



SALES & SERVICE
SAFETY ASSOCIATION

SAFETY SIMPLIFIED.

Program Development Guide

Available Documents

AVAILABLE DOCUMENTS:

A: Employer Commitment

PDG A-01	Health & Safety Policy Statement Program Development Guide
PDG A-02	Harassment Prevention Policy Program Development Guide
PDG A-03	Violence Prevention Policy Program Development Guide
TMP A-04	Violence Prevention Annual Report Template
TMP A-05	Document Control Members Template
FRM A-06	Violence Prevention Risk Assessment Form

B: Evaluation & Continuous Improvement

PDG B-01	Health & Safety Objectives and Metrics Guide
PDG B-02	Change Management/Procurement Policy & Procedure Guide
PDG B-03	Program Evaluation & Review
TMP B-04	Score Card Safety Tracking
FRM B-05	Change Proposal Form

C: Safety is Communicated and Demonstrated

PDG C-01	Safety Rules Policy Guide
PDG C-02	Personal Protective Equipment Guide
TMP C-03	Safety Talk Record
TMP C-04	Bulletin Board Template

D: Roles & Responsibilities

PDG D-01	Statement of Responsibilities Guide
PDG D-02	Progressive Disciplinary Action Policy Guide
FRM D-03	Progressive Disciplinary Action Form

PGD = Program Development Guide

TMP = Template

FRM = Form

EXM = Example

 = Coming Soon

E: Hazard Identification, Assessment & Control

PDG E-01	Hazard Identification and Control Guide
PDG E-02	Job Hazard Analysis PDG
PDG E-03	Safe Work Procedure Program Development Guide
PDG E-04	Site Traffic Assessment PDG
PDG E-05	Critical Job Inventory Development Guide
PDG E-06	Biological and Chemical Control Guide
TMP E-07	Critical Job Inventory Template
TMP E-08	Job Hazard Analysis Template
TMP E-09	Safe Work Procedure Template
TMP E-10	Risk Matrix
TMP E-11	Field Level Risk Assessment
TMP E-12	Site Traffic Assessment Template
TMP E-13	Chemical Drill Report
TMP E-14	Chemical Risk Assessment
FRM E-15	Chemical & Biological Inventory
FRM E-16	Safe Work Procedures Available Form
EXM E-17	Critical Job Inventory Example

F: Emergency Management

PDG F-01	Emergency Response Plan
PDG F-02	Emergency Lockdown
TMP F-03	Emergency Drill Evaluation Template
TMP F-04	First Aid Log
TMP F-05	Emergency Risk Assessment Template
TMP F-06	Emergency Contacts Template
EXM F-07	Emergency Flow Chart Example

G: Contracted Workers and Other People

PDG G-01	Contractor Safety Guide
TMP G-02	Contractor Safety Templates
FRM G-03	Prime Contractor Designation

H: Safety and Health Training and Orientation

PDG H-01	Training Plan
PDG H-02	New Worker Orientation
EXM H-03	Training Matrix Example
TMP H-04	Training Matrix Template
FRM H-05	Training Attendance Form
FRM H-06	Policy Training Record
FRM H-07	Safe Work Procedure Training Record
TMP H-08	Orientation Checklist Form
TMP H-09	New Worker Orientation Package Template

I: Inspections

PDG I-01	Inspection Guide
PDG I-02	Lockout/Tagout
PDG I-03	Preventative Maintenance Guide
FRM I-04	Lockout Log Form
TMP I-05	Workplace Inspection Schedule Template
TMP I-06	Preventative Maintenance Schedule Template
EXM I-07	Preventative Maintenance Schedule Example
TMP I-08	Supervisor Inspection
TMP I-09	Committee Inspection
TMP I-10	Monthly Hoist Inspection Checklist
TMP I-11	Pre-Use 2 post hoist inspection
TMP I-12	Pre-Use Four (4) Post Hoist Inspection
TMP I-13	Pre-Use In-Ground Hoist Inspection
TMP I-14	Pre-Use Scissor Lift Inspection

TMP I-15	Pre-Use Single Post In-Ground lift Inspection
TMP I-16	Lift Inspection Calendar
TMP I-17	Forklift Preoperation Template – Sit Down Counterbalance (Internal Combustion)
TMP I-18	Forklift Preoperation Template – Sit Down Counterbalance (Electric)
TMP I-19	Scissor Lift Pre-Use Inspection (Electric)
TMP I-20	Pre-Use Checklist Narrow Aisle Truck – Electric
TMP I-21	Pre-Use Checklist Low Lift Pallet Truck – Electric
TMP I-22	Ladder Inspection
TMP I-23	Vehicle Inspection
TMP I-24	Common Hazards Guide
EXM I-25	Inspection Checklist Example

J: Incident Reporting and Investigation

PDG J-01	Incident Investigation Guide
TMP J-02	Causal Analysis Guide
TMP J-03	Serious Incident Procedure Guide
FRM J-04	Incident Investigation Form
FRM J-05	Near Miss/ Hard report form
EXM-J-06	Incident Investigation Example

K: Worker Rights and Responsibilities

PDG K-01	Refusal of Dangerous Work Process
FRM K-02	Work Refusal Form
TMP K-03	Worker 4 Rights Poster

L: WSH Committee and Worker Rep

PDG L-01	Committee Terms of Reference
TMP L-02	S2SA Safety Committee Meeting Minutes Template

M: Protecting Vulnerable Workers

PDG M-01	Vulnerable Workers Policy Program Development Guide
FRM M-02	Vulnerable Worker Form (Self Identify)
FRM M-03	Vulnerable Worker Follow-up Form

N: Industry Specific -S2SA

PDG N-01	Working Alone Policy Guide
PDG N-02	WHMIS Policy

For access to any documents call 204-779-8296 or email info@s2sa.ca to be put in contact with a Safety Advisor.