

# Health and Safety Review

2024

"Tomorrow: your reward  
for working safely today."

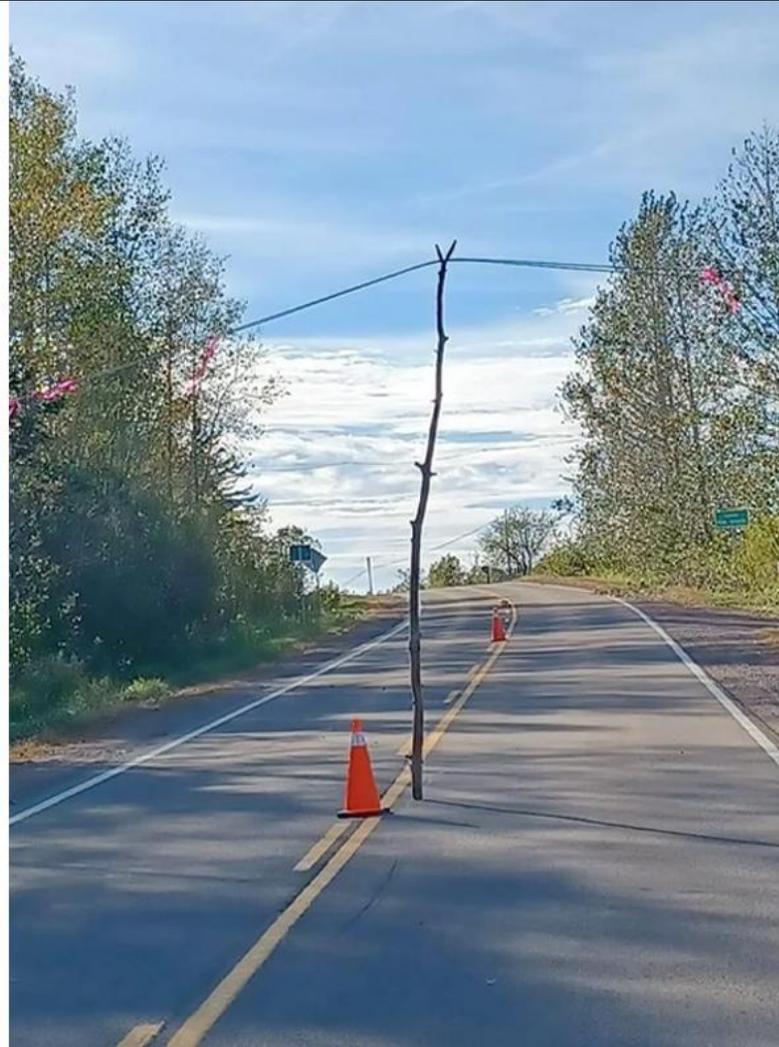
# Safety Violation Examples

2024



# Safety Violation Examples

2024



# Safety Violation Examples

2024



# Safety Violation Examples

2024



# What is your safety moment?

2024

- What is your safety story from last season? (Work or Personal)
- What lessons did you learn that would help others to know?
- What questions do you still have about a health and safety moment you experienced last season?

## SAFETY MOMENTS/ TIPS



# Agenda

2024

1. Internal Responsibility System (IRS)
2. Supervisor's Role in Health and Safety
3. Health and Safety Goals
4. Accident Summary Report from 2023
5. Injury Stats
6. Safety Topic Focus
7. Accident Reporting Procedures

# Ontario Court Bulletins

2023

Ontario 

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## COURT BULLETIN

# Guelph Manufacturer Fined \$65,000 and Supervisor Fined \$3,000 After Worker Injured

December 18, 2023

[Labour, Immigration, Training and Skills Development](#)

# Ontario Court Bulletins

2023

**Convicted:** Alcot Plastics Ltd., 31 Malcolm Road, Guelph, Ontario, N1K 1A7, a manufacturer of extruded polyethylene foam products, and Martin Alac, a supervisor at the company

**Location of Workplace:** The company's manufacturing facility at 31 Malcolm Road, Guelph, Ontario, N1K 1A7

**Description of Offence:** A worker was injured while attempting to clear a jam on a production line. Alcot Plastics Ltd. and Martin Alac failed to ensure that a machine was guarded to prevent access to a pinch point, contrary to [section 25](#) of Ontario Regulation 851 under the *Occupational Health and Safety Act*.

**Date of Offence:** March 17, 2022

**Date of Conviction:** November 1, 2023

**Penalty Imposed:**

- Following a guilty plea in Provincial Offences Court in Guelph, Alcot Plastics Ltd. was fined \$65,000 and Martin Alac was fined \$3,000 by Justice of the Peace Gloria A. Kovach. Crown Counsel was Tyler Fram.
- The court also imposed a 25 per cent victim fine surcharge as required by the *Provincial Offences Act*. The surcharge is credited to a special provincial government fund to assist victims of crime.

## Background:

- On March 17, 2022, workers at the company's production facility were stationed at a production line making pool noodles.
- A cutter machine at the end of the line was used to cut the pool noodles to the right length before workers packed them into boxes. The noodles frequently became jammed in the cutter and needed to be removed.
- The procedure to remove jams usually involved Martin Alac, as the supervisor, entering the area between the cutter machine and the previous machine to cut the noodle and remove the jammed product from the cutter. This was done while the machines were still running.
- When the machine jammed, a different worker entered the area between the machines and lifted a hinged cover that was over the entrance to the cutter. The cutter was equipped with a device intended to stop the machine if the cover was lifted; however, it was not operational.
- After lifting the cover, the worker reached into the still energized and running cutter machine and was injured.
- By failing to ensure that a machine was guarded to prevent access to a pinch point, contrary to [section 25](#) of Ontario Regulation 851, Alcot Plastics Ltd. and Martin Alac violated [section 25\(1\)\(c\)](#) and [section 27\(1\)\(a\)](#) of the *Occupational Health and Safety Act*, respectively.

