

Are you experiencing occupational health and safety issues? Are solutions hard to find? These Self-Assessment Forms will help you improve performance if you are committed to identifying and solving occupational health and safety issues.

The Self-Assessment Forms can be used by the employer, a foreman, employees or a health and safety committee. Successful implementation requires collaboration from everyone within the company.

Where do Self-Assessment Forms come from?

The self-assessment forms were developed as a result of a study on occupational health and safety for small companies in the metal processing industry. IRSST (Institut de recherche en santé et en sécurité du travail du Québec) researchers have determined that companies with limited resources and time most need these simple tools for rapid intervention on real issues. In order to meet these needs, they teamed up with ASP (Association paritaire pour la santé et la sécurité du travail) Electric/Metal Division experts.

Why use Self-Assessment Forms?

To reduce the occurrence of accidents, incidents, work-related illnesses, equipment breakdown, etc. all equating to elevated costs. The Manufacturing Sector includes many small industries and ranks first for relative risk in workplace injuries.

	Steel Sector	Electrical Industry Sector	Manufacturing Sector
Number of Employees	45,911	68,196	957,834
Number of workplace injuries*	5597	2193	51,929
Total Frequency	12.19	3.16	5.42

* includes fatal, non fatal lost time injuries, no lost time injuries.

Figures in the table above are for the full year 2004.

Source: *Workplace Safety and Insurance Board, Ontario - Enterprise Information Warehouse.*

Self-Assessment Forms can be used in any workplace to increase prevention performance where employees are exposed to similar risks.

How are Self-Assessment Forms used?

There are three ways to use Self-Assessment Forms.

I. THE "AUDIT" METHOD

1. **Systematically review** all preventative measures on the form
2. **Identify** all preventative measures not implemented by the company.
3. **Analyze the situation and select preventative measures** appropriate to the situation.
4. **Prioritize preventative measures** by the need for action (see information on priority codes).
5. **Designate a person responsible and set a schedule** for the implementation of selected preventative measures.
6. **Follow-up and validate** with the employees on the effectiveness of applied preventative measures.



Association paritaire pour la santé
et la sécurité du travail
Secteur fabrication de produits
en métal et de produits électriques
www.aspme.org



Institut de recherche Robert-Sauvé
en santé et en sécurité du travail
www.irsst.qc.ca



It's About Making A Difference.

Industrial Accident Prevention Association

1-800-406-IAPA (4272)
www.iapa.ca

SELF-ASSESSMENT FORM For Occupational Health And Safety

II. SPECIFIC ISSUE RESPONSE

For example, a worker is complaining of back pain:

1. **Pinpoint** with the worker any risk factors corresponding to the situation.
2. **Choose the preventative measures** most appropriate to the situation.
3. **Prioritize preventative measures by the need for action** (see information on priority codes).
4. **Designate a person responsible and set a schedule** for the implementation of selected preventative measures.
5. **Follow-up and validate** with the employees on the effectiveness of applied preventative measures.

Hazard → **Ergonomic Hazards**
 Most likely injuries: Musculo skeletal disorders, backaches, fractures, strains and sprains, etc.

Risk Factor → **Risk Factor: Handling Heavy Or Bulky Objects**

Preventative Measures

- ▶ Procedural Measures
- Orders/instructions

Preventative measures	Applicable <input checked="" type="checkbox"/>	Not applicable <input type="checkbox"/>	Notes	Desig.	Sched.	Prior.
▶ Supply equipment for carrying and lifting liquefied propane gas (LPG) cylinders.	<input type="checkbox"/>	<input type="checkbox"/>				
▶ Install a battery extractor.	<input type="checkbox"/>	<input type="checkbox"/>				
● Ask for help from a co-worker.	<input type="checkbox"/>	<input type="checkbox"/>				

Follow-up

Priority

Designated Person

Schedule

Priority codes of measures to apply according to risk:
A. Immediate stoppage and resolution
B. Resolution as soon as possible
C. Resolution according to normal company procedures

III. FOR TRAINING PURPOSES

1. **Pinpoint** order/instructions (●) from all the preventative measures.
2. **Supply all the necessary means** to implement the order/instructions. For example: the order/instruction "Consult the Material Safety Data Sheet (MSDS)" necessitates access to the MSDS by all employees.
3. **Communicate orders/instructions** to the employees.
4. **Follow-up** with the employees.

General Information or Self-Assessment Forms

- The term "musculo-skeletal disorder" refers to discomfort, pain and illness associated with excessive and repetitive use of one part of the body. The term includes tendonitis, bursitis and other afflictions of the same nature.
- A large proportion of preventative measures come from rules and standards identified on each form.
- Preventative measures on the forms give priority to the prevention of risks from the source and offer individual protection as a last resort.
- Preventative measures of a technical nature (tooling, equipment, mechanisms, etc.) are identified by the symbol ▶. Other preventative measures are order/instructions are identified by the symbol ●.
- Self-evaluation forms do not necessarily cover all risk factors and all possible preventative measures. An independent expert assessment may be required for more complex issues. Preventative measures on these forms are based on the present stage of knowledge.

Continuous Safety Improvement

Taking charge of occupational health and safety requires sustained efforts. We therefore invite you to make regular use of these self-diagnosis forms in your company.