

Logo and/or Name of Your Organization

HEALTH & SAFETY PROGRAM POLICY & PROCEDURE MANUAL INDEX

Section	Rev.	Title	Attachment
		HEALTH AND SAFETY POLICY	
1	01	HEALTH AND SAFETY PROGRAM INFORMATION DISTRIBUTION AND VERIFICATION	- Explanation of safety Policy and Program implementation - Table 1 Employee Confirm
2	01	HEALTH AND SAFETY PROGRAM: ELEMENTS	- Training program - Table 2.7 History of revisions
3	01	HEALTH AND SAFETY RELATED RESPONSIBILITIES OF THE EMPLOYER (Officers, Managers, Supervisors)	Table 3. Responsibility Acceptance Signatures
4	01	HEALTH AND SAFETY RELATED RESPONSIBILITIES OF THE EMPLOYEES	Table 4. Responsibility Acceptance Signatures
5	01	VISITORS' SAFETY	Table 5. Record of Visitors
6	01	GUIDELINES FOR THE STRUCTURE & FUNCTION OF THE WORKPLACE HEALTH & SAFETY COMMITTEE	Posting of WHSC Member's names
OR (Please select appropriate Section)			
6	01	GUIDELINES FOR THE STRUCTURE & FUNCTION OF THE HEALTH & SAFETY WORKER REPRESENTATIVE	Posting of Worker Representative's name
(If your organization has 300 or more employees please add 6-A below)			
6-A	01	GUIDELINES FOR THE STRUCTURE & FUNCTION OF THE POLICY HEALTH & SAFETY COMMITTEE	Posting of Committee Members' names
7	01	DESIGNATION OF HEALTH AND SAFETY COORDINATOR	Sample Assignment Letter
8	01	ORIENTATION AND INDUCTION FOR NEW OR TRANSFERRED EMPLOYEES (INCLUDING PROMOTION)	Orientation Checklist
9	01	EMPLOYEE CERTIFICATION/ COMPETENCIES	
10	01	UPKEEP OF SAFETY BULLETING BOARDS	-
11	01	MODIFIED PROCESS OR EQUIPMENT	-
12	01	INTERNAL COMPLAINT RESOLUTION PROCESS (REPORTING OF/DEALING WITH HAZARDOUS CONDITIONS)	Hazard Report Form
13	01	WORKER ACCOUNTABILITY FOR H & S INFRACTIONS	- Discipline Records
14	01	PLANNED GENERAL INSPECTIONS- By WORKPLACE HEALTH & SAFETY COMMITTEE (WHSC)	- Workplace audit checklist (general area) - Workplace safety audit record form
Section	Rev.	Title	Attachment
15	01	REPORTING INJURY/ ILLNESS	- Appendix A, B,C, D
16	01	ACCIDENT/ INCIDENT INVESTIGATION	- Accident/ Incident Report - Investigation Report
17	01	REFUSAL TO WORK	Employer's report
18	01	LOCK-OUT PROCEDURE	- Guarantee of Isolation as per Section 8.14 of the COHS Regs. - Lockout Equipment Issue Log
19	01	POLICY STATEMENT ON WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)	

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SAMPLE ONLY