



SECTION: Health and Safety

POLICY: HS 01

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HEALTH AND SAFETY POLICY

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 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.

Definitions:

Accident is defined in the *Occupational Health and Safety Act* as “a wilful and unintentional 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 disease 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 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.”

First Aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.

Health Care is an injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work nor a wage loss.

Near Miss is an event that under different circumstances could have resulted in physical harm to an individual, damage to the environment, equipment, property and/or material.

Fatality - An injury that results in the loss of life.

Critical Injury - A critical injury means an injury of a serious nature that:

- Places a life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of an arm or a leg but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- Consists of burns to a major portion of the body; or,
- Causes the loss of sight in an eye.

Lost Time Injury - A work-related injury that results in the injured Employee missing scheduled time from work resulting in a wage loss.

Property Damage - An event where contact is made between two objects resulting in alteration to one or both of the objects.

Occupational Illness - A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected, and the health of the Worker is impaired.

Environmental Release - An accidental discharge of a physical, biological or chemical substance released into the workplace and/or community.

Fire/Explosion - An event where undesired combustion occurs.

POLICY

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

PROCEDURE

1. The Chief Executive Officer or designate will notify the Workplace Safety and Insurance Board within 3 days of an accident at work 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.
2. The *Occupational Health and Safety (OHS) Act* and regulations and the *Workers' Compensation Act* establish the incident notification and reporting requirements. Refer to the Workplace Incident and Accident Reporting Procedure in this manual.
3. Incident Investigation: Contact Brant will ensure that all applicable work-related injuries, illnesses, and incidents are investigated, analyzed, and reviewed in a timely manner so as to prevent the recurrence of future unplanned events. Refer to the *Incident Investigation Procedure* in this manual.
4. The Chief Executive Officer will take measures to prevent further incidents by:
 - Reviewing any Accident/Incident reports with staff at the monthly staff meeting.
 - Providing an annual Report of Accidents/Incidents to the Board.

5. First Aid Requirements: Provisions for first aid are a legislative requirement of the Workplace Safety Insurance Act (WSIA). Through prompt treatment by first aid trained personnel, pain and suffering endured by injured workers may be minimized, and where required, injured workers will be sent for urgent medical care.

5.1 *Availability of First Aid Kits*: A First aid kit is available in the kitchen cupboard for use by any employee not requiring the assistance of a first aid trained personnel.

- Employees approved for telework will be provided with a First Aid Kit for their home office.

5.2 *First Aid Station*: The First Aid Emergency Kit, [to be used by the first aid trained personnel](#), are kept in the kitchen cupboard. Contact Brant should have at least 1 person trained in Standard First Aid & CPR in the office.

The supplies (for 16 - 199 workers) will include the following:

- A current edition of a standard St. John's Ambulance First Aid Manual
- 1 stretcher
- 2 blankets
- First Aid Kit containing at a minimum:
 - 24 safety pins
 - 1 basin (preferably stainless steel)
 - 48 adhesive dressings (individually wrapped)
 - 2 rolls of adhesive tape, 1 inch wide
 - 12 rolls of 1-inch gauze bandage
 - 48 sterile gauze pads, 3 inches square
 - 8 rolls of gauze bandage, 2 inches wide
 - 8 rolls of 4-inch gauze bandage
 - 6 sterile surgical pads suitable for pressure dressings (individually wrapped)
 - 12 triangular bandages
 - 2 rolls of splint padding
 - Splints of assorted sizes.

5.3 *First Aid Certificates Posted*: First aid/CPR training certificates for each of the designated first aid attendants is posted at the First Aid Kit Station. A listing of the names of employees that are first aid/CPR qualified will also be posted on the health and safety bulletin board.

5.4 *First Aid Treatment Log*: The first aid log will be maintained by the first aid attendant(s) to document first aid treatment or advice provided by the first aid attendants in their work areas. The first aid log must be completed by the attendant every time an employee receives first aid treatment, regardless of how minor the injury and will describe the following information regarding the incident:

- The date and time of the injury;
- The name of the injured employee;
- A description of the injury detailing the nature and exact location (part of the body) of the injury;

- The nature of the treatment provided; and,
- The name of the first aid Attendant providing treatment.

5.5 *First Aid Kit Inspection and Records*: The Emergency First Aid Kit will be inspected and document on a monthly basis by the Health and Safety Committee, using the *First Aid Inspection Checklist*. Any deficiencies will be identified to the Executive Assistant for replacement.

6. Posting Requirements: The following documents are required to be posted in a conspicuous location (refer to the Health and Safety bulletin board by the photocopier) and/or provided to those working in a home environment:
- Ontario Occupational Health and Safety Act (Green Book)
 - A signed and dated copy of the Health and Safety Policy statement
 - An up-to-date copy of the OHS “Health and Safety at Work: Prevention Starts Here.”
 - The Anit-Violence and Anti-Harassment Policies, including reporting procedures
 - Information for staff regarding Hazardous Material in the Workplace
 - “In Case Of Injury” poster published by the Workplace Safety and Insurance Board
 - Emergency Contact List
 - Health and Safety representatives
 - First Aid training certificate of staff member(s) trained.
7. Employee Responsibilities: Employees must comply with their duties under the OHS:
- Work in compliance with the Act and regulations;
 - Use or wear any equipment, protective devices, or clothing required by the employer;
 - Report to management any known missing or defective equipment or protective device that may endanger the worker or another worker;
 - Report any hazard or contravention of the Act or regulations to a manager .