

# UNDERSTANDING YOUR OHS LEGAL RESPONSIBILITIES

February 2024

The purpose of this quick reference guide is to help employers understand their occupational health and safety (OHS) legal responsibilities. **This document does not address all workplace health and safety legislation.** Always refer to PEI's *Occupational Health and Safety Act* and its Regulations for specific requirements that apply to your unique workplace.

## Workplace Specific Training

Prioritizing OHS training is not just a legal requirement but a crucial investment in the well being of workers and overall success of an organization.

Depending on the type of work they do, employers, supervisors, and workers may require more specific training. Examples of specific training may include training on equipment in use, specific hazards, toxic substances, etc. Employers must make sure that new workers are given the information, the instruction, and the training that will allow them to work safely. Additional training requirements depending on the nature of the work being performed may include:

- Asbestos management plan when asbestos is present in the workplace
- Confined space entry and rescue, when working in confined spaces
- Electrical hazards
- Fall protection program when workers work above 3m above ground.
- Lockout/Tag out procedures
- Material handling, like instruction on how to lift and carry materials
- Noise control and hearing conservation program, when there is noise exposure at the workplace
- Personal protective equipment (PPE)
- Proper use of tools and powered mobile equipment
- Respiratory protection program when air impurities are present in the workplace
- Scaffolding and elevated work platform training
- Traffic control signaling
- Violence in the workplace plan when there is a risk for violence in the workplace
- WHMIS when workers are exposed to hazardous products
- Working alone

A checklist outlining your OHS legal responsibilities is listed in the following page of this document. Each section of the checklist is divided according to the size of your workforce.

**Regularly employed** includes seasonal employment with a recurring period of employment that exceeds 12 weeks.

### Your workplace has 1-4 regularly employed workers. You must:

<input type="checkbox"/>	Have a written Workplace Harassment Policy
<input type="checkbox"/>	Have a minimum of 1 worker per shift with valid first aid training. Make sure the names of your workplace first aiders are posted in the workplace
<input type="checkbox"/>	Post signs indicating where the first aid kits are located
<input type="checkbox"/>	Post the WCB's OHS Division 24-hour emergency phone number 902-628-7513. Call this number to report occupational health or safety concerns and serious work-related injuries or explosions

### Your workplace has 5-19 regularly employed workers. You must:

<input type="checkbox"/>	Post the name and contact information of the workplace's Safety Representative
<input type="checkbox"/>	Have a written Occupational Health and Safety Policy
<input type="checkbox"/>	Have a written Workplace Harassment Policy
<input type="checkbox"/>	Have a minimum of 1 worker per shift with valid first aid training. Make sure the names of your workplace first aiders are posted in the workplace
<input type="checkbox"/>	Post signs indicating where the first aid kits are located
<input type="checkbox"/>	Post the WCB's OHS Division 24-hour emergency phone number 902-628-7513. Call this number to report occupational health or safety concerns and serious work-related injuries or explosions

### Your workplace has 20 or more regularly employed workers. You must:

<input type="checkbox"/>	Post the names and contact information of members of your workplace's Joint Occupational Health and Safety Committee
<input type="checkbox"/>	A written Occupational Health and Safety Policy
<input type="checkbox"/>	A written Occupational Health and Safety Program that meets the requirements as outlines in Section 23 of the OHS Act
<input type="checkbox"/>	Have a written Workplace Harassment Policy
<input type="checkbox"/>	Have a minimum of 1 worker per shift with valid first aid training. Make sure the names of your workplace first aiders are posted in the workplace
<input type="checkbox"/>	Post signs indicating where the first aid kits are located
<input type="checkbox"/>	Post the WCB's OHS Division 24-hour emergency phone number 902-628-7513. Call this number to report occupational health or safety concerns and serious work-related injuries or explosions

### For more information

We invite you to visit the WCB's website [wcb.pe.ca](http://wcb.pe.ca) if you would like more information. You can also call the WCB at **902-368-5680** or toll-free in Atlantic Canada at **1-800-237-5049**.

To report a serious workplace injury, call the 24/7 Occupational Health and Safety Emergency Line at 902-628-7513.