

How Can We Help You?

Training

A key factor in maintaining a safe and healthy work environment is an effective training/education program. We work with CFSI to develop and deliver courses so that management and staff know and understand their responsibilities. We can provide advice and guidance to managers and supervisors on training courses for their employees.

Understanding Office Ergonomics

Ergonomics is the science of matching the work to the worker. The latest research has shown that workstation design, job activities and work environment can have a significant impact on an employee's quality of work, productivity, and health and safety. Managers and supervisors can contact the Occupational Health and Safety Section for advice and guidance on this issue.

Workplace Accidents, Injuries and Illnesses

Despite best efforts, accidents, injuries and illnesses may occur at work. Employees are required to report all injuries and/or illnesses to their manager or supervisor as soon as possible, so that the incident can be properly investigated and the appropriate forms completed. Managers and supervisors may refer to the attached bookmark to find out how to obtain the necessary forms. For more information on how to report an injury or illness at work, please contact our office.

OHS Workplace Committees/ Corporate Committee

An important part of the Occupational Health and Safety Program is the Workplace OHS Committee and the Corporate OHS Committee. Committees play an integral role in the investigation of incidents, the resolution of complaints and the regular inspection of workplaces and job practices.

Workplaces with 20 or more employees are required to establish a Workplace OHS Committee. Those with fewer than 20 employees are required to appoint an OHS Representative. This applies to both headquarters and Canadian missions abroad. Workplace OHS committees are made up of

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