## COURT BULLETIN

# **Constructor, Employer, Supervisor and Director Fined \$380,000 in Total After Workers Fall Down Elevator Shaft**

December 21, 2022

[Labour, Immigration, Training and Skills Development](#)

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# Ontario Court Bulletins

2022

**Convicted:** Homestead Land Holdings Limited, 80 Johnson Street, Kingston; Reimar Construction Corporation, 328 Trinity Church Road, Hannon; Jose Martinho, Supervisor, Reimar Construction Corporation; Miguel Martins, Director, Reimar Construction Corporation

**Location of Workplace:** Highrise residential construction site at 40 Towering Heights Boulevard, St. Catharines

**Description of Offence:** Two workers were critically injured from a fall, caused by an elevator shaft platform collapse. The convicted parties failed to ensure that the measures and procedures required by Section 89(2) of Ontario Regulation 213/91 were carried out.

**Date of Offence:** April 16, 2021

**Date of Conviction:** December 6, 2022

**Penalty Imposed:**

- Homestead Land Holdings Limited was fined \$150,000
- Reimar Construction Corporation was fined \$200,000
- Jose Martinho was fined \$15,000
- Miguel Martins was fined \$15,000
- The fines were imposed by Justice of the Peace Bruce Phillips following guilty pleas at the Provincial Offences Court in Welland; Crown counsel Daniel Kleiman.
- The court also imposed a 25 per cent victim fine surcharge on each fine as required by the *Provincial Offences Act*. The surcharge is credited to a special provincial government fund to assist victims of crime.

**Background:**

- Jose Martinho, a supervisor, had assigned two workers to move and install formwork for the inner walls of the building's elevator shaft from the eighth to the ninth storey.
- The workers, the supervisor and a crane operator began to install and level an elevator shaft platform for the inner wall elevator formwork and for the workers to stand on while installing the formwork. The platform was supported by beams that rested in pockets formed into the concrete elevator walls. The workers had trouble aligning all the beams into their respective pockets.
- The supervisor installed an additional bracket under one end of one of the support beams since the workers were having trouble with the adjusting screw and there was concern over the amount of bearing in that pocket.
- No engineering approval was obtained for the installation of the bracket, and the heads of the anchors that attached the bracket to the concrete, which did not fail, were too small for the opening in the bracket.
- Once the platform was installed and levelled, an approximately 5,430 kg section of formwork was placed on it and the two workers entered onto the platform.
- As the workers were working, the platform collapsed at one end, causing the workers to fall and become critically injured.
- [Section 89\(2\) of the Construction Regulation](#) requires that the formwork and falsework used in this incident, including the elevator shaft platform, be designed by an engineer in accordance with good engineering practice and be installed or erected in accordance with the design drawings.
- Reimar was responsible for and did not obtain and provide site-specific drawings prepared by a professional engineer for the elevator shaft platform for the tower.
- Homestead Land Holdings Limited contravened [Section 23\(1\)\(a\) of the Occupational Health and Safety Act](#) by failing, as a constructor, to ensure that the measures and procedures required by Section 89(2) of Ontario Regulation 213/91 were carried out.
- Reimar Construction Corporation contravened [Section 25\(1\)\(c\) of the Occupational Health and Safety Act](#) by failing, as an employer, to ensure that the measures and procedures required by Section 89(2) of Ontario Regulation 213/91 were carried out.
- Jose Martinho contravened [Section 27\(2\)\(c\) of the Occupational Health and Safety Act](#) by failing, as a supervisor, to take the reasonable precaution of ensuring that modifications were not made to the support system for the elevator shaft platform without the approval of a professional engineer.

# Internal Responsibility System (IRS)

2024

- Everyone is responsible for their own health and safety as well as the health and safety of their fellow workers.
- Everyone must ensure that safe practices, procedures and conditions are maintained (as per legislation and policy).
- The ones responsible for the work are responsible for health and safety.
- Everyone has a role to play. It is essential that YOU know YOUR role.

# Internal Responsibility System (IRS)

2024

# Know the Rights of ALL Workers in Ontario

2024

- Right to Know Hazards
- Right to Refuse Unsafe Work
- Right to Participate in H&S system



# Worker's Safety Concern

2024

A worker shall,

- 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 and
- Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

OHSA Sec 28 (1) (c) (d)



# Supervisor's Responsibility Under the Act

2024

An Employer/Supervisor Shall:

“Take every precaution reasonable in the circumstances for the protection of the worker”.

- OHS Act Section 25 (2) (h) & 27 (2) (c)



# What does all this mean?

2024

- Know your Rights as an Employee in Ontario.
- Know your Staff's Rights as an Employee in Ontario.
- Know your Roles & Responsibilities within the Internal Responsibility System (IRS) **\*\*Identify Hazards Immediately\*\***
- Bring any safety or reprisal concerns to any of the following:
  - Your Manager (Brian or Barb)
  - JHSC Member (listing is on Website, your rep is Brian).
  - Health and Safety Coordinators, Allison OR Gina
  - Owners (Barb or Rodd).

# Health and Safety Goals Review

2023

1) We wish to reduce our Lost Time Injury (LTI's) to a Frequency Rate of zero.



2) To reduce our Non-Lost Time Injury (Medical only) Frequency Rate to one.



# Jeffery's Greenhouses Plant II 2023 Accidents Summary

2023

Incidents

2



First Aid Only

2

Medical Claim &  
No Loss Time

3



Medical Claim  
& Loss Time

1

Carry over from 2022  
but lost time on 2023



# Injury Stats for Plant II

2023

Injury Types



Overexertion Caught Fall Struck Near miss

## Merchandiser Injuries

Caught (1)

Struck (3)

Overexertion (1)

(Carry Over from previous year)

"It takes leadership to improve safety."

