



### In this Issue...

- Policies and programs—make them count
- Management workshop: suspended access equipment
- Manual material handling
- Ontario enforces ban on hand-held devices while driving
- Workplace violence seminar
- Partners in Prevention Conference

## Policies and programs—make them count

When you put something in writing—whether it's a job offer or your payroll picks—it becomes official. Your health and safety practices are no exception. Write them down to make them really count.

Through informal orientations and safety talks, you and your workers have probably discussed jobsite hazards and safe work practices. Now, all you need to do is formalize that knowledge in a health and safety policy and program.

As an employer, you are responsible for protecting your workers from injury and illness. A written policy and program describes the systems, processes, and procedures you've established to protect them. It should address topics such as

- hazard assessments
- jobsite inspections
- training
- personal protective equipment
- safe job practices
- accident investigation
- emergency preparedness
- first aid.

A health and safety policy and program also provides site-specific information. For example, the Construction Regulation outlines fall protection requirements, but your policy and program should explain which methods of fall protection are being used in different areas of your jobsite. As site conditions change, your policy and program should change to address new hazards.

The type of work you are doing should be considered as well. An excavation company and a roofing company use very different tools and equipment, so their policies and programs will address very different issues. Your company needs to have a health and safety policy and program that relates to the specific type of work your workers do. If the way they do their work changes, your policy and program also may need to change.

IHSA has templates and other resources to help you get started on your firm's health and safety policy and program. If you already have a policy and program, use these resources to do a formal review. Identify if there are gaps and make sure all the information is up-to-date.

For resources and templates, visit our [website](#). From the Construction section, click on Health and Safety Policy and Program.

## Management workshop: suspended access equipment

The Infrastructure Health and Safety Association (IHSA) and the Ministry of Labour (MOL) are hosting a workshop—specifically for managers and owners—on the safe use of suspended access equipment (SAE).

If you own or manage a company that uses swingstages or contracts their use, this workshop will provide you with an overview of SAE-related workplace responsibilities, safe practices, procedures, and instruction needed to ensure worker protection.

The workshop will take place on February 23, 2010 at IHSA's office on Voyager Court South. Two sessions will be held: 1–4 pm and 6–9 pm.

To register, contact IHSA at 1-800-781-2726 or click [here](#).

IHSA is working with local labour-management health and safety committees to plan additional workshops throughout the province. We will post dates on IHSA's website soon.

## Manual material handling

Most of us have lifted a box, passed a tool to a co-worker, or carried something heavy from one side of the jobsite to the other without giving it much thought. Repeated over the course of a career in construction, these are the seemingly harmless manoeuvres that can cause significant musculoskeletal disorders (MSDs).

The main manual material handling hazards that can lead to an MSD are

- high force—this includes heavy lifting, lowering, pushing, pulling, and carrying activities
- high repetition—a task may not necessarily be heavy, but if it's repetitive it can lead to fatigue and injury to the musculoskeletal system
- awkward posture—this includes bending the trunk forwards or backwards, twisting the body sideways, leaning to the side or lifting/pushing/pulling with hands above the shoulder or below the trunk.

While much of our work relies on these types of movements, MSDs are not inevitable on the job. Once a hazard has been identified, you can put controls in place to reduce or eliminate the risk. For a breakdown of common hazards associated with manual material handling along with their controls, download the Infrastructure Health and Safety Association's article, "Moving Material Manually" [here](#)

Review your activities in relation to this article and consider

- the processes, materials, and equipment used
- the environment in which work is conducted
- the human factors such as training, communication, and method of reporting MSD hazards and controls

The Infrastructure Health and Safety Association also has other products and services—such as trade-specific ergonomic profiles—to assist you in identifying,

assessing, and controlling MSD risks. Visit [www.ihsa.ca](http://www.ihsa.ca), click on Construction, and then click on Musculoskeletal Disorders under the Key Topics menu.

To read the Musculoskeletal Disorder Prevention Guideline for Ontario, visit the WSIB [website](#).

## Ontario enforces ban on hand-held devices while driving

As of February 1, Ontario began issuing tickets to drivers who talk, text, type, dial or email using hand-held cell phones and other hand-held communications and entertainment devices. The use of hands-free devices will still be permitted.

This marks the end of a three-month period that focused on educating drivers about Ontario's new road rules. Under the new law, you can get fines of up to \$500.

You can still talk and drive as long as you are not actually holding the device. Blue-tooth enabled phones or headsets are allowed. Devices fixed to dashboards, such as GPS units, are also allowed.

## Workplace violence seminar—March 4 (half-day)

Ontario employers have until June 15 to comply with new regulations.

Workplace harassment policies are not enough. Bill 168 explicitly indicates new amendments in seven key areas.

If your company or business has more than five employees, these new regulations will apply to you! Ontario workplaces must ready their policies and implementation procedures before June 15, 2010 to remain in compliance with the new provisions to law.

On March 4, learn from key industry practitioners and gain insight and perspective as to how these changes could affect your business.

Speakers include representatives from: Safe Workplace Promotion Services Ontario (SWPSO), Ministry of Labour, and legal firm Heenan Blaikie LLP, among others.

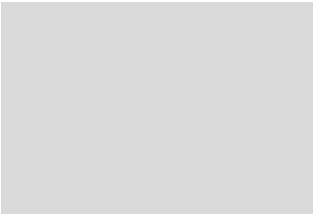
To register, click [here](#).

---

## Partners in Prevention Conference: Website now online



**PARTNERS IN  
PREVENTION 2010**  
Ontario Health & Safety  
Conference & Trade Show



---

*2-Minute News* is the bulletin on workplace health and safety that you can read in two minutes or less! It's emailed to subscribers in the middle of each month by the Infrastructure Health and Safety Association. Please email [Jennifer Coccimiglio](mailto:jennifer.coccimiglio@ihssa.org) to suggest news items.