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## 14.1 Introduction

The Occupational Health and Safety Act includes a provision for program monitoring of Occupational Health and Safety Programs, as follows: "The program shall include (i) provision for monitoring the implementation and effectiveness of the . . . . The purpose of a Health and Safety Program is to prevent injury and illness in the workplace. Assessing program effectiveness is undertaken to determine if the program is achieving this purpose."

## 14.2 Measurement of Performance Related to OHS Objectives and Targets

OHS objectives and targets generally use one of two types of measurement – process indicators and outcome indicators. The University has both process and outcome type indicators.

### 14.2.1 Process Indicators

Process indicators are those which look at the management of OHS activities being carried out and OHS performance as it is occurring. They tend to be more proactive in nature, and are generally tangible, leading to quantitative measurement such as counting records or events. They allow trends to be seen and corrections to be made before an incident occurs. Examples of process indicators include:

- completion of the yearly review of the OHS Policy;
- completion of a University OHS Annual Report to Executive Management Group;
- production of monthly OHS statistics for review by the JOHS Committee and safety sub-committees;
- continued effective functioning of the Safety Committees and documentation of their activity;
- completion or updating of hazard identification, risk assessment, and risk control analyses;
- development or review of safe work practices;
- completion of workplace health and safety inspections;
- completion of investigation of employee concerns in a timely manner;
- completion of investigation of unsafe work refusals in a timely manner;
- completion of investigation of workplace incidents in a timely manner;
- implementation of corrective measures or recommendations from inspections or investigations in a timely manner;
- completion of new-employee safety orientations;
- completion of OHS training for employees, managers or JOHS Committee; and

completion of or updating of a chapter of the OHS Program.

Process indicators measure OHS activity. They do not measure whether the activity resulted in an improvement in OHS performance.

#### 14.2.2 Outcome Indicators

Outcome indicators tend to be reactive in nature. These indicators measure some aspect of OHS performance, and therefore give an indication of whether or not the effort going into the



the undertaking of the measurements. A copy of the results of the assessment will be made available to safety committees and employees when requested.

By comparison with established standards, the results of such assessments can be used to evaluate the presence or absence of an occupational health hazard and the effectiveness of controls can be evaluated. When compared to earlier or later results, trends can be established and the effectiveness of any remedial action evaluated.

#### 14.7 Injury and Illness Tracking and Return to Work

All managers and chairs will ensure that their employees receive an orientation to the University OHS Program and workplace-specific safe work practices. In addition, education and training will be provided to ensure that employees know the working procedures for doing their job safely. On-going safety training will be provided as new programs, procedures, and equipment are introduced to the workplace.

#### 14.11 Safety Committees

The committees will actively promote workplace safety and support the involvement of employees in workplace occupational safety and health programs.

#### 14.12 Monitoring and Control of Hazardous Materials and Substances

The University will monitor, control, and ensure the safe use, storage and disposal of hazardous materials and substances, consistent with the requirements of Workplace Hazardous Materials Information System (WHMIS) regulations, and the Transportation of Dangerous Goods/Transportation of Dangerous



- a. Number of incident investigations completed ..... \_\_\_\_\_
  - b. Number of corrective actions identified ..... \_\_\_\_\_
  - c. Number of corrective actions completed ..... \_\_\_\_\_
  - d. List status of outstanding corrective actions and reason why (add pages if required):  
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  - e. Number of Incident Investigation Reports sent to the OHS Office ..... \_\_\_\_\_
5. OHS Unsafe Work Refusals
- a. Number of OHS Unsafe Work Refusal Forms submitted ..... \_\_\_\_\_
  - b. List the nature of each OHS Unsafe Work Refusal (add pages if required):  
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  - c. Number of Unsafe Work Refusals forwarded to the JOHS Committee ..... \_\_\_\_\_
  - d. Number of Unsafe Work Refusals referred to the DOLAE ..... \_\_\_\_\_
6. Manager/Chair's Comments (add pages if required)
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- .....
- .....