Jackie Stewart

# WSIB Compass Check

2023

## Your business

As of December 31, 2023

### Claims overview for 2023



#### Claims registered

December 2023: 0  
Year-to-date: 3



#### Claims cost

December 2023: \$0  
Year-to-date: \$8,593



Mental stress claims 0



Occupational Diseases 0



Traumatic fatalities 0



COVID-19 claims 0

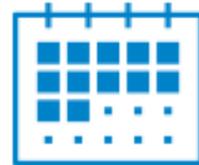
# WSIB Compass Check

2023

## Injury details



Costliest type of claim  
**Rotator cuff tear or  
syndrome**



Total Days lost  
**392**



Claims still receiving loss of  
earning benefits  
**0%**



Employed at end of return to  
work plan  
**100%**

# Last Five Years

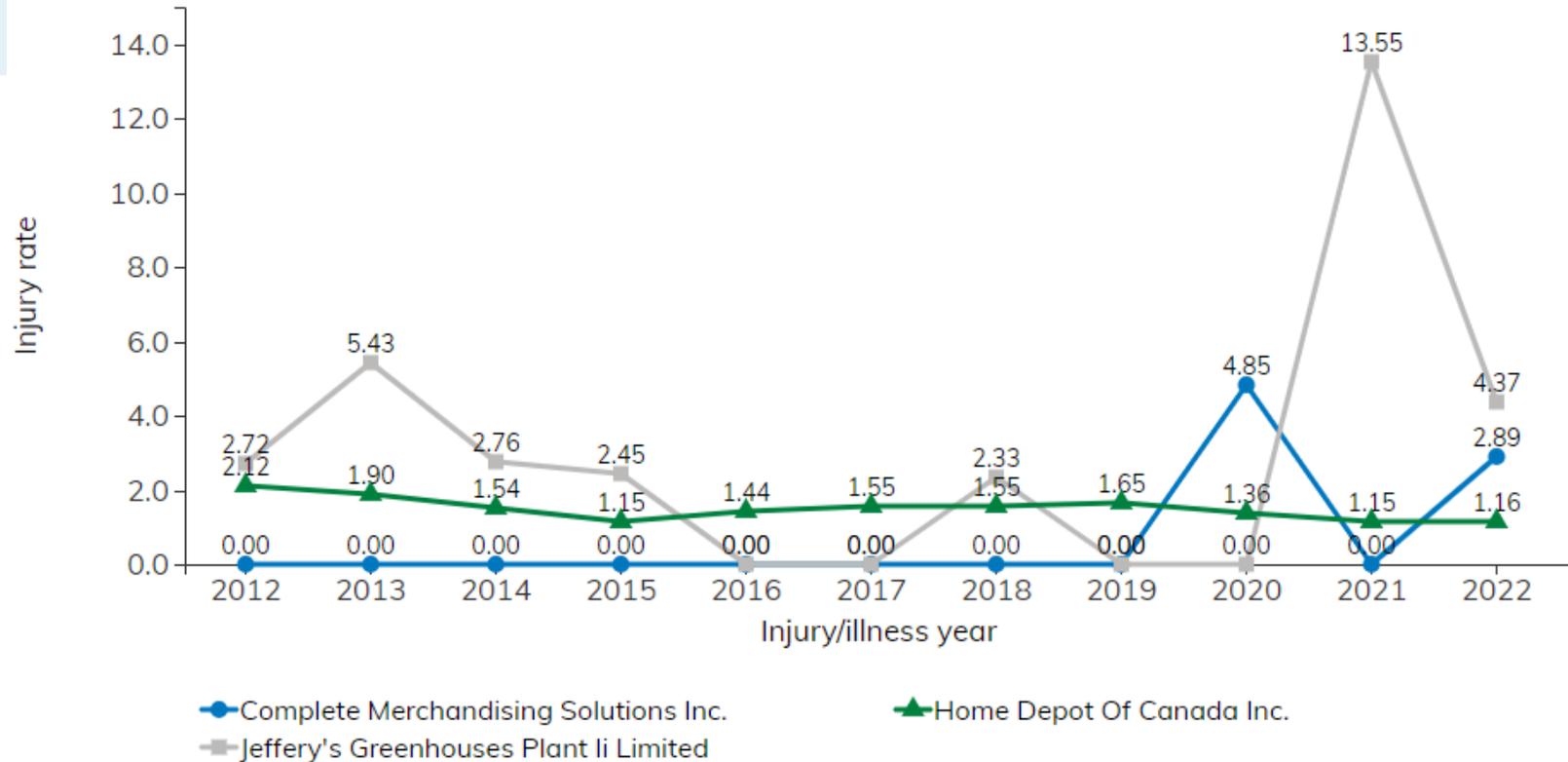
# Safety Check WSIB

2024

## Comparison results for

Complete Merchandising Solutions Inc.  
Jeffery's Greenhouses Plant li Limited  
Home Depot Of Canada Inc.

