**ODA ASM Speaker Handout: CSI 2 – "Office Implementation"**

**Section 1 - OHSA:**

Regulations you need to know – 474/07 needles; 833 Ana. Gas testing; 851 eyewash stations; 860 WHMIS; 1101 First Aid; 67/93 personal protective equipment, ladders, ventilation, heating, lighting, compressed gas.

Workers' rights and responsibilities: 1. To know the hazards 2. To participate in making recommendations, and 3. To refuse to work if it endangers their health and safety.

Employer Duty – OHSA, Part III, Section 25 (2) (h) – "An employer shall take every precaution reasonable in the circumstances for the protection of the worker."

2011 Court Case – Confirmed that both employees and independent contractors are to be counted as workers in determining how many workers you have.

You have a responsibility for the safety of contractors specific to how their job involves them in your office. Record their name, qualifications, what was covered with them and who trained the. Date and have them sign it.

December 2013: Bill 146 – Temporary workers and students will be covered by health and safety legislation.

June 2022: Regulation 420/21 requires use of a 9 page reporting form to the MLTSD under OHSA sections 51 to 53 to "Report of a workplace fatality, injury, illness or incident".

*Slips, trips and falls sample policy is provided as a separate handout document.

**Ontario Regulation 297/13 Occupational Health and Safety Awareness Training:**
Filed November 2013 and takes effect July 1, 2014

Workers Basic Occupational Health & Safety Awareness Training:

An employer shall ensure that a worker completes **a** basic occupational health and safety awareness training program as soon as practicable that meets the following requirements and includes instructions on the following:
1. The duties and rights of workers under the OHSA.
2. The duties of employers and supervisors under the OHSA.
3. The roles of health and safety representatives and joint health and safety committees under the OHSA.
4. The roles of the Ministry, the WSIB and entities designated under section 22.5 (2012) of the Act with respect to occupational health and safety.
5. Common workplace hazards.
6. The requirements set out in Regulation 860 (\VHMIS) with respect to information and instruction on controlled products.
7. Occupational illness, including latency.

These requirements do not apply if the worker previously completed a basic occupational health and safety awareness training program and provides the employer with proof of completion of the training and the employer verifies that the previous training meets the requirements.

Supervisors Basic Occupational Health and Safety Awareness Training:

An employer shall ensure that a supervisor completes a basic occupational health and safety awareness training program, within one week of working as a supervisor, that meets the following requirements and includes instruction on the following:
1. The duties and rights of workers under the OHSA.
2. The duties of employers and supervisors under the OHSA.
3. The roles of health and safety representatives and joint health and safety committees under the OHSA.
4. The roles of the Ministry, the WSIB and entities designated under section 22.5 (2012) of the Act with respect to occupational health and safety.
5. How to recognize, assess and control workplace hazards, and evaluate those controls.
6. Sources of information on occupational health and safety.

These requirements do not apply if the supervisor previously completed a basic occupational health and safety awareness training program and provides the employer with proof of completion of the training and the employer verifies that the previous training meets the requirements.

Ontario

Ministry of Labour, Training and Skills Development

# Report of a workplace fatality, injury, illness or incident (OHSA s. 51, 52, 53)

## If you need help completing this form

- Please review our information about reporting workplace incidents.
- Call the ministry's Health and Safety Contact Centre during regular business hours (Monday to Friday 8:30 a.m. to 5 p.m.) at **1-877-202-0008 | TTY: 1-855-653-9260**.

## Instructions

If you are an employer or constructor, you may have to give written reports and notices to the ministry and certain other parties if there is a workplace incident such as a fatality, injury, occupational illness, or other incident under sections 51-53 of the Occupational Health and Safety Act (OHSA). Ontario Regulation 420/21 sets out specific information that must be included for certain written reports / notices.

Employers and constructors can use this form to submit the information required by Ontario Regulation 420/21. You can also choose to use this form to meet your reporting obligations under the OHSA where the requirements in the regulation do not apply such as for incidents involving non-workers.

Use the buttons at the end of the form to save, print and submit to the Ministry of Labour, Training and Skills Development.

- If a **person has been killed or** critically injured:
  - You must call the Ministry of Labour, Training and Skills Development **immediately** if you are the employer or the constructor of a project: **Health and Safety Contact Centre 1-877-202-0008 | TTY: 1-855-653-9260**. The number operates 24 hours a day, seven days a week to take these reports.
  - You must also immediately notify the joint health and safety committee (JHSC) or health and safety representative and the union (if there is one).
  - The OHSA prohibits you from disturbing the scene of the incident unless it is for a limited purpose specified in subsection 51(2) of the OHSA.
  - Submit this written report within 48 hours of the incident, as required by section 51.
- If a **person is disabled from doing their usual work or** requires medical attention because of an accident, explosion, fire, or an incident of workplace violence:
  - Complete this written notice within 4 days of the incident and share it with the joint health and safety committee (JHSC) or health and safety representative and the union (if there is one) as required by subsection 52(1). Submit this report to the ministry if an inspector requires it.

