



SECTION: Human Resources

POLICY: HR 06

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HEALTH AND SAFETY

PREAMBLE

Contact Brant endeavours to provide a healthy and safe workplace. Contact Brant follows the requirements of applicable legislation and guidelines, including the *Employment Standards Act*, the *Occupational Health and Safety Act*, and the *Workplace Safety and Insurance Board (WSIB)* expectations. It is important for employees and the management to work together to ensure a healthy and safe workplace.

Contact Brant accommodates injured or ill employees according to legal obligations, and supports early intervention and rehabilitation through their Early and Safe Return to Work procedures.

Accident is defined in the *Occupational Health and Safety Act* as “a wilful and intentional act, not being the act of the worker; a chance event occasioned by a physical or natural cause; and disablement arising out of and in the course of employment.”

Occupational diseases are defined in the *Occupational Health and Safety Act* related to “if a worker suffers from and is impaired by an occupational diseases that occurs due to the nature of one or more employments in which the worker was engaged.” It further states that, “A worker is entitled to benefits for mental stress that is an acute reaction to a sudden and unexpected traumatic event arising out of and in the course of his or her employment. However, the worker is not entitled to benefits for mental stress caused by the his or her employer’s decisions or actions relating to the worker’s employment, including a decision to change the work to be performed or the working conditions, to discipline the worker or to terminate the employment.”

POLICY

Contact Brant is committed to the health and safety of their employees and will take all reasonable precautions to protect the health and safety of employees including the prevention of occupational injuries and disease.

Every employee is responsible for:

- **working in a safe and healthy manner,**
- **promoting a secure and hazard free environment,**
- **reporting all unsafe working conditions, and**
- **ensuring that safe and healthy working conditions are maintained.**

PROCEDURE

Workplace Safety:

1. Under the *Occupational Health and Safety Act*, an employee's duties include:
 - 1.1 Work in compliance with the Act and regulations.
 - 1.2 Use or wear any equipment, protective devices or clothing required by the employer.
 - 1.3 Report to the employer any know missing or defective equipment or protective device that may endanger any worker.
 - 1.4 Report any hazard or contravention of the Act or regulations to the employer.
 - 1.5 Not remove or make ineffective any protective device required by the employer.
 - 1.6 Not use or operate any equipment or work in a way that may endanger any worker
 - 1.7 Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
2. All employees are responsible to: ensure that exits and corridors remain free from obstruction; work in a safe, healthy manner; maintain safe and healthy working conditions including a secure and hazard free environment; and ensure security of the facilities.
 - 2.1 Any unsafe working conditions must be immediately addressed by the employee either safely rectifying the condition if appropriate or informing the Chief Executive Officer or designate as well as the appropriate Woodview staff if the condition will need the services of an expert.
3. Monthly workplace inspections will be conducted by the designated safety representative in collaboration with Woodview's safety representatives.
 - 3.1 Monthly workplace inspections should identify hazardous and unsafe conditions in the workplace, confirm the required contents of the First Aid box (Form HR – 06.1), check and initial each fire extinguisher, check all fire alarm components, check exit signs and emergency lighting.
 - 3.2 The report will be copied monthly to the Chief Executive Officer for review. Any significant findings or recommendations as a result of the safety inspections shall be presented at the next monthly staff meeting.
 - 3.3 The report will be kept on file by the Chief Executive Officer for a minimum of one year following the date of inspection.
4. The employee opening the building at the start of each workday should ensure the premises are safe by completing a visual inspection. This will include checking the monitored building alarm.
5. The employee closing the building at the end of the day will check doors to ensure they are locked.
 - 5.1 The file system must be locked at the end of the day; this will usually be completed by the Executive Assistant/ Assistant Resource Coordinator at the end of the work day

6. Employees will use the front doors to enter and exit the building. Employees will meet clients/vendors at reception and escort them through the building. Employees must ensure the doors in the addition are kept locked; the emergency exit door will only be used in emergencies.
7. The file room door will be kept closed and locked at all times.
8. All staff are responsible to operate equipment safely.
9. Workplace safety and security will be addressed immediately by the Chief Executive Officer with any employee who is not working in a safe manner.