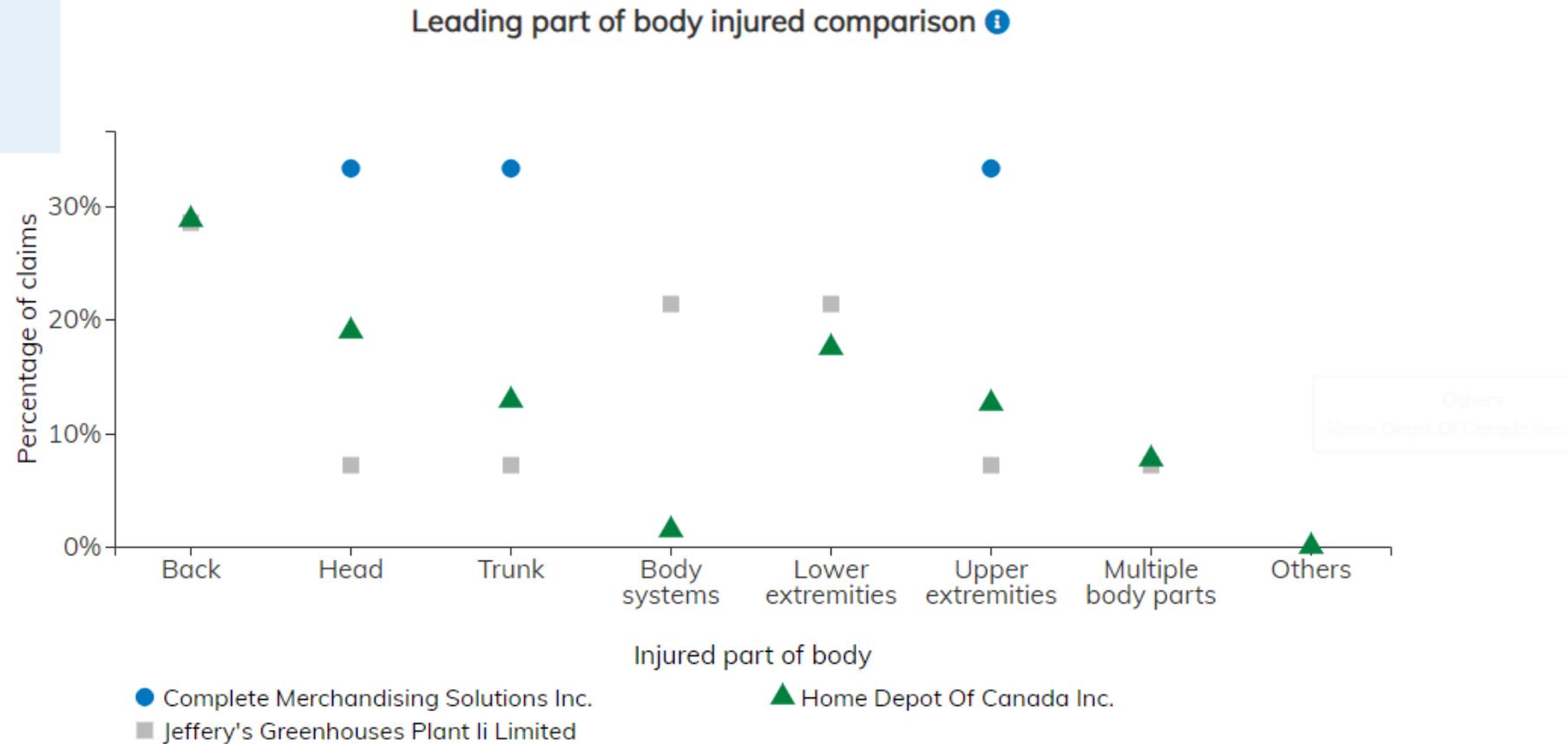
Lost time injury rates comparison [i](#)



# Safety Check WSIB

2024

Comparison results for  
Complete Merchandising Solutions Inc.  
Jeffery's Greenhouses Plant li Limited  
Home Depot Of Canada Inc.



# Safety Check WSIB

2024

## Comparison results for

Complete Merchandising Solutions Inc.  
Jeffery's Greenhouses Plant li Limited  
Home Depot Of Canada Inc.

Lost time claims receiving wage loss benefits at 12 months comparison [i](#)



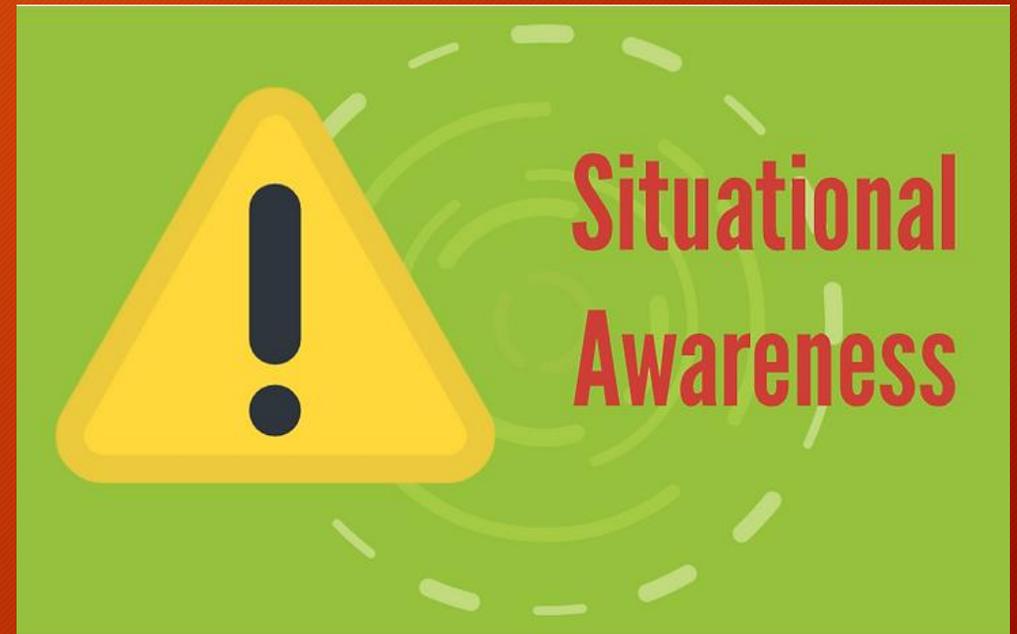
[Download All Data](#)

# New Health and Safety Goals for this Year

2024

## Our goals are;

1. to obtain a zero Lost Time Injuries (LTI's) rating
2. to reduce our Non-Lost Time Injuries (medical only) to two.



# Situational Awareness

2024

Situational Awareness means paying attention and being aware of what's going on around you. No matter what your role is at work, situational awareness is an important key to keeping everyone safe.

The Importance of

**SITUATIONAL  
AWARENESS**



# Situational Awareness

2024

When you practice situational awareness at work, you remain alert and aware of things like:

- where your co-workers are while they are working and what they are doing
- where operational heavy equipment is and how it is moving
- where you are supposed to be
- what sounds you hear
- what potential hazards are nearby
- what you are supposed to be doing
- what are the safe procedures for the tasks you are completing
- what changes are happening that might affect your actions
- what is going on above and behind you
- what unusual smells are in the air
- what do you see that is out of the ordinary
- what is the weather like, if you are working outdoors

# Situational Awareness

2024

Situational awareness involves three elements which are observation, comprehension, and anticipation.

