

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]

LEGAL AND OTHER REQUIREMENTS

Date of Issue: choose issue date	Review Date: choose date for review
Written by: person(s) who wrote document	Date: insert date written
Reviewed by: person(s) who reviewed	Date: insert date written
Approved by: person responsible for process	Date: insert date written

PURPOSE

The purpose of this procedure is to identify all of the legal and other occupational health and safety requirements that apply to [Company Name], and to ensure that they are considered in the development of every health and safety document, program, policy and practice.

This procedure applies to all [Company Name] employees.

SCOPE

This procedure will assist in the identification of legal and other requirements pertaining to health and safety at [Company Name].

RELATED DOCUMENTATION

External

- Ontario Occupational Health and Safety Act (OHSA) and associated regulations
- Technical Standards and Safety Act
- Electricity Act
- Environmental Protection Act
- Smoke Free Ontario Act
- Workplace Safety Insurance Act

Internal

- Roles and Responsibilities Procedure
- Legal Risk Registry

DEFINITIONS

OHSA	Occupational Health and Safety Act
OHS	Occupational Health and Safety
Legal Requirements	Health and Safety requirements listed in Act and Regulations.
Other Requirements	OHS Codes, industry “best practice”, and agreements.

ROLES & RESPONSIBILITIES

Management

- Ensure that all supervisors, coordinators, foremen, and any other person directing work is aware and knowledgeable of their responsibilities.
- Review all documents, procedures, policies, etc. to ensure they meet legal requirements annually.
- Provide necessary training and information to all those who are affected by legislation.

Supervisors

- Understand their workforce and take the appropriate precautions in ensuring that they are doing everything that they can to protect the worker.

Workers

- It is the responsibility of all workers to follow the requirements of this plan as provided by your supervision and management.

JHSC

- Coach, mentor and encourage all workers on safety related issues.
- Review policies and provide recommendations to management to reduce and minimize the injury or incident risks.
- Respond to any employee concerns related to policies and communicate them to management as soon as practical.

Occupational Health and Safety Manager

- Maintain the plan and ensure that it meets relevant safety best practices.
- Re-issue revisions of this plan if required and will provide support and guidance to department managers to implement the plan.
- Provide necessary training and information to all those who are affected by legislation.

PROCEDURE

Review the health and safety program and all related documentation on an annual basis to ensure your understanding and its implementation.

When new or changed legal requirements are identified, effective controls will be designed, implemented and communicated to all workers to ensure compliance.

All employees will be trained on their legal responsibilities.

This procedure will be communicated to all employees through orientation, staff meetings, safety talks and coaching/one-on-one talks.

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:

Legal and other requirements

Prerequisite(s): All level 1 topics

Summary:

All workplaces, regardless of size or sector, are required to identify legal and other applicable requirements. These exist as municipal, provincial, federal, and other requirements.

Requirements:

Your business must establish, implement, monitor and maintain a procedure to identify and document legal and other requirements that are applicable to your business. The procedure will include a method for scanning for new laws and regulations and updating the procedure as needed.

- All legal and other requirements will be taken into account, and incorporated as appropriate, into the establishment, implementation and maintenance of the health and safety program
- The business will ensure that the documentation of legal and other requirements are kept current, and that relevant information related to the legal and/or other requirements are communicated to the workplace parties as appropriate