



**OHSA**

Compliance with the *Occupational Health and Safety Act* and Regulations is the place to start!



**BE PREPARED FOR NEW WORKERS**

Minimum age requirements, competent supervision and management commitment = safe and successful



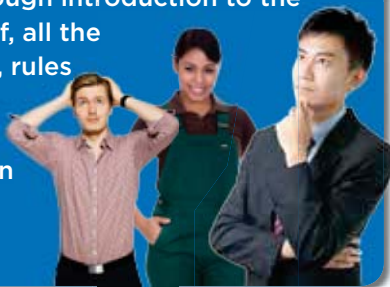
**MAKE SURE NEW WORKERS ARE READY**

They know the basics and they know their rights - BEFORE they start the job



**ORIENTATION**

Provide a thorough introduction to the workplace itself, all the safety features, rules and general information that everyone in the workplace must know.



**MANDATORY AWARENESS TRAINING**

Check out this link on mandatory awareness training for workers and supervisors! <http://www.labour.gov.on.ca/english/hs/training/index.php>



**WORKING WITH DESIGNATED SUBSTANCES**

Isocyanates in your shop? Do you have an occupational hygiene/medical surveillance program?

**FOR MORE INFORMATION:**

<http://www.labour.gov.on.ca/english/hs/topics/oels.php>



*"If you don't know where you're going, any road will get you there."*

— Lewis Carroll



**IT'S TRUE.**

Without a clear destination in mind, you could be lost and not even know it!

Whether you're just starting out, or you're part way down the path, use these tips to set your course.



Workplace Safety & Prevention Services®

Don't want to journey alone?  
Call 1 877 494 WSPS (9777)

Before You Set Out

**REGISTRATION**

Do you need to register with the WSIB? Learn more about it: [Register your business with WSIB](#)

## START HERE

Click on titles to access links to resources



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### GET IT >

**Having these items posted in your workplace will get you on the right track:**

- [Designated Substance Regulations \(where applicable\)](#)
- [First Aid Regulation 1101](#)
- [Health & Safety At Work poster](#)
- [In Case of Injury at Work - 1234](#)
- [Occupational Health & Safety Act and Regulations](#)
- [What You Should Know About the Employment Standards Act poster](#)
- [Workplace Violence & Harassment Policy](#)
- [Your Health & Safety Policy Statement](#)

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### DO IT >

**Make sure your workers have all of the required training:**

- Emergency Planning
- First Aid/CPR
- Hazard Awareness
- Joint Health & Safety Committee (JHSC)/Rep. (where applicable)
- Personal Protective Equipment (use & maintenance)
- Specific equipment/tools/materials/processes (Safe/Standard Operating Procedures)
- Violence/Harassment
- WHMIS
- Worker Awareness/Supervisor Awareness

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### WRITE IT DOWN >

**Make sure you're keeping maintenance records as well as training records. And make sure you post the following in your workplace:**

- Emergency telephone numbers
- Joint Health & Safety Committee meeting minutes
- Material Safety Data Sheets
- Names and locations of First Aiders
- Names and locations of JHSC members (or Health & Safety Representatives)
- Policies for Visitors and Contractors
- Results of any testing
- Workplace inspection reports

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### WATCH FOR IT >

**Do you know the hazards in your workplace?**

- Air Quality Issues
- Chemical Exposure
- Contact with Machinery
- Compressed Gases
- Electrical contact
- Flammable & Combustible Materials
- Heat and cold exposure
- Lifting Devices/Hoists
- Lockout/Tagout
- Musculoskeletal Disorders
- Noise
- Open flame from torch
- Powered Vehicles/Vehicle Traffic
- Slips, Trips & Falls
- Tire Inflation
- Violence
- Winching
- Working Alone

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### FIND IT >

**A detour on your path? Need to understand more about your destination? Look at the following links for more information. Support is available along the way:**

- Automotive Aftermarket Retailers of Ontario ([AARO](#))
- Collision Industry Information Assistance ([CIIA](#))
- Ontario Tire Dealers Association ([OTDA](#))
- Trillium Automotive Dealers Association ([TADA](#))
- Workplace Safety & Prevention Services ([WSPS](#))



## FINISH LINE

Ready to continue the journey?

**NEED HELP FINDING YOUR WAY? >  
CHECK OUT CLOSING THE LOOP!**

- Closing the Loop was designed with the needs of small business in mind. Use the assessment tool to help you get started.

### ADDITIONAL RESOURCES

- [Hazard Management Tool](#)
- [Action Plan](#)
- [Small Business webpage](#)