- You observe what is happening around you and take in all the elements of your environment.
- You comprehend the situation you are experiencing.
- You anticipate what is likely to occur next based on what you understand to be happening now.

# Situational Awareness

2024

There are many factors that will reduce situational awareness that workers must be aware of and make an effort to avoid, including:

- Rushing through a task
- Mental or physical fatigue
  - Complacency
- Poor communication
  - Distractions
- Daydreaming, loss of focus
  - Stress

# Situational Awareness

2024

Situational awareness is something that should be happening all the time, throughout the workday. But there may be times when you should increase awareness of your surroundings and your actions, for example, when:

- starting new or non-routine tasks
- working with new co-workers
- visitors are at the work site
- the work environment may have changed
- there is high stress, or a high workload situation
- you have a gut reaction that something may be off
- beginning work on a project, even if you have performed the tasks before
- high hazard operations are taking place (examples: near electrical, at heights, in confined spaces)

# Situational Awareness

2024

Think about some specific examples of what situational awareness may look like on the job...

- Not walking into the “line of fire” when other workers nearby are using tools or equipment.
- Noticing that a co-worker forgot to put on PPE or missed a safety step and speaking up to ensure they follow the correct procedure.
- Stopping a task to make adjustments that will get the job done safe and efficiently.
- Correcting hazards on the spot if you notice something that can be fixed immediately.
- Reporting hazard observations and near miss incidents to management.

# Situational Awareness- SLAM Method

2024

- **S**TOP - Think before you act. Consider the task and make sure you understand what needs to be done.
- **L**OOK - Carefully observe the work area to find potential hazards.
- **A**SSESS - Evaluate the hazards and make sure you have the proper tools, training, and PPE to be safe.
- **M**ANAGE - Make changes, ask questions, and take the actions you need to continue to work safely.

# Situational Awareness Tips

2024

- There are many safety tips workers can practice to increase situational awareness.
  1. Pay Attention (all around you)
  2. Acknowledge Cues (Co-workers and also signage posted)
  3. Be Proactive (Communicate with each other)
  4. Understand Pace of Work Environment (Watch for unexpected)
  5. Avoid Complacency (Don't be overly relaxed towards tasks)
  6. Do not use electronic devices (cells and head phones)
  7. Prevent Fatigue (Consistent sleep, physically fit to do job)

# Accident Reporting Procedures

2024



**REPORT IT, DON'T IGNORE IT.**

**EXPLAIN EXACTLY WHAT HAPPENED.**

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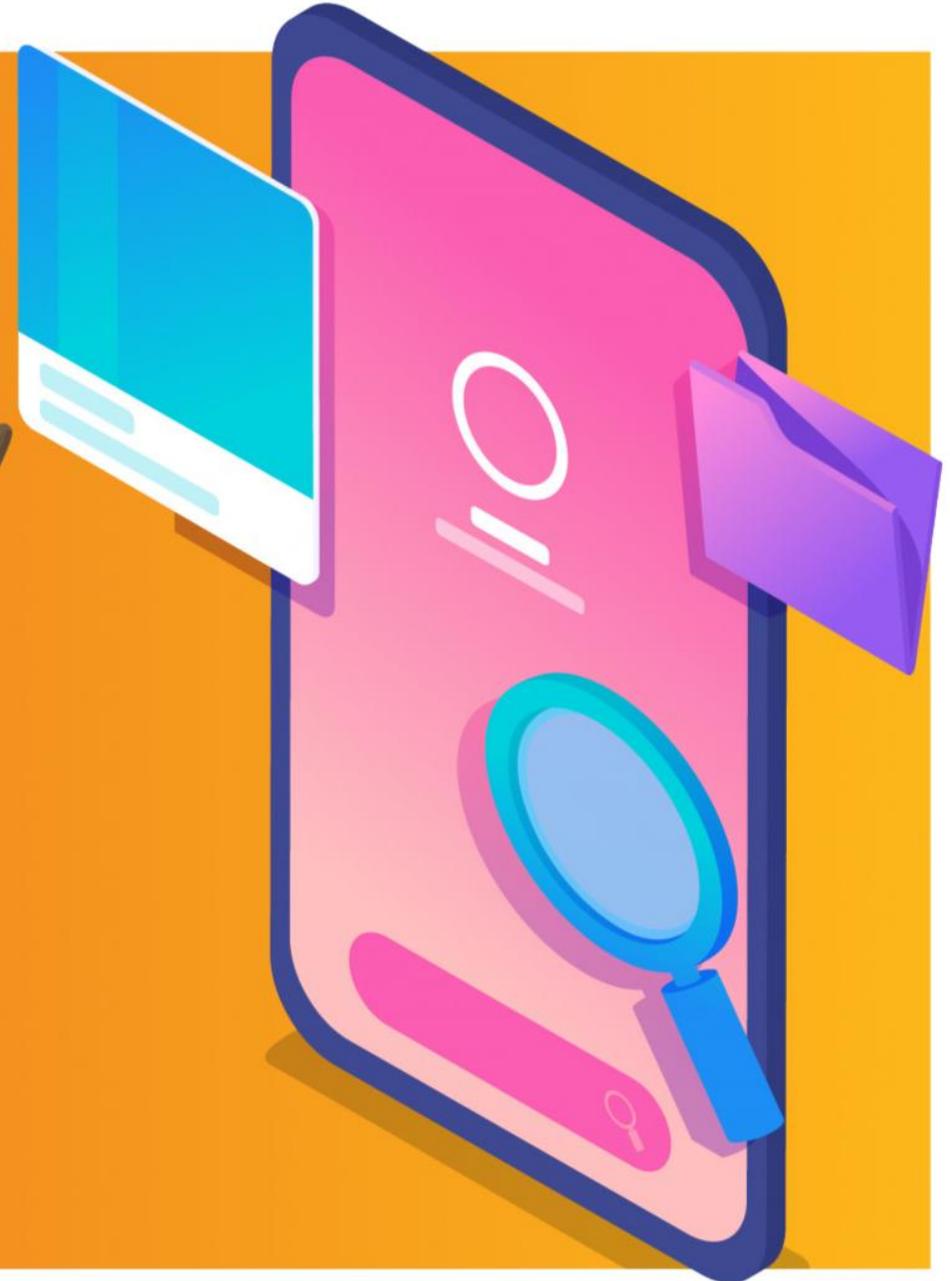
ACCIDENT REPORTING

101

# WORK INJURIES



What  
Should  
You Do?

