



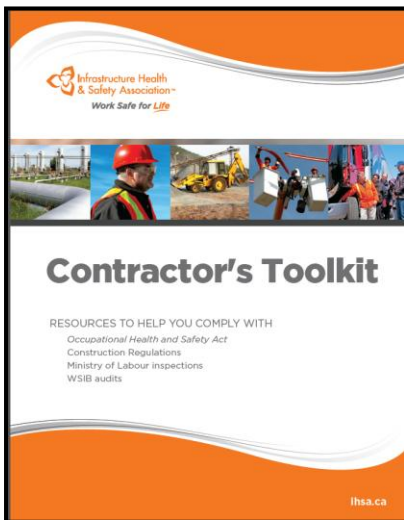
OCA Construction Safety Checklist

This OCA checklist is intended as a quick overview of your safety obligations. The Ontario Occupational H & S Act along with the construction regulations is the ultimate authority. Click [HERE](#) to go to the Act.

1. Establish a Written Health & Safety Policy & Program where required

The *Occupational Health & Safety Act* requires employers with more than 5 employees to prepare and review annually a written Occupational H & S policy and develop and maintain a program to implement that policy. ([Reference S. 25 2\(j\) – OHS Act](#))

Resources – click on image for weblink



IHSA Contractor's ToolKit



**IHSA Construction
H & S Manual**

2. Ensure that Mandatory Legislated Training is Provided

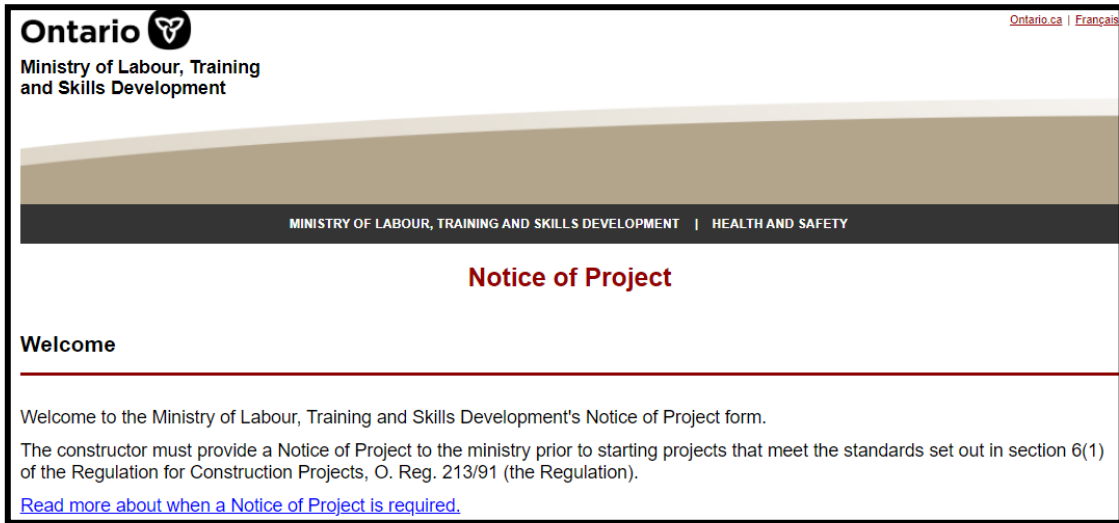
The Occupational H & S Act - Construction Regulations requires employers to undertake worker training in several areas: i.e. workers exposed to a fall, asbestos, confined space, WHMIS, chainsaws, compressed air, propane, electrical hazards, explosives, traffic control, etc.

To determine required training, click [HERE](#) to go to the Training Requirements Chart (Appendix B) of the IHSA Construction Health & Safety Manual.

3. Submit “Notice of Project” to the Ministry of Labour, Training & Skills Development (MLTSD) for certain projects

Constructors are required to notify the MLTSD before construction begins on any project meeting any of the requirements listed in section 6 of the [Regulation for Construction Projects \(O. Reg. 213/91\)](#).

Click on the **MLTSD website** image below to go to their Notice of Project webpage to determine whether your project requires a notice as well as to apply on-line.



4. Registration of Constructors & Employers Engaged in Construction

Each constructor and employer engaged in a construction project in Ontario must complete registration Form 1000. This form must be at the project while the employer is working there.

(Reference [S. 5 – OHS Construction Regs](#))

Click on the Ontario Central Forms Repository website image to access the fillable **Form 1000** pdf.

The screenshot shows the Ontario Ministry of Labour, Training and Skills Development website for the 'Registration of Constructors and Employers Engaged in Construction' form. The header includes the Ontario logo and the text 'Ministry of Labour, Training and Skills Development'. The form is titled 'Registration of Constructors and Employers Engaged in Construction'. Below the title is a paragraph explaining the requirement: 'Pursuant to section 5 of the Regulation for Construction Projects made under the Occupational Health and Safety Act, "Before beginning work at a project, each constructor and employer engaged in construction shall complete an approved registration form. The constructor shall ensure that each employer at the project provides to the constructor a completed approved registration form, and a copy of the employer's completed form is kept at the project while the employer is working there." Fields marked with an asterisk (*) are mandatory.

