

# HEALTH PEI OCCUPATIONAL HEALTH & SAFETY EVERYONE•EVERY THING•EVERY DAY

March 2017

## THIS ISSUE

- *WHMIS 2015: Are your employees trained?*  
**FREE** online course
- *Reminder: Incidents in PSMS Require Manager Follow Up*
- *Communicating with Injured Employees*
- *Coming Soon... NAOSH Week*

## WHMIS 2015: Are your employees up to date?

WHMIS 2015 came into effect in February of 2015 and was meant to replace WHMIS 1988 using a phased approach with transition taking effect in three phases:

- Phase One – Suppliers and employers will be able to comply with either the 1988 or the 2015 requirements (February 2015 to **June 2017**)
- Phase Two and Three – Labels and Safety Data Sheets (SDSs) from WHMIS 1988 are gradually phased out, starting at the top of the supply chain (manufacturers and importers), working through to distributors and eventual full compliance with WHMIS 2015 at the workplace level (June 2017 to December 2018).

## INITIAL TRAINING

All employees (new and existing) must have WHMIS 2015 education by December 31, 2017. There are options for education:

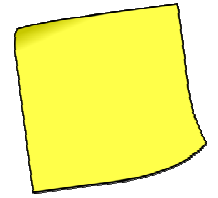
1. AIX Safety offers a free online module. If using this module, employees **must also review the Health PEI WHMIS handout** which is available on the Staff Resource Centre at [www.healthpei.ca/src/](http://www.healthpei.ca/src/) and navigate to the Safety and Wellness button, select Safety and Workplace Safety. *We recommend reviewing the handout prior to completing the module.* The AIX module is at <http://aixsafety.com/free-whmis-training-and-free-whmis-test-and-whmis-certification/>
2. CCOHS offers a comprehensive online module for \$10/person at [https://www.ccohs.ca/products/courses/whmis\\_workers/](https://www.ccohs.ca/products/courses/whmis_workers/)
3. In person training may be completed by a competent trainer. Contact Robyn Murphy, PEI's OHS Officer – Safety & Compliance for training materials available if you have trainers to present.

**REFRESHER TRAINING is not required by law. You need to identify if and when a refresher is needed to maintain competence.**



## Reminder: Incidents in PSMS Require Manager Follow Up

When an incident occurs and is entered into the Provincial Safety Management System (PSMS), managers are responsible for documenting their follow-up/resolution with the employee in PSMS, *regardless of the level of severity*. A recent spot audit indicates that a large percentage of incidents did not have a documented resolution in PSMS. As the old saying goes, “if it’s not documented, it didn’t happen”.



The *Occupational Health & Safety Act* requires that employers promptly follow-up with employees who are injured or who have an incident on the job. To show that we are using due diligence we must document our follow up in PSMS.

If you have questions, contact Robyn Murphy for a copy of the guideline for incident management on PSMS and PSMS cheat sheets on file and task management.

If you feel you require specific support in getting oriented to PSMS and how to use it, please contact Krista Paquet at [kmpaquet@gov.pe.ca](mailto:kmpaquet@gov.pe.ca) to set up a training session.

## Communicating with Injured Employees



Have you ever wondered if it is appropriate to contact an employee who is off work due to illness or injury? Best practices recommend that managers maintain contact with their employees and this month it was a topic in a newsletter from the PEI Office of the Employer Advisor. Not only does it discuss the benefits of communicating with employees, it also provides tools to help you. A link to the newsletter can be found on the Staff Resource Centre under the Safety and Wellness section.

You may also want to get on the mailing list for this newsletter by contacting Patricia McPhail at [phmcp@mail.gov.pe.ca](mailto:phmcp@mail.gov.pe.ca) The Advisor publishes a regular newsletter with helpful information for managers on Worker’s Compensation and Occupational Health and Safety matters.

**May 7-13, 2017**

**North American Occupational Safety & Health (NAOSH) Week** – This is a great opportunity for your site to celebrate the things you do well and focus on areas for improvement when it comes to workplace health and safety. NAOSH week is running from May 7 to 13, 2017.

Health PEI is encouraging sites to promote NAOSH week through site-specific activities. Robyn Murphy has shared a list of suggested activities and events with OHS Committees and managers. Watch for news of a contest next month. This year’s theme is “Make Safety a Habit”. Watch for posters inviting you to post your safety habits during NAOSH week. For more information, please contact Robyn Murphy at [rmmurphy@ihis.org](mailto:rmmurphy@ihis.org) .

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