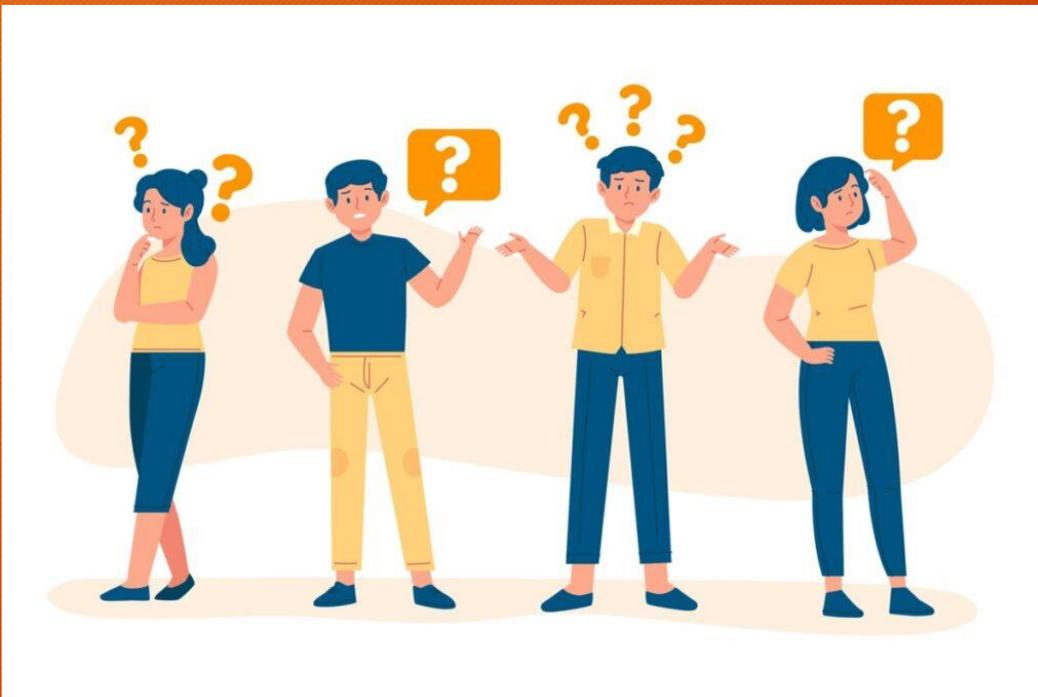


# Accident Reporting Procedures

2024

## Check in Time

How many feel confident they know the accident reporting procedures?

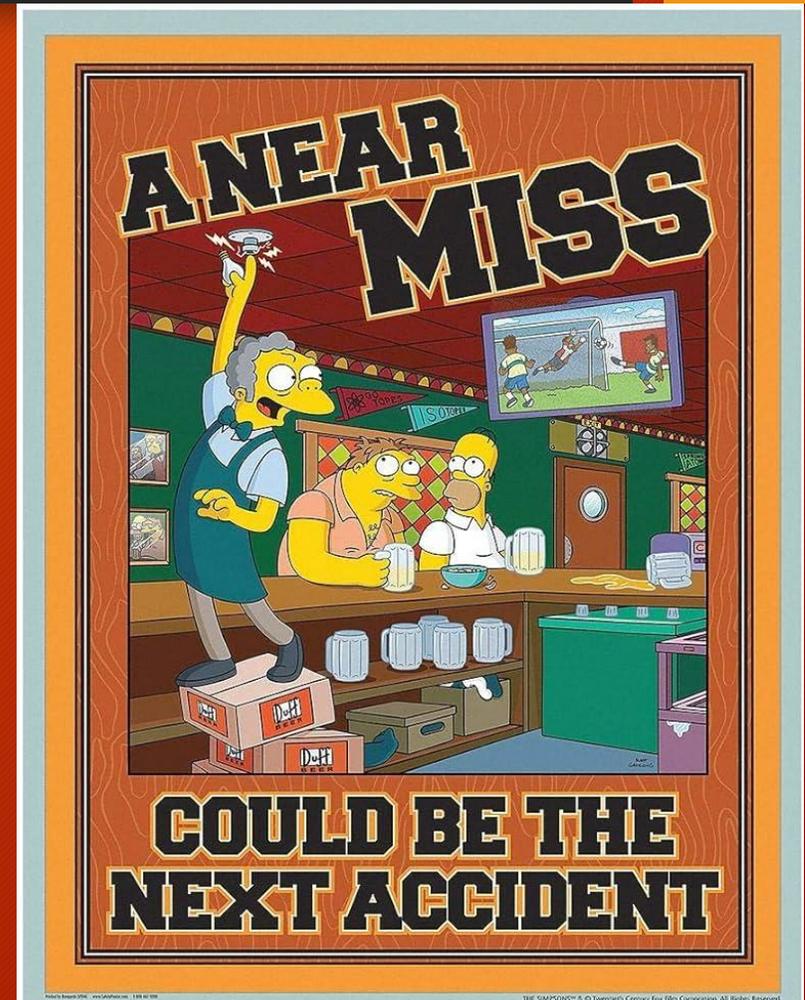


1. True or False. Accidents that don't require medical attention can be reported later at the convivence of the supervisor or worker. **False**
2. True or False. An incident that doesn't result in an injury or require first aid doesn't need to be reported. **False**
3. True or False. Injuries always develop at the time of the incident. **False**
4. True or False. It's the Employee's responsibility to ensure proper reporting of an injury is completed. **False**

# Near Miss

2024

A near miss is an incident in which there is no injury or property damage, but, given a slight shift in time or position, injury or damage could have occurred