First Aid Requirements:

1. Contact Brant will provide first aid supplies and ensure trained personnel in compliance with legislation.
 - 1.1 The First Aid box is located above the supply cupboard by the photocopier and shall contain, at a minimum, the items required by regulations. There is also a Woodview First Aid box in the kitchen and at reception. Blankets can be found at reception.
 - 1.2 The Health and Safety representative must inspect the Contact Brant First Aid box monthly, and the Chief Executive Officer must inspect the Contact Brant First Aid box quarterly to ensure the contents are complete and in usable condition (including checking all expiration dates). The First Aid Inspection Record (Form HR – 06.2) must be completed after inspections.
 - 1.3 Contact Brant will ensure at least one employee is qualified in first aid, and shall post the valid first aid certificate of trained employees on the cabinet by the photocopier.

Accident/Incident Reporting and Investigation:

1. All employees are expected to work in a safe manner while completing their job duties, whether on-site or off-site.
2. All employees must report all occupational accidents, illnesses, incidents, hazardous conditions, and non-injury property damage immediately to the Chief Executive Officer or designate.
 - 2.1 For employees who are injured or become ill because of work, the first priority is to seek proper medical attention. The employee should immediately notify a staff member trained in first aid and go to the nearest first aid station.
 - 2.2 According to the WSIB, the employee must report about the workplace injury or illness to the Chief Executive Officer or designate immediately to enable them to assist and respond to a medical emergency and so that the employer can fulfill their responsibilities.
 - 2.3 The employee must write up a report of the incident as soon as possible following the accident and provide this to the Chief Executive Officer or designate. The employee will include an accurate record of any treatment received.

- 2.4 If a workplace accident or occupational disease is identified, as defined in legislation and in the Preamble of this policy, the employee must file a report to WSIB as soon as possible after the incident. The employee can request Contact Brant to provide the appropriate WSIB forms.
 - The employee must give a copy of their claim to the Chief Executive Officer.
 - The employee must file a claim not more than 6 months after the accident, or in the case of an occupational disease, after the employee learns that they are suffering from the disease.
 - When filing a WSIB claim, the employee must consent to the disclosure of information provided by a health professional concerning their functional abilities for the sole purpose of facilitating the employee's return to work. The employee must provide a WSIB Functional Abilities Form for Timely Return to Work, completed by their doctor, if they require time off work or are returning to work after an extended period of time.
3. The Chief Executive Officer or designate will first ensure proper medical attention is provided which may take the form of first aid from a trained co-worker, or transportation for treatment at a hospital.
4. The Chief Executive Officer or designate, will document the incident as reported or witnessed. Documentation will include a record of the first aid treatment and advice given to the employee.
 - 4.1 The Chief Executive Officer or designate shall begin an immediate internal inquiry regarding any workplace accident.
 - 4.2 If there are any witnesses who are not employees, the Chief Executive Officer or designate will document their report. All persons having knowledge of the incident should be asked to remain on the premises until the designated person has interviewed them, or indicated that there is no need for their further involvement.
 - 4.3 Employees witnessing or having knowledge of the incident shall complete written documentation of the incident prior to completing their workday.
 - 4.4 No person shall disturb, alter or carry away anything from the scene of the incident until permission has been granted by the designated person.
 - 4.5 The Chief Executive Officer or designate will document further actions recommended (e.g., review of policies and procedures, staff training needed, modification of physical environment) as well as outline the actions from an accountability perspective (i.e., were the actions taken appropriate, complete, consistent with legislation/policy, etc.).
5. The Chief Executive Officer or designate will fulfill the employer responsibilities under the *Workplace Safety and Insurance Act*:
 - 5.1 If the employee receives health care or is absent from regular work because of being injured while on the job, the Chief Executive Officer must complete

a Workplace Safety and Insurance Board eForm 7, *Employer's Report of Injury/Illness*. Wherever possible, the Chief Executive Officer or designate will request the employee to assist in the completion of this form.

- 5.2 The Chief Executive Officer or designate will notify the Workplace Safety and Insurance Board within 3 days after learning of an accident to an employee if the accident necessitates health care or results in the employee not being able to earn full wages. The employee will also receive a copy of this form.
 - 5.3 If a person is critically injured, killed, or disabled from performing their usual work, a formal accident investigation will be held. Immediate notice must be given to the Ministry of Labour Inspector. A written report must be provided to the Ministry of Labour within 48 hours.
 - 5.4 The Chief Executive Officer must complete a WSIB Employer's Subsequent Statement form when the injured employee returns or is able to return to work, as well as notifying WSIB by phone.
6. The Chief Executive Officer will take measures to prevent further incidents.
 7. The Chief Executive Officer will review any Accident/Incident reports with staff at the monthly staff meeting.
 8. The Chief Executive Officer will provide annual Report of Accidents/Incidents to the Board.
 9. Copies of all Accident/Incident Reports and Investigations will be kept on file for a period of 5 years following the incidents.

