

December 2006

Hazard Prevention Program

In the last newsletter we said how important the new Hazard Prevention Program Regulations will be for workplace Health and Safety. Since then members have been asking how to set up the program and what it would look like.

The following page hopefully answers these questions.

For all members, you must receive education on the program including how it works and what your role is. You must also receive the education shown on the diagram. If you have not, you should be raising the issue with your OSH Committee members or your OSH Representative because your employer is not in compliance with the Canada Labour Code Part II. The names of these members and their contact information must be on your bulletin board and you are entitled time to speak with them.

If you are an OSH Committee member or an OSH Representative you need to ensure this program is completely in place and you must be monitoring its effectiveness. Your employer must give you whatever time is required to achieve this.

If you are an OSH Committee member, bring this document to your next committee meeting and use it like a checklist.

If you are an OSH Representative, raise it the next time you meet with your manager to discuss the results of your monthly Workplace Inspections.

For more information, please contact your Regional Vice President.

Injury-On-Duty Leave

Injury-on-duty leave is a contractual benefit we hope to never use, but when we need it we expect to have fair access to it. Unfortunately, some of our employers are abusing their authority and withholding this entitlement in an unreasonable manner, causing our members to suffer financially and creating unnecessary conflict.

If this situation applies to you, please check our Web site for more information.

HAZARD PREVENTION PROGRAM (HPP)

Key Elements:



Hazard Identification Methodology Elements

Arrows represent information flow

Unions -

must name committee members and representatives at least every two years

Employers -

must establish committees and representatives, and, with their participation, implement training program and HPP

Policy Committee -

Must participate in the development, implementation, and monitoring of entire HPP and related activities and must be trained to be able to carry out all required functions

Workplace Committees or Representatives -

Must participate in the implementation and monitoring of the **HPP** and related activities and must be trained to be able to carry out all required functions

Other HPP Requirements

Employers, with the participation of the Policy Committee, must prepare an **implementation plan**, including timelines, for the development of the entire **HPP**.

Once development is complete, timelines must also be established and monitored for each step in the program, including for the flow of information between steps.

There also must be a review plan established where the entire **HPP**, including the Education Program, is reviewed at least every three years and revised if necessary. This review must be reported to the Minister in the Committee's annual activity report.

