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**Small Company Health and**

**Safety Program - Guide**

The *Occupational Health and Safety Act* requires all companies to prepare and review at least annually a written occupational health and safety policy, and develop and maintain a program to implement the policy.

Many larger employers now require that all contractors working within their operation to have their Health and Safety programs verified within six months of the start of operations by a competent third party.

Workplace Safety North (WSN) provides the following in support of this initiative along with timelines associated with the *Small Company Health and Safety P*rogram (SCHSP). Companies can obtain and maintain full SCHSP designation as follows:

# Registration in Small Company Health and Safety Program (SCHSP)

If your company has been previously endorsed under the SCHSP by WSN:

The [Small Company Health and Safety Program Manual (Logging)](https://www.workplacesafetynorth.ca/consulting/small-company-health-and-safety-program) may be downloaded from the WSN website and provides current examples of policies, procedures and resource material which can then be used to develop or update your own health and safety program elements relevant to your operations.

If your company had not previously been endorsed (i.e. new participant)

[Contact your WSN Health and Safety Specialist](https://www.workplacesafetynorth.ca/consulting/find-your-specialist) for assistance at the start of your company health and safety program development and review process.

Download the [Small Company Health and Safety Program Manual (Logging)](https://www.workplacesafetynorth.ca/consulting/small-company-health-and-safety-program) at no cost; it provides current examples of policies, procedures and resource material which can then be used to develop or update your own health and safety program elements relevant to your operations:

Advise WSN when you feel your company health and safety program is up to date and fully implemented.

A WSN Health and Safety Specialist will contact your company and arrange to conduct a review of the health and safety program.

**How to maintain your Small Company Health and Safety Program**

**For firms not completing endorsement in the previous year, either through full audit or self-evaluation, the following process and timelines must be met by program participants:**

* April 30: Confirm scheduling of SCHSP audit with your WSN Health and Safety Specialist
* Sept. 30: Completion of all SCHSP audits and related verification of successful completion by WSN

Once you’ve successfully obtained Small Company Health and Safety Program (SCHSP) recognition, ongoing maintenance of the program can be assessed by completing a self-evaluation report.

**On an annual basis firms completing endorsement in the previous year must complete a self-evaluation.**

* April 30: Deadline to submit 2020 self-evaluation to your WSN Health and Safety Specialist
* June 30: Deadline to complete all 2020 self-evaluations and related SWO recognition by WSN

**SCHSP Self-Evaluation Report Completion Process**

1. For guidance on completing your company’s self-evaluation report, [contact your WSN Health and Safety Specialist](https://www.workplacesafetynorth.ca/consulting/find-your-specialist)

2. To conduct a self-evaluation of your company health and safety program, [click here for self-evaluation report provided by WSN](https://www.workplacesafetynorth.ca/sites/default/files/SCHS_Program%20_Self-Evaluation_Report-Logging-WSN_06-03-2015.doc).

3. For a review of your company self-evaluation report, [contact your local WSN Health and Safety Specialist](https://www.workplacesafetynorth.ca/consulting/find-your-specialist) for assistance. In cases where deficiencies are noted, the WSN Health and Safety Specialist will follow up with your company to ensure it meets program standards.

Congratulations on taking a proactive approach to workplace health and safety, and on being a safety champion—keep up the good work!

January 2020