



Once you have completed the checklist, speak to your OSSA consultant about all of the items for which you selected "no." We would be happy to work with you to integrate these items into your daily business practices, and assist you in developing positive health and safety habits.

## Integrate? Why integrate?

Integration occurs when health and safety is built into existing business system: policies, standards, practices and procedures. In this system health and safety is not treated as a "stand-alone" or an "add on" program. It is central to your business. Manage health and safety like you manage everything else in your business. By building it into your business practices everyone develops a better understanding of what they need to do to maintain a safe and healthy workplace.

So you need to look at your daily business practices. How can you build health and safety into them? Look at the following areas and think of how health and safety plays a part in each area. It is always a good idea to take some time to make notes for future reference.

- > Job descriptions,
- > Standard operating procedures, work guidelines, policies and safe work practices,
- > Workplace and workstation design,
- > Quality control,
- > Rewards and incentives,
- > Constructive/progressive discipline,
- > Performance evaluation,
- > Communication and staff coaching,
- > Hiring,
- > New employee orientation,
- > Business planning,
- > Purchasing and leasing decisions,
- > Supplier, contractor and vendor selection.

## Understanding Integration.

The OSSA believes that integration of health and safety into your normal business practices and culture is the most practical and effective way to prevent workplace injuries and illnesses. We try to understand your business and needs to help you accomplish integration in your workplace. We offer a variety of products and services to assist you in the process, so speak to your OSSA consultant or visit our website ([www.ossa.com](http://www.ossa.com)) to find out how we can help you integrate health and safety in your workplace.

## Keeping the momentum...

Keeping momentum for your health and safety system is important. By being an excellent role model, and involving all staff in the pursuit of healthy and safe work habits, you are sure to keep up that momentum.

Positive support is a great way to make sure that this happens – it is a powerful motivator and leads to continuous improvement. Below is another checklist that looks at leadership and motivational techniques that will keep up momentum for your health and safety system.

	YES	NO
Are your employees motivated to deliver quality products and services safely?		
Do you recognize good health and safety performance in your organization?		
Do you recognize, appreciate and celebrate all successes in your organization?		
Do you provide off-the-job health and safety information to your employees?		
Do you stay current in Health and Safety by reading, searching the web or attending health and safety training?		
Do you lead by example when it comes to health and safety?		
Have you considered sharing your health and safety success and expertise with others?		

Now that you have finished these Quick Reference Sheets you have had a good start to setting up your health and safety system. By integrating these steps into business practices you help make sure that your health and safety program is dynamic and consistent with your other business practices.

**Many people find the concept of integration daunting at first. We often hear questions like - What does it mean? or Why is it important?**

## OSSA Products

### Check it Out

Product Codes: **310-001-000-K-RW**

*Properly designed work and workplace environments reduce the risk of cashiers developing a work-related Musculoskeletal Disorder. Featuring safe work practices, the fully illustrated cashiers' guide outlines the four basic risk factors located at the source.*

### Fit for You: A Guide to Ergonomics for Office Workers

Product Codes: **640-001-001-P-OR**

*Employers and Supervisors working in any office setting will find this easy-to-read, spiral bound guide an outstanding resource for ergonomic awareness and training.*

### Service with a Smile : A Guide to Health and Safety for Food Service Workers.

Product Codes: **430-001-001-P-RF**

*Developed in Partnership with the Canadian Centre for Occupational Health and Safety, this guide is an excellent health and safety resource for restaurants, commercial kitchens, fast food outlets, catering facilities and hotels.*

### The Great Outdoors: Seasonal Groundskeeping Safety Training Package

Product Codes: **660-001-000-K-TH**

*This video-based training program has been designed for groundskeepers within the tourism and hospitality sector. It highlights strategies for working safely in the grounds keeping environment, and provides basic health and safety information to support hands-on training.*

You can order these products and many others from our website at [www.ossa.com](http://www.ossa.com) or by calling our client services line at **1-888-478-6772**.