The form is divided into several sections:

- Nature of Business (check one) ***: Radio buttons for Individual, Sole Proprietor, Corporation, Partnership, and Joint Venture.
- Individual (Legal Name) ***: Fields for Last Name, First Name, and Middle Initial.
- Sole Proprietor or Corporation Name ***: Fields for Operating Name, Business Number, Legal Name, and Corporation Number.
- Partnership Partner or Joint Venture Party ***: Radio buttons for Corporation and Individual, and a Delete button.
- Individual Legal Name ***: Fields for Last Name, First Name, and Middle Initial.
- Corporation Information ***: Fields for Operating Name, Business Number, Legal Name, Corporation Number, Director Name or Principal Officer Name, Title, and Date Appointed (yyyy/mm/dd).
- Partnership Partner or Joint Venture Party ***: Radio buttons for Corporation and Individual, and a Delete button.

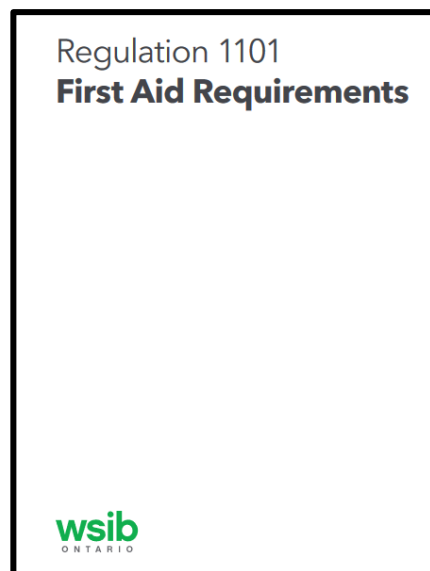
5. Provide First Aid Training and First Aid Kits

The Workplace Safety and Insurance Board (WSIB Ontario) requires all businesses covered by the [Workplace Safety & Insurance Act](#) to have first aid equipment, facilities and trained personnel in all workplaces.

For more information, visit <https://www.wsib.ca/en/firstaid>

By law, the WSIB's "In Case of Injury" poster must be prominently displayed in every workplace. Click on image below to either order or download a poster.

Resources – click on image for weblinks

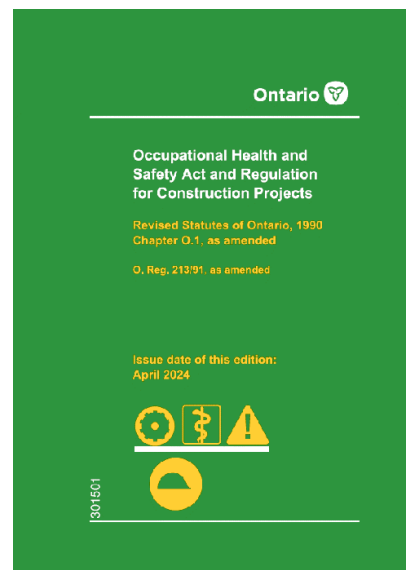


6. Post the Occupational H & S Act and Regulations on site

The Occupational H & S Act and your company H & S policy must be posted in a prominent place at the workplace or in a readily accessible electronic format. ([Reference S. 25 2 \(i\) & \(k\) – OHS Act](#))

A good complementary resource is a [Guide to the Occupational Health and Safety Act](#) published by Ontario.

Copies of the Act are available for purchase at the OCA Offices as well as from [IHSA](#) and [Publications Ontario](#).



7. Establish & Post Emergency Response Procedures

Constructors are required to establish an emergency plan before work begins so that everyone is prepared in case of an emergency.

These emergency procedures must be posted in a conspicuous place at the project. ([Reference S. 17 – OHS Construction Regulations](#))

Resources – click on image for weblink



IHSA H & S Manual
See Chapter 2
Emergency Procedures



IHSA Poster
Available for purchase at
the OCA Offices as well
as from [IHSA](#)

8. In Case of Workplace Injury or Illness

- Make sure first aid is given immediately.
- Make sure there is a record of the first aid treatment given/advice given to the worker.
- Complete WSIB Form 7 “Employer’s Report of Injury/Disease” if the worker gets health care or if the injury causes the worker to be absent from work or requires modified duties. WSIB must receive Form 7 within 3 days of after an employer learns of their reporting obligation.
- Supply a Functional Abilities Form 2647 to the health professional treating the worker. Ensure the worker’s signed consent to the release of the form is included.

Resource – click on image for **WSIB online Form 7** submission webpage

Resource – click on image for **WSIB Functional Abilities Form 2647** webpage

9. Notice of Death or Illness

Where a person is killed or critically injured from any cause at a workplace, the constructor, if any, and the employer shall notify a MLTSD inspector and/or H & S rep or Committee if any, immediately of the occurrence by telephone or other direct means and the employer shall within 48 hours after the occurrence, send to a MLTSD Director a written report of the circumstances of the occurrence. ([Ref S. 51 – OHS Act](#))

10. Display Signs to Warn Workers of Hazards on Site

Constructors are required to post DANGER signs in prominent locations and in sufficient numbers to warn workers of a hazard on a project. ([Reference S. 44 – OHS Construction Regulations](#))



IHSA Posters
Available for purchase from [IHSA](#) as well as at the OCA Offices



11. Other

WSIB Registration - Construction firms must register with WSIB for workplace insurance within 10 calendar days from the day you hire your first employee. Go to [WSIB ONTARIO](#).

IHSA Resources & Local Consultants – Infrastructure Health & Safety Association offers to all WSIB registered construction firms a wealth of services including training and consulting. To learn more, go to [IHSA](#) website or contact one of the area IHSA Consultants:

- Stephane Mainville smainville@ihsa.ca (343) 997-3302
- Josh Bouchard jbouchard@ihsa.ca (613) 240-5275
- Adam Carruthers acarruthers@ihsa.ca (343) 961-7407
- Steve Toth stoth@ihsa.ca (613) 406-6893