



# Workplace Safety Planning Guide

A guide to building your occupational  
health and safety program



Workers' Safety  
& Compensation Commission

Արհեստագործական  
Վերականգնողական Կոմիտե

## Contact

### **WSCC Yellowknife Office**

5th Floor, Centre Square Tower  
Box 8888  
Yellowknife, NT X1A 2R3

Tel: (867) 920-3888  
Toll Free: 1-800-661-0792  
Fax: (867) 873-4596  
Toll Free Fax: 1-866-277-3677  
[wsc.nt.ca](http://wsc.nt.ca)

### **WSCC Iqaluit Office**

Qamutiik Building  
2A-630 Queen Elizabeth Way  
Iqaluit, NU X0A 3H0

Tel: (867) 979-8500  
Toll Free: 1-877-404-4407  
Fax: (867) 979-8501  
Toll Free Fax: 1-866-979-8501  
[wsc.nu.ca](http://wsc.nu.ca)

24-hour Incident Reporting Line  
1-800-661-0792

05/2025



If you would like this information in another official language, call us.

English

Si vous voulez ces informations dans une autre langue officielle, contactez-nous.

French

[illegible]

Inuktitut

Hapkua titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.

Inuinnaqtun

Kīspin ki nitawihitīn ē nīhīyawihk ōma ācimōwin, tipwāsinān.

Cree

Tłıchq̃ yatı k'èè. Dı wegodı newq̃ dè, gots'ó gonede.

Tłichq

ʔerihʔ'is Dēne Sı́líné yatı t'a huts'elkēr xa beyáyatı theʔa ʔat'e, nuwe ts'ēn yóltı.

Chipewyan

Edi gondi dehghā got'je zhatié k'ěě edat'éh enahddhē nīde naxets'ě edahí.

## South Slavey

K'áhshó got'íne xədə k'é hederı Ɂedʒhtl'é yerınıwę nídé dúle.

## North Slavey

Jii gwandak izhii ginjìk vat'atr'ijahch'uu zhit yinoththan jì', diits'àt ginohkhìi.

Gwich'in

Uvanittuag ilitchurisukupku Inuvialuktun, ququagluta.

Inuvialuktun

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# What is the Workers' Safety & Compensation Commission?

The Workers' Safety and Compensation Commission (WSCC) promotes workplace health and safety while providing no fault insurance to employers, and care for injured workers.

Workers' compensation provides workers with wage replacement benefits and the services they need for an early and safe return to work. Employers fund the system and

share the cost of workplace injuries by contributing to the Workers' Protection Fund.

All employers are legally required to maintain a safe workplace by meeting the standards set out in the Safety Act and Occupational Health and Safety Regulations (OHS Regulations).

## What is a Health and Safety Program?

An Occupational Health and Safety (OHS) program is made up of plans, procedures, reporting tools, and recordkeeping. Once a company has one in place, it ensures operations are carried out in the most safe, healthy way possible.

While workplace health and safety planning is vital for keeping yourself and your workers safe, it is also simply good business practice for efficiency and reducing claims costs.

### **You know your workplace best!**

Every workplace has different needs for safety planning – there is no “one size fits all” approach.

No matter what form it takes, your OHS program should create and maintain a recorded action plan for how you will:

- Define safety responsibilities.
- Identify and control hazards.
- Orient and train workers.
- Investigate workplace incidents, injuries, and unsafe work refusals.
- Monitor health and safety issues and activities in your business.

## What should be in your OHS program?

There are certain items all workplace safety programs are required to have by law, including documenting inspections, safe work procedures, and hazard assessments.

What you need for the rest of your safety program is determined by the number of employees at your workplace (under or over 20 employees), and the risk level associated with typical jobs workers will be doing. This is why it's important to understand the hazards workers may be

exposed to at your workplace, as it will influence how you set up your safety program.

**This guide outlines the key components of an effective OHS program, what is required to be compliant with health and safety regulations, and sample templates and resources to help you build your own program.**

# Workplace Safety: Roles and Responsibilities

While health and safety in the workplace is everyone's responsibility, some roles have legal responsibilities attached to them. Below is a summary of these responsibilities.

