

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

WORKER PARTICIPATION

Date of Issue:	
Written by:	Date:
Reviewed by:	Date:
Approved by:	Date:

PURPOSE

This standard provides the framework to establish worker participation in the companies Health & Safety Management System, as it is beneficial to have workers input and consideration. The internal responsibility system places mutual accountability for health and safety on employers and workers.

SCOPE

This procedure applies to all employees, including Senior Management.

RELATED DOCUMENTATION

DEFINITIONS

Participation	Participation is about the workers being engaged and contributing to the well being of themselves. Workers not being on the sidelines or spectators in matters concerning them but actively being part of the process.
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ROLES & RESPONSIBILITIES

Senior Management is encouraged to,
Establish methods to increase worker participation in Health and Safety matters within the Health and Safety Management system using industry best practises.

PROCEDURE

1. Senior management are encouraged to review and implement best practises to foster more worker participation in the companies Health and Safety Management System.
 - ***Direct Worker Consultation***

- Management engages with the workers during formal and informal meetings, interviews and discussions about safety. Notes should be kept so the management team can respond in writing to the workers ideas and/or suggestions.
 - **Projects teams and groups**
 - Teams and groups are established to introduce new technologies, work tasks or new equipment in the workplace. They can also be useful in training employee's on new processes and procedures. Examples such as personal protective equipment review, new equipment installation, changes in legislation, etc.
 - **Questionnaires and surveys**
 - Questionnaires on working conditions and safety processes/procedures are used widely in different contexts with respect to health and safety management. A questionnaire is an instrument to provide feedback from a defined number of respondents. Quantitative questionnaires allow management to generate statistics or to get a representative overview on working conditions in a company or in parts of a company. Qualitative estimations of single workers or groups of workers are often collected via face-to-face interviews or group interviews
 - **Peer Observations**
 - Where colleagues observe workers' behaviour at the workplace, observations can contribute to revealing weak points in work organisation or to correcting inadequate working habits. The worker receives feedback from his/her colleague and can learn from experience. Peer observations can be used during risk assessments, near miss reporting systems or for improving the company's safety culture. These observations must not be punitive in nature and must allow for positive feedback to correct unsafe behaviour.
 - **Internal Feedback systems**
 - This system encourages employees to suggest changes and or upgrades to the company's Health and Safety Systems and programs. This can be accomplished using digital and hand written "suggestion box" reporting to a centralized location. The company would then respond to the suggestions by direct contact or generalized open announcement to all workers.
2. The standard advocates that the organization leaders, workers and workers representatives when applicable will work together in the development and continuous improvement of the OH&MS system.
 3. The cross-functional approach is encouraged, as the standard requires that the organization establish processes for consulting workers and getting them actively involved in the process.
 4. Through incorporation of cross-functional teams, multiple viewpoints and experiences are shared, allowing for increased identification of risks and opportunities.
 5. Human Resources, in consultation with management, will determine the success of this procedure on an annual basis. Any gaps will be identified and corrected as appropriate.

6. Minutes of meetings, training and consultation are required as proof of worker participation.

Dated at _____ this _____ day of _____, 20__.

Signature

Witness

Name & Title (please print)

Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

BE CAREFUL OF ALL DATES:

DO NOT USE OLD INCORRECTLY DATED DOCUMENTS

ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act

WSIB GUIDELINE:

Health and safety participation

Prerequisite(s): None

Summary:

All workers (or their representatives) must be informed, consulted, and given the opportunity to participate in health and safety at the workplace.

Requirements:

Your business will establish, implement, monitor and maintain a procedure(s) to ensure people at all levels of the business are consulted and participate in the planning, implementation and evaluation of the health and safety program.

Encourage and support people to participate in health and safety at your workplace. This could include:

- Becoming a health and safety representative, or participation on the joint health and safety committee(s), or trades committee(s)
- Hazard identification, risk assessments and determination of controls
- Incident investigations
- Development and review of health and safety policies, procedures, processes and health and safety objectives
- Access to relevant reports (air sampling results, noise surveys, etc.)
- Working on any other health and safety matters, as appropriate

Everyone who works at your business, including their representatives must be provided with appropriate information, training, time and resources necessary to effectively participate in health and safety. Encourage and support participation by identifying and removing any barriers (e.g., literacy and language barriers, failure to respond to input or suggestions).