Learn when to report incidents involving non-workers.

- If you are advised that a **worker or former worker has an** occupational illness or a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board:
  - Submit this written notice within 4 days of being advised as required by section 52(2) and 52(3).
- If certain **incidents occurred at a construction project, at a mine or mining plant, at a diving operation** or at a **workplace subject to** X-ray Safety Regulation 861 (per subsection 53(1) of the OHSA and subsection 4(3) of O. Reg. 420/21):
  - Submit this written notice within 2 days as required by section 53.

## Share your completed form and keep a copy for record keeping purposes

- You are generally required to give written notice of the above incidents to the JHSC or health and safety representative, and the union (if there is one). You can email the PDF file OR print it and provide a hard copy to them.
- You must keep a copy of written reports and notices provided under sections 51-53 of the OHSA in your records for 3 years.

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Employee Incident Report

| Date of Incident | Date Reported | Employee Name | Incident Type# | Witness | Description | First Aid | Action# Taken |
|---|---|---|---|---|---|---|---|
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| Incident Type | | Action Taken | |
|---|---|---|---|
| 1 Cut/Struck | 6Fire | 1 Educational Instruction | 6 New Safety Device |
| 2 Substance/Chemical | 7 Other | **2 Correct Congestion** | 7 Manufacturer inst. |
| 3 Slip/Trip/Fall | | 3 Improve Procedure | **8 Reassignment** |
| 4 Muscle Related | | 4Improve PPE | 9 Discipline |
| 5 Physical/Verbal | | **5 Equipment Repair** | 10 Other |

## Duties Summary

**Worker duties shall include:**

- Comply with OHSA, various Regulations and Office Policies and Procedures
- Know hazards, controls, safe work procedures (including WHMIS)
- Report hazards, incidents or "close calls"
- Report workplace injuries or illnesses
- Use Personal Protective Equipment (PPE)
- Apply appropriate H&S training to safe work practices
- Assist with workplace inspections

**H&S Representative/Committee duties shall include:**

- Identify hazards or potential hazards
- Gather information regarding equipment, materials, and procedures as required
- Regular workplace inspection completion and recommendations to employer regarding equipment, PPE, and procedures
- Investigation of concerns, complaints, and incidents
- Accompany M of L inspectors during in office inspections
- Sign if in agreement with compliance of M of L orders

**Additional duties if Committee:**

- Quarterly formal committee meetings
- Minutes of meetings posted for workers
- Co-chair or alternately chair meetings
- Complete specific certification training course (2 parts)
- Preferred to investigate critical injury, dangerous circumstance, or work stoppage

## Section 2 - WHMIS:

Employers' duty: all products labeled, Safety Data Sheets present, educate workers
Employees' duty: training, use personal protective equipment, report missing or defective labels, know where SDS's are
Suppliers' duty: classify and label products, provide SDS information

Workplace labels: Product name, safe handling information, must say "refer to SDS". Exception is single employee use.

An inspector can order you to stop using a product until you have an SDS.

GHS – Globally Harmonized System. New hazard classification system with 28 categories versus the current 8 (plus current 5 consumer categories). MSDS has become SDS (Safety Data Sheet) with 16 sections as opposed to the prior 9 sections.

*Spills response sample policy is a handout as a separate document.

**Section 3 – Inspections:**

A - Ministry of LTSD inspects based on blitzes, complaints, random visits and follow up visits. Employers and employees must co-operate. H & S Rep to accompany inspector during inspection. Can take photos, ask for copies of records or take original records and give you a receipt for them. Can order you to do more assessments, change or develop procedures and policies, or install equipment.

B – Public Health inspects based solely on complaints. After consultation with RCDSO and CDHO PHO now using two checklists to assess dental offices. Office closures have been due to inadequate sterilization procedures or inadequate monitoring. Proper chemical and biological monitoring requirements need to be met.