**Employer:** It is your responsibility to establish and maintain an effective OHS program. By doing the following, you will meet your regulatory responsibilities:

- Designate an OHS Representative (under 20 employees), or establish a Joint Occupational Health and Safety Committee (over 20 employees).
- Provide workers with the information and training necessary to safely complete their work tasks.
- If you hire contractors, they must be informed of your OHS program, and actively participate in it. Note that contractors may have their own health and safety procedures that they must also follow (i.e., heavy equipment operators).
- Immediately notify the Workers' Safety and Compensation Commission (WSCC) if there is a significant accident at your workplace.
- Provide a minimum of 30 days notice to the WSCC of any high hazard work.

**Supervisor:** Supervisors must be aware of and communicate all hazards and their controls to workers, and train workers on safe work procedures. More specifically, supervisors must:

- Complete required training for supervisors – the Supervisor OHS Familiarization course. Find WSCC-approved courses and providers on our website ([wscc.nt.ca](http://wscc.nt.ca) or [wscc.nu.ca](http://wscc.nu.ca)).
- Ensure the health and safety of all workers that are under your direct supervision.
  - Collaborate with workers to identify work hazards and appropriate controls for them.
  - Supply workers with the correct PPE to safely do their job.
  - Ensure workers know their rights and are encouraged to exercise them:
    - **The right to know** about workplace hazards and how to handle them.
    - **The right to participate** in health and safety processes and solutions at work.
    - **The right to refuse** unsafe work believed to be dangerous to themselves or co-workers without fear of punishment.
- Investigate unsafe work refusals, and any reports of unsafe conditions – take immediate corrective action.

**Workers:** Workers play a vital role in workplace safety. They are often the first to notice hazards and may have practical ideas to control them. Workers must:

- Work with supervisors to identify hazards and the appropriate controls for them.
- Know and follow all safety rules and work procedures, including wearing required personal protective equipment (PPE).
- Correct (if it's safe to do) and immediately report any incidents or new hazards to their supervisor.
- Seek medical attention if you are injured, and report your injury to your employer and to the WSCC.

# Worker Participation

All employers must designate either an OHS Representative or establish a Joint Occupational Health and Safety Committee (JOHSC). These roles and functions help the employer address health and safety concerns, develop training and procedures, and monitor worksite safety initiatives.

## Workplaces with 1-19 Employees: OHS Representative

An OHS Representative can be designated by the employer or decided on by fellow employees. Their role is to act as a liaison between workers and the employer on health and safety matters. Their duties include:

- Participate in identifying and controlling health and safety hazards.
- Promote the health and safety of all workers.
- Perform any other duties related to health and safety as required.

## Workplaces with 20 or More Employees: Joint Occupational Health & Safety Committee (JOHSC)

The JOHSC collaboratively addresses health and safety issues by holding regular meetings, participating in hazard assessments, investigating incidents, conducting workplace inspections, and making recommendations to improve workplace health and safety. Their duties include, but are not limited to:

- Participate in identifying and controlling health and safety hazards.
- Investigate unsafe work refusals.
- Promote the health and safety of workers.
- Perform any other duties specified in this Safety Act or OHS Regulations.
- Maintain documentation, such as: committee meeting minutes, hazard assessments, investigation reports, and investigations.



# Building Blocks

of an Occupational Health  
and Safety Program



# Commitment to Health and Safety – OHS Policy Statement

A commitment to health and safety reflects your business's commitment to keeping workers safe at the worksite. It explains that everyone on site will follow safe work practices and procedures and comply with safety legislation. This statement is part of an OHS policy.

Your OHS Policy Statement should include:

- That your business is committed to protecting and maintaining the health and safety of workers;
- An overview of the OHS responsibilities of the owner, supervisors, workers, suppliers, contractors, and visitors; and
- An outline of how health and safety will be communicated and implemented in your workplace.