Early and Safe Return to Work:

Modified work is any job, task or function that an employee who is temporarily disabled can perform safely without risk of re-injury or exacerbation of their condition, and will pose no risk to others during their recovery. The work must be productive and the result of the work must have value.

1. When an injured employee is unable to return to work and perform all the essential duties and demands of their job, suitable modified duties will be provided to encourage the injured employee to return to the workplace as soon as possible. Every reasonable effort will be made to accommodate the individual restrictions and limitations of each injured employee during their rehabilitation and recovery period.
 - 1.1 The employee must provide a WSIB Functional Abilities Form for Timely Return to Work, completed by the employee's doctor, prior to Contact Brant developing a suitable modified work plan. The employee must provide a WSIB Functional Abilities Form, completed by their doctor, for all changes in restrictions as well as to return to regular duties.
 - 1.2 Contact Brant may clarify information or request assistance from the employee's doctor, adjudicator or other WSIB representative, when necessary, during the establishment or review of the modified work.
 - 1.3 The employee must notify the Chief Executive Officer or designate immediately if there is any aspect of their modified work assignment that aggravates their condition, so corrective action can be taken.

- 1.4 Modified work will change throughout the rehabilitation period in accordance with limitation and restriction changes indicated by the employee's doctor. The date for the employee to return to regular duties will be established by the employee's doctor.
- 1.5 Overtime will not be worked by employees on modified duties.

Fire Safety Plan:

In case of fire, employees must always consider the safety of themselves and others first.

1. The Chief Executive Officer will ensure the office facility has a Fire Safety Plan developed cooperatively with Woodview.
2. The Chief Executive Officer will ensure staff are oriented to the Fire Safety Plan as well as annually review the Fire Safety Plan and staff responsibilities; the CEO will also ensure an annual fire drill to familiarize staff with emergency evacuation procedures, and training in use of fire extinguishers. Documentation of orientation (personnel file) and training (staff meeting minutes and Fire Safety Plan binder) will be maintained.
3. Employees, students and volunteers will familiarize themselves with the office floor plan, including locations of fire extinguishers, pull stations, and exits (attached).
4. The Chief Executive Officer will work with Woodview to ensure the floor plan is posted on each level of the building, near exits and near the elevator; the floor plan should include exits, fire extinguishers, emergency lighting, and important building features (wheelchair accessibility, elevator, stairwells).
5. Employees opening the building at the start of the day must check the monitored building alarm for any messages. The employee closing the building at the end of the day must check that exit doors are secured.
6. When an employee becomes aware of a fire, the person must immediately notify other occupants of the building by calling out "Fire".
7. If the fire is small and in a contained area, employees should utilize a fire extinguisher, and follow-up with a call to the fire department to ensure the fire is extinguished fully.
8. If the employee assesses the fire to be unsafe to utilize a fire extinguisher, then everyone should immediately evacuate the building and **call 911**. People should exit through the closest exit door. If there is time, keeping safety in mind, lights should be turned off and doors closed to minimize the spread of fire. Employees should gather at the sidewalk at near the Park Road North entrance; the Assistant Resource Coordinator/reception will ensure that everyone is accounted for.
9. Employees will not re-enter the building until the fire department has indicated it is safe to do so.
10. Woodview as the landlord is responsible for the annual inspection of all fire extinguishers, exit signs and emergency lighting by a qualified inspector; the Chief Executive Officer will request Woodview confirms annually that this has been completed.

WHMIS:

Workplace Hazardous Materials Information System (WHMIS) is a Canada-wide system which provides employers and employees with information about the hazardous materials they work with on the job in order to protect their health and safety.

1. The Chief Executive Officer will ensure that WHMIS training and information is provided to employees so that everyone is acquainted with workplace hazards. Employee training must be planned and delivered in consultation with the designated health and safety representative.
 - 1.1 All new employees will be provided with WHMIS information and training.
 - 1.2 WHMIS will be reviewed annually with employees.
2. The Chief Executive Officer will request Woodview to ensure the Material Safety Data Sheets (MSDS) are available for any hazardous materials on site.
3. Any employee bringing an item in to the Contact Brant/Woodview site must check with Woodview regarding hazard and ensure a data sheet is provided if it is deemed a hazardous material. All employees will purchase safe alternatives whenever possible.
4. Employees must apply workplace safety in dealing with hazardous materials to protect their own health and safety.