



YUKON WORKERS'
COMPENSATION
HEALTH AND
SAFETY BOARD

SUBJECT: _____ Orders POLICY NO.: OHS-04

BOARD APPROVAL: [Signature]

APPROVAL DATE: Oct 20/99

BOARD ORDER NO.: _____

EFFECTIVE DATE: Oct 20/99

REVOKED

POLICY STATEMENT

JUL 12 2005
[Signature]

SECTION 29, 41, 42, 43, 44, 50
REFERENCE: *Occupational Health & Safety Act*

POLICY: ORDERS

GENERAL INFORMATION

The *Occupational Health and Safety Act* (the Act) gives Safety Officers the authority to issue orders and decisions, to ensure health and safety in respect of any employment upon or in connection with the operation of any work, undertaking or business.

Orders and decisions are made to ensure compliance with the Act and Regulations. The ultimate goal is to prevent work-related accidents and disabilities.

In an order, the Safety Officer describes the violation, cites the contravention under the Act or Regulations, and provides a direct order to correct or control the condition, procedure or processes that violates the Act or Regulations.

POLICY

A. DEFINITIONS

(a) ORDER

An order means a direction issued by a Safety Officer for the carrying out of anything required to be done under the Act or Regulations.

B. DOCUMENTING ORDERS

A Safety Officer shall confirm orders or decisions in writing before leaving the workplace or as soon as reasonably practicable.

When the workplace is not the head office, or the most senior person is not available, the Safety Officer shall deliver a copy of the written order or decision to the business address or the registered office of the company within three weeks of an inspection.

Persons affected by an order or a decision with which they disagree may request the Safety Officer who issued it to review that order or decision. The order or decision is still in effect until revoked or amended by a Safety Officer.

C. REVOKING OR AMENDING ORDERS BY SAFETY OFFICERS

A Safety Officer may revoke or amend their order by issuing a new order. The new order shall rescind the previous one, provide a rationale for the change, and set out the new conditions.

Only the Safety Officer who issues an order may revoke or amend that order, except when unusual circumstances prevent that Safety Officer from making the changes. If important changes to the order are required, another Safety Officer must re-inspect the workplace before revoking or amending the order.

The Safety Officer's Supervisor shall review changes made to orders.

Safety officers may not revoke or amend their orders once an appeal of that order has been filed, unless the appellant withdraws their appeal.

Board Approval	
	
Signature	Date

REFERENCES

Yukon Workers' Compensation Health and Safety Board:

OHS-01 Occupational Health and Safety

OHS-02 Accident Investigations

OHS-04 Inspections by Safety Officers Policy Statement

OHS-05 Penalties Policy Statement

GC-05 Reviews and Appeals Policy Statement

GC-10 Prevention Policy Statement

HISTORY

1. Policy, Orders Policy Statement, effective December 9, 1993.
2. Policy, Orders Policy Statement, amended October 20, 1999;
effective October 20, 1999.

Board Approval

	
Signature	<u>Oct 20/99</u> Date