## Required Documentation

- **Work Sites with Over 20 Employees:**
  - A written statement that includes health and safety roles and responsibilities that is posted in a visible location and signed and dated by the employer.

## Available Resources

- Sample Occupational Health and Safety Policy

## Regulation Reference

- [OHS Regulations](#): Section 21, Part 2

# Sample Occupational Health and Safety Policy

Business name and commitment to health and safety.

Review responsibilities at your workplace.

When you complete the policy, print and sign it, then post it in the workplace where workers can access it.

## [YOUR COMPANY NAME] Safety Policy

*[Your Company Name]* is committed to a healthy and safe work environment for our employees, contractors, and customers/visitors. We believe workplace injuries and illnesses are preventable and work toward eliminating them entirely.

All employees are responsible and accountable for health and safety. Working safely according to occupational health and safety (OHS) policies, and safe work procedures is part of every job. Our goal is that everyone at *[Your Company Name]* always follows safe work practices to prevent injury and illness.

### As the owner and supervisor of *[your company name]* I will ensure:

- hazards are identified and hazard controls are put in place;
- employees have proper equipment and training to perform work safely; and
- our health and safety program is regularly reviewed and up to date.

### Workers of *[your company name]* will:

- follow safe work procedures;
- ensure everyone is working safely; and
- report any unsafe work or conditions to their supervisor or manager.

### Contractors working for *[your company name]* will:

- comply with the Safety Act and the OHS Regulations; and
- actively participate in our health and safety program as required.

As the owner of *[Your Company Name]* it is my responsibility to manage health and safety, but workers at every level must be familiar with the Safety Act and the Occupational Health and Safety Regulations that relate to our work. I trust that all employees will join me in working to maintain the health and safety of our workplace.

\_\_\_\_\_  
Owner/President, *[Your Company Name]*

\_\_\_\_\_  
Supervisor, *[Your Company Name]*

Date \_\_\_\_\_

Date \_\_\_\_\_

The safety information in this policy does not precede OHS legislation.  
*This policy will be reviewed annually, or whenever there are operational changes.*

# Worker Orientation and OHS Training

## Worker Orientation

Workers that are new to your workplace or returning after a long absence, who have changed where they work, or changed the tasks they complete must all receive a safety orientation. The orientation must include a review of:

- Emergency procedures that everyone needs to follow in the event of a fire or other emergency,
- Location of fire alarms, evacuation plan, fire escapes, and muster point(s)
- Where the first aid station and other first aid equipment (e.g., eye wash) is
- Any restricted areas of the worksite
- Precautions workers must take to protect themselves from exposure to hazardous substances.
- Review their health and safety responsibilities as workers, as well as all safety policies, and programs your workplace may have.

## Training

All workplaces will require specific OHS training to meet their legislative requirements.

**SUPERVISORS:** Supervisors must take a WSCC-approved Supervisor OHS Familiarization Course.

This course provides managers and supervisors with the information they need to understand their responsibilities, to prevent workplace injuries and illnesses, and to develop a safety culture in the workplace. [See the WSCC's website](#) to locate approved course provider list.

**FIRST AID:** First aid training requirements depend upon the number of workers and the type of work they are doing. Refer to [Part Five: First Aid in the OHS Regulations](#) to identify what first aid equipment, supplies, and attendants your worksite requires.

**HAZARDOUS PRODUCTS:** Employers must provide training to workers who work with, or could be exposed to, hazardous products. This worksite-specific training must include:

- Correctly reading hazardous product labels, including safety data sheets.
- How to safely use, handle, store, and dispose of each hazardous product at the worksite.
- Procedures that workers need to follow if a hazardous product is released or spilled at the worksite.
- Procedures that workers need to follow in the case of a worksite emergency that involves hazardous products at the worksite.

Workers can learn general information about labels, safety data sheets, and handling hazardous products by taking a Workplace Hazardous Materials Information System (WHMIS) online course. However, employers must still provide training about specific hazardous products used at their work site.

## Required Documentation

- **All Work Sites**
  - Training Records: Training certificates and competency records that indicate when the training was completed, and if a recertification or refresher is required.