Public Health Ontario, RCDSO and CDHO all have IPAC guidelines and ODA has documents regarding the inspections by the RCDSO, PHO, CDHO and Min of LTSD

## Monthly Inspection Checklist

**Air System**
Ventilation
Temperature
Humidity
**Building**
Plumbing
Occupancy use
Doors
Stairways
Ramps
Guardrails

Floor coverings
Salt
Shovels

**Controlled Substances**

Products labeled
Containers labeled
MSDS
Sharps container
Storage
X-ray solutions
X-ray materials
Lead aprons

**Emergency Equipment**

Emergency lighting
Emergency exit
Fire extinguishers/testing
Eyewash unit/testing
First aid kit
Oxygen tank

**Equipment**

Guards/screens/shields
PPE signs/use
Cabinetry
Chairs
Desks
Computers
Crowding
Ladders
X-ray machines
X-ray developer

**Floors/coverings**

Slippery
Loose
Worn
Damaged

**General**

Wiring
Cords
Fixtures
Waste disposal

Waste baskets
Stools
Storage drawers/doors
Materials secure
Storage stacking

**Lighting**

Bulbs
Lamp shields

**Material Storage**

Piled
Overhanging
Overcrowded
Heavy/low
Large/low
Passageways
Work areas

**Sanitation**

Washrooms
Staff food areas
Refrigerators
Staff clothing areas

**Security**

Entry/exit procedures
Emergency protocols

**Signs**

Hand hygiene
Sterilization area
Laboratory
Laundry/bleach
Staff
Patient

**Stairways/aisles**

Clear
Well lit
Handrails
Flooring

*Room checklist/operatory cleanup is a handout as a separate document

**Section 4 – W.V & H.:**

*Incident Report Form is a handout as a separate document

**Section 5 – X-Ray Safety:**

Quality assurance (QA) program: daily number of retakes record by you and yearly testing outside source

*Annual Testing Results sheet is a handout as a separate document.

*Portable x-ray unit procedures is a handout as a separate document.

**Section 6 - MDS:**

Regulation 297/13 now requires minimum mandatory training that includes knowledge of occupational illnesses and that they can be latent in nature.

WSIB is optional for dentists as employers but does have some advantages for both employers and employees. Dentists can register by contacting WSIB.

**Section 7 - SENS:**

Both the RCDSO and ODA have good recommendations regarding sharps.

lesponsibilities and Safety

# EXPOSURE INCIDENT REPORT FORM

ıtruction

Complete all sections of this form:

Make a photocopy for your own records; and

Within 14 days of the injury ensure that the completed form is received by the Infection Control Officer:

In1ured Employee (Last. First) Social Insurance Number# Phone/E-Mail

Department Supervisor (Last. First) Phone/E-Mall

1 Date & Time of Injury 2. Locahon of incident 3. Body part injured

4 Job Classification of 1n1ured employee 5. Procedure being performed at time or injury

6 Describe how the incident occurred

7. Extent of the Exposure:
a. Blood Saliva Other Body Fluid Chemical
Describe _____

b. Percutaneous Injury:
Depth or Wound: _____ Gauge of Needle: _____
Was Fluid Injected: Yes No

C skin or mucous membrane exposure:
Estimated volume of liquid: _____
Duration of contact: _____
Condition of skin: Intact Chapped Abraded

Identify **Sharp involved** (if **known)**

Type: _____

Brand: _____

Model: _____

ie .. 18g **needle/ABC Medoca1l "no stick"** syringe

8. Source Person Information: _____ Known Infectious disease _____

HIV: Yes No Possible Anti-retroviral Therapy: Yes No Viral load: _____

9. Injured employee's opinion as to whether there are any other engineering. administrative or work practice controls that could have prevented the injury.

Employee Signature _____ Date _____

Comments/Follow-up (place additional comments on back)

**Section8 – Eyewash Stations:**

ANSI standard Z358.1-2014 applies:
-15 minutes of continuous water flow.
-Flush both eyes simultaneously
-Tepid water, 16-38 degrees C
-Must reach station in 10 seconds
-Turn on in 1 second or less
-Hands free once activated
-Unobstructed path to unit
-Requirements regarding height and clearance from wall

*Company model numbers of various types is a handout as a separate document.

**Section 9 – WAGS:**

Three articles to check out:

1. www.osha.gov/waste-anesthetic-gases/workplace-exposures-guidelines
2. www.cdc.gov/niosh/docs/hazardcontrol/hc3.html
3. jada.ada.org/article/S0002-8177(14)61033-3/fulltext

Measurements – Time weighted average exposure value (TWAEV), short term exposure value (STEV), Ceiling exposure value (CEV)

Testing for leak prevention, scavenger unit and dilution prevention every 6 months

**Section 10 – First Aid/Emerg:**

*Fire Extinguisher types and procedures is a handout as a separate document.