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| **Unique Identifier (UI Code)** | OHS-04L |
| **Categories (Tags) – separate with commas if multiple** | Leadership, Workplace Safety |
| **Competency Title (short name)** | **Develop OHS System** |
| **Competency Statement** | Contribute to the development of the occupational health and safety (OHS) system for a specific workplace. |
| **Performance Criteria** | * Evaluate the characteristics of the workplace that contribute to an OHS system. * Identify safety hazards and areas of risk within the workplace. * Identify safe work practices for a specific workplace * Identify requirements for safety and personal protective equipment (PPE) according to jurisdictional regulations and workplace requirements * Identify procedures for the safe handling and storage of hazardous materials according to jurisdictional regulations, WHMIS, and workplace requirements * Communicate OHS policies and procedures to others as required. |
| **Supporting Skills and Knowledge** | **Knowledge:**   * Components and requirements of an occupational health and safety (OHS) system * How to identify safety hazards and areas of risk * How to define safe work practices * Requirements for safety and personal protective equipment (PPE) * WHMIS requirements and regulations * How to access information on OHS procedures and regulations   **Supporting Skills:**   * Ability to communicate effectively and clearly to others * Use office technology and software to create, update, and store documents and records |
| **Key Terms/Definitions Required** | **hazardous materials**   * Substances that can cause harm. Hazardous materials designed for commercial use are labelled according to WHMIS standards; those designed for home use carry consumer protection labels.   **occupational health and safety (OHS) policies and procedures**   * Workplace-specific policies and procedures related to health and safety that may or may not be required by regulation.   **occupational health and safety (OHS) regulations**   * Legal requirements for working safely, which may include required training and certification, maintaining workplace documentation, and reporting of any incidents or near misses to appropriate regulatory bodies.   **occupational health and safety (OHS) system**   * Workplace-specific policies, procedures, record keeping systems, training, safety committees, and designated personnel that work together to maintain a safe and healthy workplace.   **safe work practices (SWPs)**   * Standards for working safely as determined by task and level of risk. SWPs should be documented for any work activities that carry a safety risk.   **safety hazards and areas of risk**   * Anything present in the work environment that poses danger, potential harm or risk of injury.   **WHMIS**   * Workplace Hazardous Materials Information System; a Canadian system of site-specific information about hazardous materials that are present in workplaces and how to use and handle them safely. WHMIS is aligned with the international Globally Harmonized System (GHS) standard for hazardous materials. |
| **Context/Examples** | * Every workplace is required to have an OHS system that is workplace-specific. Some components of an OHS system may be prescribed by regulation and others are determined by the workplace and management. * Developing and maintaining an OHS system is a management responsibility, and is often overseen by a health and safety committee. Some jurisdictions require a joint health and safety committee that includes workers and managers in any workplace of a certain size (e.g. 20 full time equivalents or greater). |
| **Learning Content/Links** | * Links to OHS training for supervisors and managers * Links to OHS and related safety regulations |
| **Assessment Methods** | * Audit of safety system |