## Available Resources

- Sample Employee Training Record Template

## Regulatory Reference

OHS Regulations: Sections 12 (c), 16(c), 18, 54 – 67, and 322 – 338

# Sample Employee Training Record

Employee Name:		
Job Title:	Date of Hire:	
Name of Course/Training Program	Date Completed	Date of Expiry

# Hazard Recognition: Assessment and Control

A **hazard assessment** is the process that supervisors and workers use to identify and control workplace hazards. Workers and supervisors should assess hazards together before beginning a new task, working at a new job site, or if the work environment changes for any reason (e.g. seasonal change, new equipment, new procedures).

- **Hazard:** A situation, thing, or condition that may cause an injury, illness, or damage to equipment.
- **Hazard Control:** The action workers and employers take to eliminate or reduce the chance that a hazard will cause harm in the workplace.

## Steps of a Hazard Assessment

1. **Identify Hazards:** You can identify hazards by conducting walk-through inspections of the worksite, reviewing previous incident reports, talking with workers, conducting hazard assessments, and reviewing work processes.
2. **Control Hazards:** After you have identified the hazards, discuss the best ways to eliminate the hazard or reduce these risks with your work team. This could involve different strategies depending on the nature of the hazard.
3. **Follow-up Action:** Determine the next steps after you implement hazard controls. You may:
  - Continue with the task if the hazards are controlled.
  - Modify the work environment and reassess the risks.
  - Change how the task is performed and reassess the risks.
  - Stop the job and inform the supervisor that hazards cannot be managed.
4. **Sign-off:** Workers and the supervisor should sign the assessment to confirm that everyone agrees with the identified hazards and controls.

## Required Documentation

- **Work Sites with Over 20 Employees**
  - **Hazard Assessment Reports:** Employers must document the results of hazard assessments conducted in the workplace. These reports should outline the hazards identified, and the control measures that will mitigate risks.

## Available Resources

- Hazard Assessment Sample Template

## Regulatory Reference

- [OHS Regulations](#): Sections 12, 13, 16 (1)(b)

# Example Hazard Assessment Template

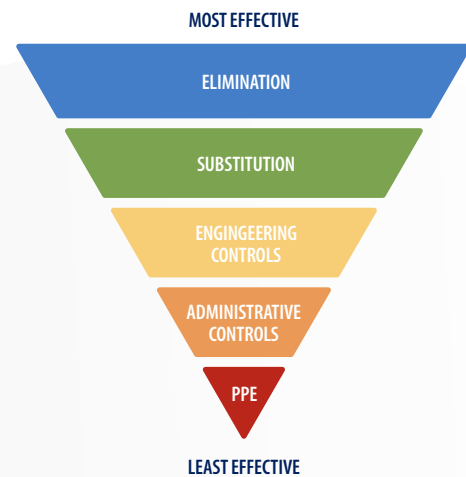
Date			Worksite	
Task/Job				
<b>Step 1: Identify the Hazard</b> Write down anything you spot that may be dangerous, or situations that could cause harm to someone.		<b>Step 2: Control the Hazard</b> Talk about the best way(s) to remove or reduce the chance of harm. (see next page for how to control hazards)		
<b>Step 3: Confirm Assessment</b>		<b>Are all hazards controlled?</b> <input type="checkbox"/> <b>Yes.</b> Share the information with your team. <input type="checkbox"/> <b>No.</b> Contact your supervisor to discuss the task.		
<b>Step 4: Workers and Supervisor sign the assessment</b> Supervisor and all workers involved in the assessment should sign and date below.				
Supervisor Name		Signature		Date
Worker Name(s)		Signature(s)		Date

# Controlling Hazards – Hierarchy of Controls

The hierarchy of controls is a step-by-step method to eliminate or reduce hazards in the workplace.

**Always start at the top of the inverted pyramid.**

These are the best, most effective methods for controlling hazards and supervisors and workers should consider them first.



