

POLICY:

The CRC is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The CRC will make every effort to provide a safe, healthy work environment. All supervisors, employees, contractors, constructors and suppliers must be dedicated to the continuing objective of reducing risk of injury. The CRC is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees.

The CRC is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, the CRC will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. The CRC understands the importance of safety to the well-being and productivity of its people, and strives to safeguard the workplace from injury and malfeasance through dereliction of duty towards safety.

The CRC will act in compliance with the [Occupational Health and Safety Act](#) of Ontario and its *Regulations*.

PROCEDURE:

i. Responsibilities

a) Board Members and Executives

- These company officials are responsible for supplying an effective strategy that can manage the occupational health and safety concerns of the CRC.
- Foster a workplace culture of health and safety, through appropriate leadership. Consult and cooperate with employees in resolving any health and safety concerns.
- They will ensure that workers are not exposed to harassment with respect to matter or circumstances arising out of the workers' employment.
- They will comply with the *Occupational Health and Safety Act* and its *Regulations*.
- Cooperate with any person exercising a duty imposed by the *Occupational Health and Safety Act* or its *Regulations*.
- Provide required safe work procedures and policies, and review these on an annual basis and revise where necessary.
- They will provide the necessary tool, equipment and training so work can be completed in a safe and healthy manner.

b) Managers / Supervisors

- Responsibilities include their assistance in developing, implementing, and enforcing the CRC policies and procedures.

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- Responsible for understanding and complying with the Act and its Regulations, and the emergency procedures required under the legislation.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures, including the proper use of all required personal protective equipment.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety, and that they understand any comply with the Act and its Regulations.
- Support and cooperate with the Occupational Health and Safety Committee, and assist it in completing workplace health and safety inspections.
- Will be held accountable for the health and safety of workers under their supervision.

c) Executive Director as lead Human Resource Advisor

- Liaison with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to management on safety and health policy issues.
- Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Develop Best Practices.
- Design and develop accident / incident reports and investigation procedures.
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.
- Design and develop company policies and procedures on workplace safety and health issues.
- Review injury and illness trends, and identify problem areas and solutions.

d) Employees

- Responsible for compliance with *Occupational Health and Safety Act*, it's *Regulations* and all occupational health and safety policies and procedures of the CRC.
- Cooperate with the employer and co-workers to protect their own health and safety and that of other persons at or near the workplace.
- Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.
- Use appropriate personal protective equipment as required.
- Participate in the training and orientations provided to them, and use the information learned.
- Required to follow all safe work procedures established by the company and its managers.
- Must not harass other workers.

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- Must notify managers of any health and safety concerns, so that they may be dealt with promptly.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager or Human Resources.

e) All Staff Are Responsible for the Following:

- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.

**We are all responsible for health and safety at the CRC.*