

Small Company Health and Safety Program Endorsement Guide for Logging Employers

The *Occupational Health and Safety Act* requires all companies 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) supports this initiative with the development of a *Small Company Health and Safety Program*. Logging employers can develop and assess their health and safety program through self-evaluation and receive support from a WSN consultant-trainer as follows.

Registration in Small Company Health and Safety Program for Logging Employers

If your company has been previously endorsed by WSN:

- The [Small Company Health and Safety Program Manual \(Logging\)](#) 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 has not been previously endorsed (i.e. new participant):

- [Contact your WSN Consultant-Trainer](#) 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 \(Logging Workplaces\)](#) 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 consultant-trainer 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

Once you've successfully completed the Small Company Health and Safety Program, ongoing maintenance of program elements can be assessed by completing a self-evaluation report in two out of every 3 years with the alternate year involving a full evaluation..

1. For guidance on completing your company's self-evaluation report, [contact your local WSN Consultant-Trainer](#).
2. To conduct a self-evaluation of your company health and safety program, [click here for self-evaluation report provided by WSN](#).
3. For a review of your company self-evaluation report, [contact your local WSN consultant-trainer](#) for assistance. In cases where deficiencies are noted, the consultant-trainer 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!

June 3, 2015