<b>Eliminate the Hazard</b>	Eliminating or removing a hazard is the most effective control. Simply remove the hazard, unsafe task, condition, equipment, or chemical from the worksite.
<b>Substitute for Something Safer</b>	Switch a dangerous work method, substance, tool, or piece of equipment for a safer option. <b>Examples:</b> Assign a worker who has been trained instead of an untrained worker, use water-based paint instead of solvent-based paint, or switch to safety goggles instead of safety glasses.
<b>Engineer a Control</b>	Engineering controls are methods built into the design of a worksite, equipment, or process to minimize, eliminate, or contain the hazard. An engineering control will prevent the hazard from contacting the worker. <b>Examples:</b> Build guards, barriers to prevent access to dangerous conditions, install mechanical lifting devices, paint with a brush instead of spray painting, or increase ventilation for certain jobs.
<b>Administrative Controls</b>	These controls will provide an acceptable way to work around a hazard by ensuring workers conduct jobs and tasks in a way that minimizes the hazard's impact on workers or equipment. Administrative controls are usually implemented with other control measures. <b>Examples:</b> Providing training for using and inspecting PPE, or safe operating procedures for equipment.
<b>Personal Protective Equipment (PPE)</b>	PPE is a critical part of a health and safety program and refers to anything workers wear to help protect them from a hazard. Workers must wear PPE correctly to limit their exposure to the hazard. <b>Examples of PPE:</b> Safety goggles for eye protection, gloves for reducing vibration, ear plugs for loud environments, or steel-toed boots in construction areas.

# Emergency Response Planning

Site-specific emergency response planning is vital to ensure every person in the workplace understands what they must do in case of an emergency.

In general, everyone at your workplace must know:

- How to contact local emergency services: fire department, RCMP, ambulance.
- What steps to take in an emergency, including who sounds the alarm, designated evacuation routes, and where muster points are located.
- Where the emergency equipment is located and who is trained to use it.
- How to report emergencies and who to report to.

**FIRE SAFETY PLAN:** Every worksite must have and post a fire safety plan. This informs every person in the workplace what they must do in case of an emergency, including:

- The emergency procedures everyone must follow in case of a fire, and how to
  - Sound the fire alarm,
  - Notify the fire department, and
  - Evacuate, including any special provisions for workers with disabilities.
- The quantities, locations and storage methods of flammable substances present at the work site.
- How to control fire hazards.

Employers **must** hold a fire drill at least once each year and have a record of the date and time it occurred.

## Required Documentation

- **Work Sites with Over 20 Employees**
  - A written, posted Emergency Response Plan including fire safety procedures.
- **Work Sites with Under 20 Employees**
  - A written fire safety plan that includes:
    - An evacuation plan with muster points.
    - A list of flammable substances at the work site.
    - Records of fire drills.
    - A list of workers who may need special assistance when evacuating.

## Available Resources

- Emergency Response Plan Template Example

## Regulatory Reference

- [OHS Regulations: Section 394](#)



# Example Emergency Response Plan

EMERGENCY CONTACT NUMBERS		
<b>Fire:</b>		<b>Police:</b>
<b>Ambulance:</b>		<b>Property Owner:</b>
<b>Other:</b> (e.g. poison control)		<b>Other:</b> (e.g. building security)
<b>Work Site Address:</b>		
<b>Work Site Contact Person:</b>		
<b>Emergency Type</b> (Fire, chemical exposure, bomb threat, etc.)		
<b>Alarm Type</b> (Fire alarm, whistle, email notification, etc.)		
<b>Procedure Type</b> (Evacuation, shelter in place)		
<b>Procedure</b>  List the steps everyone at the work site must follow.  If necessary, assign the steps, such as who sounds the alarm.	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
<b>Emergency Response Roles</b>	<b>Role</b> (i.e., First-aider, muster point captain, escort for workers with mobility issues)	<b>Name</b>
<b>Any other considerations</b> (i.e., flammable or explosive products on site)		
<b>Attach a floor plan of the work site that shows where to find:</b>	<ul style="list-style-type: none"> <li>• Emergency alarms</li> <li>• Firefighting equipment (extinguishers, fire blanket, etc)</li> <li>• First Aid Kits and AEDs (automatic defibrillators)</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation Routes and Muster Points</li> <li>• Location of Flammable/Explosive Products</li> </ul>

# Work Site Inspections

An inspection is a proactive tool used to protect workers and to determine if there are any unsafe work procedures or working conditions.

