

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 6.01.ON
Section:	Health and Safety	Issued:	Nov. 29, 2019
Subject:	HEALTH and SAFETY PRINCIPLES	Effective:	Jan. 1, 2020
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		Replaces:	HS-02/HS-07
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 The **Community Resource Centre** strives to create and maintain a safe workplace in order to minimize and/or prevent occupational injuries and illnesses. Consistent and continuous efforts by all employees shall be directed to preventing workplace accidents and maintaining the workplace and equipment in a safe condition.
- 1.02 At all times, the **Community Resource Centre** and its employees are required to observe and comply with the requirements of the Ontario *Occupational Health and Safety Act* (the "Act") and its regulations.
- 1.03 Every person who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from the work or task.
- 1.04 Every employee and every supervisor is required to complete the appropriate basic occupational health and safety awareness training program as specified in Ontario Regulation 297/13.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish minimum guidelines for providing and maintaining a safe work environment for all employees.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 The senior on-site manager or supervisor at each location, in consultation with the employee Health and Safety Representative, as appropriate, is responsible for developing and publishing a comprehensive Health and Safety Manual and for ensuring that appropriate health and safety standards are developed, implemented and maintained in accordance with the provisions of the Ontario *Occupational Health and Safety Act*.
- 4.02 Managers and supervisors are directly responsible for ensuring the health and safety of employees under their supervision and for ensuring:
- safe and healthy work conditions are maintained in their areas of responsibility;
 - employees perform their work in compliance with accepted safe work practices and procedures;
 - employee basic occupational health and safety awareness training is completed by all employees who are not exempt under the Regulation;

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- training completed by an employee or supervisor claiming an exemption meets the requirements of the Regulation;
- adequate additional training is provided to employees so that tasks assigned to employees can be performed safely;
- employees are notified of any potential hazards which may exist in and around the employee's work location.
- records are kept of employee basic occupational health and safety awareness training completed by employees, either completed at the workplace or completed prior to employment with the **Community Resource Centre**, if an employee qualifies for an exemption.

4.03 The **Supervisor** is responsible for providing employees with written proof of their completion of employee and/or supervisor basic occupational health and safety awareness training, upon request.

4.04 Each employee is responsible for working safely in compliance with accepted safe work practices, procedures and legislated health and safety standards.

4.05 Contractors and their workers are responsible for meeting or exceeding the requirements of the Site Health and Safety Manual.

5 DEFINITIONS

5.01 **"Employee basic occupation health and safety awareness training"** means, at a minimum, instruction in the following:

1. The duties and rights of workers under the Act.
2. The duties of employers and supervisors under the Act.
3. The roles of health and safety representatives and joint health and safety committees under the Act.
4. The roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety.
5. Common workplace hazards.
6. The requirements set out in Regulation 860 (Workplace Hazardous Materials Information System (WHMIS)) with respect to information and instruction on controlled products.
7. Occupational illness, including latency.

5.02 **"Supervisor basic occupation health and safety awareness training"** means, at a minimum, instruction in the following:

1. The duties and rights of workers under the Act.
2. The duties of employers and supervisors under the Act.
3. The roles of health and safety representatives and joint health and safety committees under the Act.

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4. The roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety.
5. How to recognize, assess and control workplace hazards, and evaluate those controls.
6. Sources of information on occupational health and safety.

5.03 “**Certified member**” with respect to a committee member of the JHSC means a committee member who is certified under section 7.6 of the Act, *i.e.*, certified by the Chief Prevention Officer as having completed specialized training in occupational health and safety matters.

5.04 “**Regulation**” means Ontario Regulation 297/13, Occupational Health and Safety Awareness and Training, made under the *Occupational Health and Safety Act*.

6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

Ontario *Occupational Health and Safety Act* and Regulations (OHSA)
Criminal Code (Canada)

7 PROCEDURE

- 7.01
- (a) At each organization site employing more than five (5) but fewer than twenty (20) employees, at least one (1) Employee Health and Safety Representative (HSR) shall be selected by employees to deal with workplace health and safety concerns.
 - (b) At each organization site employing twenty (20) or more employees, a Joint Health and Safety Committee (JHSC) shall be established. The Committee shall deal with the location’s health and safety concerns. The membership of the Committee shall be comprised equally of at least two (2) employee representatives and two (2) representatives of management. At least one (1) employee committee member and one (1) management committee member shall be certified members.
- 7.02 The senior site manager or supervisor in charge of each organization location, in cooperation with the Joint Health and Safety Committee or the Employee Health and Safety Representative, as appropriate, shall ensure that:
- (a) The **Community Resource Centre’s** Health and Safety policy is posted at each location and effectively communicated to each employee.
 - (b) A Health and Safety Manual is developed and published for distribution to every employee. As a minimum standard, the contents of each manual shall contain information on the following topics:
 - Accident reporting;
 - Accident investigation procedures;

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- Workplace Hazardous Material Information System (WHMIS);
 - Safety orientation and training;
 - Workplace Safety Inspections;
 - First Aid arrangements and procedures;
 - Equipment Lockout procedures;
 - Emergency Spill procedures, if appropriate;
 - Driver Licensing program for in-plant vehicles, if appropriate;
 - Health and Safety monitoring and reporting procedures; and
 - Other information deemed advisable or necessary by local management and/or the JHSC or HSR, for the protection of employees.
- (c) The location develops and publishes an Emergency Plan which outlines procedures to be followed in the event of an emergency arising from fire, theft, break-in, bomb threats, power failure, or other natural disasters. Employee emergency response training, including fire training and drills, shall be conducted on a regular basis.
- (d) Health and Safety policies, plans, and practices are in compliance with the legislated requirements governing the location.
- (e) All supervisors complete supervisor basic occupational health and safety awareness training within one [1] week of becoming or acting as a supervisor, if not exempt under the Regulation.
- (f) All employees complete employee basic occupational health and safety awareness training as soon as practicable after becoming employees of the **Community Resource Centre**, if not exempt.
- (g) Records of all health and safety training, including basic occupational health and safety awareness training completed by employees or supervisors, or, where applicable, written proof of exemptions, are produced, maintained and forwarded to the **Executive Director** immediately upon completion of training or verification of exemption.

7.03 Disciplinary action up to and including termination for cause shall be taken against any employee who fails to observe this policy or who violates established workplace safety requirements.