



## Abilities Centre Policies

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| Manual:    | Health and Safety                      | Number:    | HS 1.01      |
| Section:   |  | Effective: | May 31, 2012 |
| Subject:   | HEALTH AND SAFETY PRINCIPLES           | Pages:     | 3            |
| Issued to: | All Manual Holders                     | Replaces:  |              |
| Issued by: | Chair, Joint Health & Safety Committee | Revision:  |              |

### 1 POLICY

- 1.01 Abilities 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, Abilities Centre and its employees are required to observe and comply with the requirements of the Ontario *Occupational Health and Safety Act* and its regulations.
- 1.03 Every one 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 No employee, independent contractor, or volunteer shall ever be alone with a member.

### 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 policy applies to all employees.

### 4 RESPONSIBILITY

- 4.01 The manager for each department, in consultation with a Joint Health and Safety Committee or an 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 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;
- adequate 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.

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

## **5 DEFINITIONS**

None

## **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 Joint Health and Safety Committee (JHSC) shall be established. The Committee shall deal with health and safety concerns. The membership of the Committee shall be comprised of at least two (2) employee representatives and one (1) representatives of management.

7.02 The designated manager in charge of the provincial office facilities, in cooperation with the Joint Health and Safety Committee or the Employee Health and Safety Representative, as appropriate, shall ensure that:

- (a) Abilities Centre's Health and Safety policy is posted and effectively communicated to each employee. Field workers will receive additional training and information specific to their home office environment.
- (b) A Health and Safety Manual is developed, available and distributed through HR to every employee. As a minimum standard, the contents of each manual shall contain information on the following topics:
  - Accident reporting
  - Accident investigation procedures;
  - Workplace Hazardous Material Information System (WHMIS);
  - Safety orientation and training;
  - Workplace Safety Inspections;
  - First Aid arrangements and procedures;
  - Health and Safety monitoring and reporting procedures; and
  - Other information deemed advisable or necessary by management and/or the JHSC or HSR, for the protection of employees.
- (c) 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.

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.

**ATTACHMENTS**

None