Inspections are a standard part of maintaining workplace health and safety, occur on a regular basis, and are performed by a specific person or position. Each inspection should include the following:

- An examination of facilities, procedures and logbooks (maintenance logs, vehicle pre-trip logs).
- A written report to the employer.

## Required Documentation

- **All Work Sites**
  - Inspection Reports from the designated inspector, OHS Representative, or JOHS Committee

## Available Resources

- Sample Inspection Report

## Regulatory Reference

- [OHS Regulations](#): Sections 27, 49

# Sample Inspection Report

WEEKLY/ MONTHLY/ BIMONTHLY INSPECTION			
Completed by:		Site:	
Accompanied by:		Date:	Last Inspection:
Items/Topics Inspected	Comments	Area	Actions Taken/ Recommended Actions
Housekeeping			
Storage			
PPE			
Ladders			
Guardrails			
Scaffolds			
Fire protection			
Electrical			
Stairs			
Public protection			
Lighting			
Machine guards			
Material handling			
Ventilation			
Elevators			
Floor/roof openings			

# Incident Reports and Investigation Procedures

When there is an incident at your workplace, whether someone was hurt or not, an investigation procedure will help you to follow necessary steps to identify what happened, how to prepare a report on an incident, and how to identify corrective actions.

While investigating, do not focus on finding fault or placing blame. Focus on what factors caused the incident and how it happened so you can prevent something similar from happening again.

## Gather a team to investigate that includes the following:

- The employer or an employer representative.
- The OHS Representative or a member of the JOHS Committee.
- If applicable, subject matter experts (i.e., mechanics, electricians, safety consultant).

**If the incident is an accident that caused serious bodily injury, a dangerous occurrence, or a fatality, you must report it to the WSCC as soon as possible – call toll-free 1-800-661-0792.**

- **Accident causing serious bodily injury:** an accident at a work site that causes or could be expected to cause the death of an individual, or requires an individual to be admitted to a hospital as an in-patient for a period of 24 hours or more.
- **Dangerous occurrence:** any incident that does not result in but could have resulted in an accident that causes serious bodily injury (e.g., structural collapse, contact with electricity).

## Process for reporting a dangerous occurrence, an accident causing serious bodily harm, or a fatality:

- Notify the WSCC's as soon as you are able (call toll-free: 1-800-661-0792).
- Submit an Employer's Report of Incident to the WSCC within 3 business days.
- Investigate and develop a report (see Sample Incident Report and Investigation).

## Required Documentation

- **All Work Sites**
  - **Incident Investigation Report** including roles of the Joint OHS Committee or the OHS Representative, the supervisor, and the worker.

## Available Resources

- Sample Incident Report & Investigation

## Regulatory Reference

- [OHS Regulations](#): Sections 3, 8, 9, 28, 29

# Sample Incident Report and Incident Investigation

INCIDENT REPORT – Section A: Completed by Employee and/or Supervisor			
Date of Event:		Where did it happen? (address, building, floor, room)	
Time of Event:			
Employee(s) involved:		Contact Info:	
<b>Incident resulted in (check all that apply):</b> <input type="checkbox"/> No injury or property damage <input type="checkbox"/> Property loss or damage <input type="checkbox"/> Injury (complete a WSCC Worker Report of Injury) <input type="checkbox"/> Vehicle accident <input type="checkbox"/> Other:			
In your own words, describe what happened:			
Who was involved?			
Witness(es) name(s) and contact information (if applicable):		<b>Incident was also reported to:</b> <input type="checkbox"/> RCMP <input type="checkbox"/> Other:	
What may have contributed to the incident?			
What happened after the incident?	<input type="checkbox"/> Remained at work <input type="checkbox"/> First Aid was administered <input type="checkbox"/> Other: _____ <input type="checkbox"/> Missed work <input type="checkbox"/> Medical treatment was required		
Reported by:	Supervisor:		
Date Submitted:			

