- Training on Respirator and Fit testing (labs and jobs that require them; in-house/3rd party required by OHSA to ensure they are competent)
- “Propane in Construction” (if they use propane tools)
- Nuclear Density gauge training (for surveyors who operate and transport nuclear density gauges; in-house/3rd party required by OHSA to ensure they are competent)
- Signallers and Traffic control training (for those setting up traffic, Book 7; in-house/3rd party required by OHSA to ensure they are competent)
- “Asbestos abatement training” (for those involved in the removal of asbestos material, type 3; and a minimum asbestos awareness for Type 1 and 2)

Sheet Metal

- Health and Safety Awareness Training
- Sheet Metal Worker Certification
- WHMIS
- Aerial Platform Training
- Mining related training (based on the mining company)
- Respiratory Fit Test

Electrical

- Confined space
- Electrical Certification
- Health and Safety Awareness
- WHMIS
- Working at Heights
- Lock Out Tag Out



Plumbing

- Aerial Platform Training
- Gas Technician
- Plumber Certification
- Respiratory Fit Test
- WHMIS
- Confined Space Entry
- Gas Piping Fitter
- Working at Heights
- Health and Safety Awareness

Refrigeration/Fitters

- Aerial Platform Training
- Gas Technician
- Health and Safety Awareness
- Mining Related Training
- Oil Burner Technician
- WHMIS
- Working at Heights
- Ozone Depletion Training
- Refrigeration and Air Conditioning Systems Mechanic Certification

Trainer Requirements

When hiring a trainer, it is important to ensure you are hiring a Chief Prevention Officer (CPO) approved trainer where required. The MLITSD has given the responsibility of verifying trainers to the Chief Prevention Officer (CPO). CPO approved trainers need to go through an approval process before they can offer certification. Below are some common health and safety courses that need to be constructed by CPO approved trainers:

[Working at Heights](#)

[Working at Heights Refresher](#)

[Joint Health and Safety Committee Part 1](#)

[Joint Health and Safety Committee Part 2](#)

[Joint Health and Safety Committee Refresher](#)



13. WHAT ARE MY RESPONSIBILITIES FOR SUB-CONTRACTORS?

The OHSA lists the “**constructor**” as a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer. The constructor has responsibilities that include not only their workers, but all workers on site including those who work for a sub-contractor:

- A constructor shall ensure, on a project undertaken by the constructor that,
 - the measures and procedures prescribed by this Act and the regulations are carried out on the project;
 - every employer and every worker performing work on the project complies with this Act and the regulations; and
 - the health and safety of workers on the project is protected (OSHA s. 23(1))
- The constructor shall ensure that each prospective contractor and sub-contractor for the project has received a list of designated substances before entering into a binding contract for the supply of work on the project (OHSA s. 30(4))
- The constructor shall ensure that,
 - each employer at the project provides to the constructor a completed approved registration form; and
 - a copy of the employer’s completed form is kept at the project while the employer is working there (O. Reg. 213/91 s. 5(2))
- The constructor shall ensure that every worker at the project has ready access to a telephone, two-way radio or other system of two-way communication in the event of an emergency (O. Reg. 213/91 s. 18)



14. WHAT RESOURCES ARE AVAILABLE?

It is important to make sure that you and your workers have all of the required training for the work being done. The IHSA has produced and made available to everyone, a catalog that lets you know what training is required for what task, how often it expires and details about the training. If your company pays WSIB premiums in one of the [rate groups covered by IHSA](#), you qualify for membership. Members receive discounted rates for products and training courses, while non-members pay the full rate.

<https://www.ihsa.ca/pdfs/products/ihsa002-inc-pg.pdf>

A great resource to help you get started with not only your health and safety program but also other labor issues is Ontario.ca; this is a great resource for staying current with labor regulations.

<https://www.ontario.ca/page/ministry-labour-training-skills-development>

The Canadian Center for Occupational Health and Safety will provide you with information on Legislation, Workplace Hazards, Health and Wellness and Management Systems. They also have an app you can download to your phone.

<https://www.ccohs.ca/>

In the province of Ontario if you are an employer you must be registered with the WSIB, they provide wage loss benefits and medical coverage for workers injured in the workplace and work-related injuries or illness.

<https://www.wsib.ca/en/about-us>

NORCAT offers many training and development programs that you or your workers may be required to complete. If you work in the construction or mining industry, it is likely that you and your workers will require a NORCAT card to track your training records.

<https://www.norcat.org/>

NORCAT offers a Mentorship for growing your business at every level of your development. Mentors will give you takeaways and suggest further research, business plan development, funding opportunities, pitch training and community connections.

<https://www.norcat.org/innovation/discovery-document.html>

If your organization is acting as the Constructor of a job site, you may need to complete a Notice of Project for Construction prior to the commencement of work. The purpose of the Notice of Project is to identify high-hazard construction activities for possible inspection the Ministry.

<https://www.enop.labour.gov.on.ca/ENOPWeb/Welcome>



Each constructor and employer engaged in a construction project in Ontario must complete this registration form. This form must be at the project while the employer is working there.

<https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=1000E&NO=016-1000E>

The Workplace Safety and Prevention Services website offers many resources pertaining to Health and Safety, Training, roles and responsibilities details and provide tools for small businesses.

<https://www.wsps.ca/>

The WSIB's Health and Safety Excellence program provides guidance on building or improving health and safety programs within your business while also providing rebates on premiums for implemented changes.

<https://www.wsib.ca/en/healthandsafety>

DISCLAIMER

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