# Incident

2024

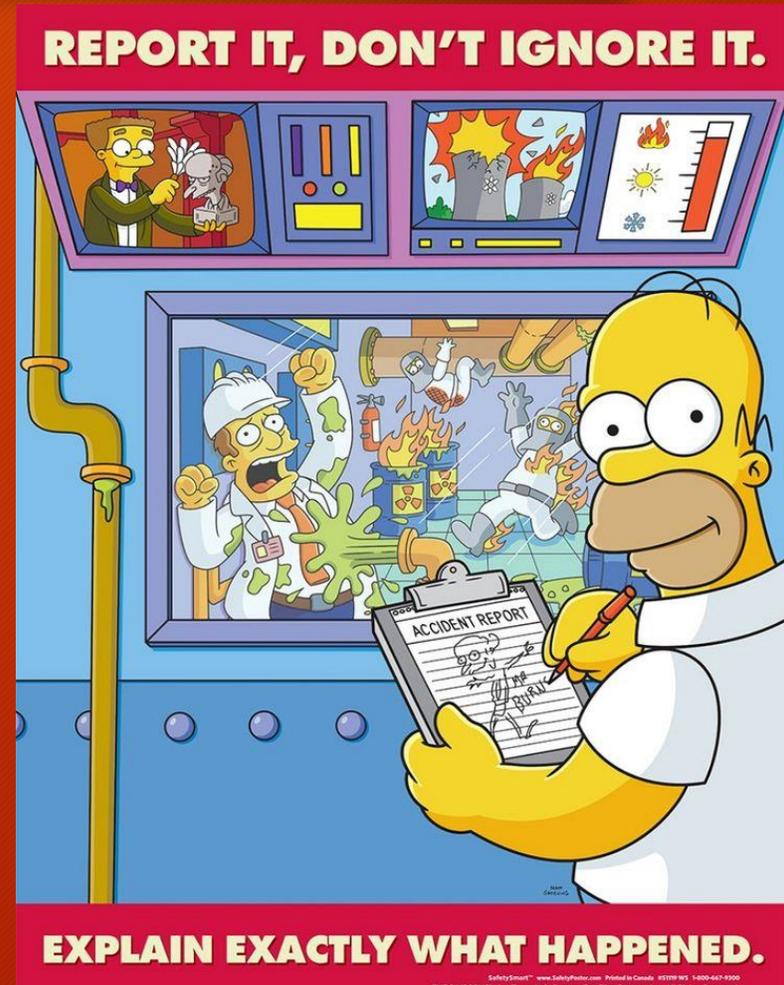
- The term incident can be defined as an occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities.



# Accident

2024

Can be defined as an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage.



ALLY  
SAFETY



# What does this mean?

2024

## Report



Near Misses

Incidents

Accidents

Ensure your team members are aware of this as well!

# Additional Accident Definitions

2024

## Injury:

- Any physical or functional abnormality or loss which results from a workplace event or occupational disease/illness. Such injuries may result in lost time and/or a requirement for medical aid or first aid.



## Lost Time:

- Any absence from work (except the date of the incident) as a result of a work-related injury.



# Additional Accident Definitions

2024

- **Critical Injury:** An injury of a serious nature that:
  - places life in jeopardy;
  - produces unconsciousness;
  - results in substantial loss of blood;
  - involves the fracture of a leg or arm but not a finger or toe;
  - involves the amputation of a leg, arm, hand or foot but not a finger or toe;
  - consists of burns to a major portion of the body; or
  - causes the loss of sight in an eye.

Human Resources will manage any notification requirements.

**Notes:** The ministry considers the leg to include an ankle or foot and the arm to include a wrist or hand. Although the regulation specifies that the fracture or amputation of a single finger or toe is not a critical injury, a fracture or amputation of more than one finger or toe is considered to be a critical injury.

# Additional Accident Definitions

2024

## First Aid Only:

- Health services provided by employees of Home Depot [e.g. A worker sustained a minor injury and the only treatment provided was first aid at the workplace, such as a band aid applied to a small cut , ice applied to bump].



# Additional Accident Definitions

2024

## Medical Aid

(no lost time beyond date of incident):

Professional services provided by a health care practitioner, including services provided by or at hospitals and health facilities such as walk-in clinics, physiotherapy clinics.



# Additional Accident Definitions

2024

## Property Damage

An incident that results only in damage to Home Depot facilities, equipment, tools or vehicles or Jeffery's product without injury to an employee.



# Accident Reporting Procedures

2024

You have a legal obligation to report ALL work - related accidents immediately.

- Use the accident reporting form that's on pronto.
- Include reporting accidents immediately as part of your training process.



# Reportable Injuries:



2024

- All injuries, incidents OR Near Misses whether lost time is sustained or not, must be reported on the Report of Injury/Incident Pronto form.
- All workplace injuries and incidents (and near misses) whether reportable to the WSIB or MOL or not, will be reviewed with the Joint Health and Safety Committee.



# Reportable Injuries:

2024

An injury becomes reportable to the Workplace Safety and Insurance Board when:

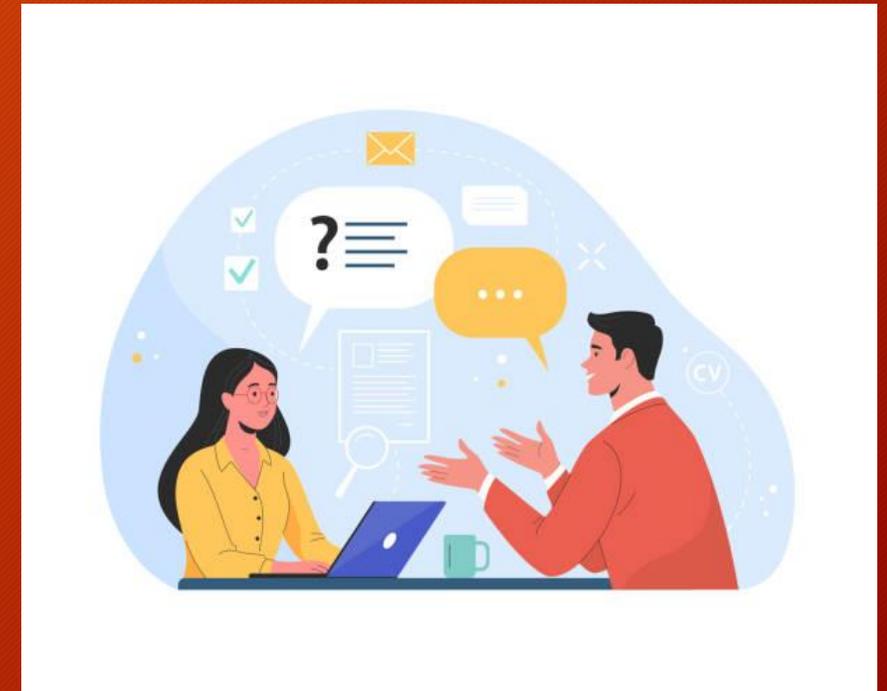
- an employee advises his/her immediate supervisor that a workplace injury has occurred, and that medical attention has been, or will be, obtained and/or
- an employee advises his/her immediate supervisor there is lost time beyond the day of injury.



# Accident Reporting Procedures

2024

- If employees start to feel an injury occurring and let you know ahead of time, injuries can be prevented by showing them how to do it properly or alternating tasks or other accommodation.
- A supervisor has a responsibility to work with Human Resources when a work-related accident occurs to ensure proper reporting and review of modified duties available before an employee stays home.





# WSIB Reporting Procedures

2024

## When notice is required

Employers must report a work-related accident to the WSIB if they learn that a worker requires health care and/or:

- is absent from regular work
- earns less than regular pay for regular work (e.g., part-time hours)
- requires modified work at less than regular pay, or
- requires modified work at regular pay for more than seven calendar days following the date of accident.



# WSIB Reporting Procedures

2024

## Reporting deadline

The WSIB must receive an employer's complete accident report within seven business days of the employer learning of the reporting obligation. (Business days are Monday to Friday, and do not include statutory holidays).



**Report all  
accidents  
immediately**



# Accident Reporting Procedures Supervisors' Responsibilities...

2024

- 1) assure medical assistance, as needed, is provided to the injured worker (e.g. first aid, transport to medical facility, 9-1-1)
- 2) immediately investigate all incidents, accidents and near misses to the extent needed to determine cause and actions needed to prevent a recurrence and to complete all sections of the pronto accident report form.
- 3) promptly initiate and/or implement corrective actions within their control to prevent similar injuries/incidents or direct to other parties for action if outside their control

# Accident Reporting Procedures Supervisors Responsibilities....

2024

4) promptly share necessary information with HR so that actions can be taken to prevent future similar injuries/ incidents.

5) Work with HR (and WSIB if applicable) to arrange modified duties and a return-to-work schedule to minimize the time the employee is off work. This may involve meeting with a RTW specialist at the store to review available duties.



# Accident Reporting Procedures Reminder

2024

Employers **MUST** pay employee for a full day's wages on the day of the incident. WSIB benefits start the day after the injury or illness happens, if allowed.

IF an Employee goes home early due to an injury enter the time they would have worked. Make sure to write in the comment section "Paid for day of Injury".

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## In Case of Injury at Work

- 1** Get first aid immediately, if needed
- 2**
  - Worker:* Tell your employer about the injury
  - Employer:* Arrange and pay for transportation to get medical care, if needed
- 3**
  - Employer:* Pay worker's wages for day of injury
- 4**
  - Employer:* Report injury to WSIB within 3 days if it involves
    - health care treatment, or
    - time away from work, or
    - lost wages

**WSIB** Workplace Safety & Insurance Board  
**CSPAAT** Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail

Questions? Call 1-800-465-5606  
www.wsib.on.ca

# Accident Reporting Procedures Worker Responsibilities

2024

- 1) obtain medical treatment (e.g. medical aid, first aid, 9-1-1), if required,
- 2) immediately report work-related injuries or incidents to their supervisors, and
- 3) complete the Worker's Report of Injury/Illness (WSIB Form 6) if the injury or illness is reportable to the WSIB and provide a copy to their supervisor and the WSIB
- 4) Participate (Where applicable) in the RTW process including modified duties and graduated return to work schedule.

# Accident Reporting Procedures Human Resources Responsibilities

2024



- 1) Report immediately when they learn of a critical injury,
- 2) Using the submitted accident report, complete Form 7s to the WSIB, providing a copy to the worker.
- 3) Provide a copy of the Return-to-Work package including Form 8 or FAF for doctor
- 4) Act as liaison between the merchandisers, supervisors and the WSIB,
- 5) Maintain employee WSIB files.

# Accident Reporting Procedures Human Resources Responsibilities

2024

- 1) Request additional information of supervisory staff if a Supervisor's Report of Injury/Incident is inadequately completed,
- 2) Assist when occupational health and safety expertise is needed in completing corrective actions identified by the supervisor in the report,
- 3) Provide assistance and training in incident investigation and reporting, as needed
- 4) Review injury/incident trends to assist in identification and initiation of appropriate prevention efforts.



# Accident Reporting Procedures Final Thoughts

2024

- The main goal when accidents occur is to return the worker to work as quickly and safely as possible.
- This is accomplished with proper and timely communication.
- Avoid accidents with proper hiring, training and supervision.



# Conclusion-Next Steps

2024

1. Go to the OSHA and read section 27 so you are well familiar with your responsibilities as a supervisor.
2. Refresh yourself with the policies as they are found on website. Ensure you are aware of the process before training begins.
3. Set up a schedule so that each of your garden centers are inspected and documented using the pronto forms. Invite a HD contact to walk with you (work with Brian). This should be done before the outside season starts.

# Conclusion-Next Steps

2024

Plan your training process with returning staff;

Remember all staff should view the following new safety training

- Rack Handling Video and SOP for Merchandisers
- Pot Recycling Process (Barb)



*Thank You!*

2024

Have a safe Spring!  
Cheers to 2024!