## INCIDENT INVESTIGATION – Section B: Completed by Supervisor or Investigation Team

<b>Supervisor Name or Investigation Team Members:</b>			
<b>Provide additional scene details.</b> <ul style="list-style-type: none"> <li>Attach photos.</li> <li>Use diagrams.</li> </ul>	<input type="checkbox"/> Interview transcripts are attached. <input type="checkbox"/> More information attached.		
<b>What might have contributed to the incident?</b> <small>(i.e., lack of training, environment, lack of housekeeping, etc.)</small>	<input type="checkbox"/> More information attached.		
<b>What steps should be taken so this does not happen again?</b>	<input type="checkbox"/> More information attached.		
Report accidents causing serious bodily injury and dangerous occurrences to the WSCC Chief Safety Officer as soon as reasonably possible.  WSCC Chief Safety Officer at 1-800-661-0792. Has this been done?		<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Corrective Actions and Recommendations</b>	<b>Person or Party Responsible</b>	<b>Due date</b>	<b>✓ When Complete</b>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
<b>Comments:</b>	<input type="checkbox"/> More information attached.		

# Safe and Timely Return to Work

It is important to consider and plan for what you will do if an accident happens at your workplace that results in a worker being injured or off work for recovery. Research shows that helping injured workers get back to work as soon and as safely as possible increases their recovery outcomes. This, in turn, helps your workplace retain experienced, valued workers.

**Remember:** A worker may return to work before they are able to perform full duties by providing other suitable work.

A Return to Work program:

- Identifies the roles of the injured worker, employer, healthcare providers, and the WSCC in supporting the worker returning to work.
- States the procedure the employer will follow to assist injured or ill workers in getting back to work.
- How to identify work an injured or ill worker can safely perform while recovering.
  - This may involve working modified duties or fewer hours during recovery.

**No matter what your Return to Work program looks like, regular, supportive communication with injured workers is very important throughout their recovery journey.**

## Documentation

- Return to Work programs and policy
- Individual Return to Work Plans for injured or ill workers

For more information on Return to Work planning, see our website at [wsc.nt.ca](https://www.wsc.nt.ca) or [wsc.nu.ca](https://www.wsc.nu.ca).

# OHS Program Checklist

The OHS Regulations require that employers have a procedure to review and revise their OHS Programs at least once every three years. If the work environment or job tasks change, you may need to review your program more frequently.

PROGRAM COMPONENT	NO	YES	NOT DOCUMENTED
1. Do you have an OHS Policy? (OHS Policy Statement)			
2. Do you, your supervisors, workers, and contractors you hire know and understand their OHS responsibilities? (Workplace Safety: Roles and Responsibilities)			
3. Have you identified hazards at your workplace? (Hazard Recognition: Assessment & Control)			
4. Have you put hazard controls into place? (Hazard Recognition: Assessment & Control)			
5. Do your workers have the training and supervision to perform their jobs safely? (Have your supervisors taken Supervisor OHS Familiarization Training?) (Worker Orientation & OHS Training)			
6. If you have hazardous products at the work site, do workers know how to safely use, handle, and store them? (Worker Orientation & OHS Training)			
7. Do you regularly check, service, and maintain all workplace equipment and tools? (Work Site Inspections)			
8. Do you have:			
• Emergency procedures? (Emergency Response Planning)			
• First aid kits?			
• An injury reporting procedure?			
9. Do you have an investigation procedure in place? (Incident Reports and Investigation Procedures)			
10. Do you maintain records and review your program regularly or at least every three years? (OHS Policy Statement)			
11. Do you have a safe and timely Return to Work program? (Safe and Timely Return to Work)			









**WSCC** | **wscn.nt.ca 1.800.661.0792**  
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