

ADMINISTRATIVE POLICIES – HEALTH & SAFETY

Administration	Corporate	Board Approved Date:	26-01-23
Policy	Health & Safety	Revision Date:	25-01-24
Policy No.	20-121	Initial Board Approval	16-03-10
References	Occupational Health & Safety Act & Regulations Health Workplace Policy Statement Corporate Health & Safety Programs & Directives		
Forms	Accident, Incident Forms		

1 Policy Statement

- 1.1 It is the policy of Durham Region Non-Profit Housing Corporation (DRNPHC) to provide a safe and healthy place to work. Workplace injuries and health hazards are preventable. Strong leadership by senior staff sets the tone and establishes a safety-first corporate culture. A health and safety culture require all workplace parties to pay constant, appropriate attention to workplace health and safety and report concerns immediately.
- 1.2 The Occupational Health & Safety Policy will provide clarity of roles and responsibilities for all DRNPHC employees as it relates to their legislative duties under the Occupational Health & Safety Act, (the “Act”) and its Regulations.

2 Purpose & Scope

- 2.1 The purpose and scope of this policy is to:
 - comply with the Act and its Regulations
 - Communicate prime occupational health and safety legislated roles and responsibilities
 - Promote a culture of health and safety throughout the corporation

3 Legislation

- 3.1 The Act and its Regulations detail the responsibilities of employers, managers, supervisors, workers, constructors and workplace owners for provincially regulated worksites.
- 3.2 Legislation represents a minimum standard for occupational health and safety practices within Ontario. DRNPHC makes every effort to follow additional standards to promote due diligence and best practices.

4 Definitions

In this policy, unless otherwise stated, the following definitions apply:

Act – Occupational Health and Safety Act of Ontario

Competent Person – an individual qualified because of knowledge, training and experience to organize the work and its performance, is familiar with the Act and its Regulations that apply to the work and has knowledge of any potential or actual danger to the health and safety in the workplace.

Critical Injury – the Occupational Health and Safety Act of Ontario defines critical injury as serious injury that: is life-threatening, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, (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, causes the loss of sight in an eye.

Hazard – is the potential of any machine, equipment, process, material (including biological and chemical) or physical factor that may cause harm to people, or damage to property or the environment.

Health and Safety Program – is a systematic combination of activities and procedures designed to ensure and maintain a safe and healthy workplace.

Joint Health & Safety Committee (JHSC) – a committee established under provisions of the Occupational Health and Safety Act of Ontario.

Workplace – means any land, premise, location or thing, at, upon, in, or near which a worker works.

5 Procedures

5.01 Occupational Health & Safety Policy Statement

The Act requires employers to review at least annually a written occupational health and safety policy, develop and maintain programs to implement that policy.

5.02 Department Heads, on a yearly basis, shall review the Occupational Health & Safety Policy Statement to ensure that it meets the requirements of the Act. The policy shall be signed and dated yearly indicating their on-going commitment to occupational health and safety.

5.03 The Director Facility Operations is responsible for the development of occupational health, safety and wellness programs and directives that support and implement this policy statement. Health, safety and wellness programs and directives assist in the management of workplace hazards and shall apply to all DRNPHC employees and workplaces.

5.04 The Health & Safety Policy shall be posted in each workplace to ensure compliance with the Act.

5.05 Reporting of Ministry of Labour Activities

All management personnel shall be aware of the notification requirements under the Act. These include reporting to the Ministry of Labour when:

- A person, whether a worker or not, has been critically injured or killed at the workplace:

- If an accident, explosion or fire occurs and a worker is disabled or requires medical attention, the employer, if required by an inspector, shall report this incident to the Ministry.
- If an employer is told that a worker has an occupational illness or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board (Note this duty to notify applies not only to current employees but also to former ones)

Note: Please refer to the Occupational Injury / Incident Reporting & Investigation Procedure for additional details.

5.06 Management staff shall immediately notify the Manager Facility Operations via debbie.craig@durham-housing.com or by telephone, (in the event that the email system is down) to inform the Corporation of any Ministry of Labour event, requiring notification. The Director Facility Operations can assist in providing direction on the reporting of a critical injury or occupational incident.

5.06 Documentation received by management staff from the Ministry of Labour, as the result of a field visit or investigation, shall be provided to the Director Facility Operations as soon as possible after receipt.

5.08 Occupational Health & Safety Training

Training is an essential part of ensuring compliance with the Act and its Regulations. All management, supervisors, and front-line workers are required to participate in designated occupational health and safety training.

5.09 DRNPHC will provide training that meets legislative requirements of the Act and all Regulations related thereto.

5.10 In addition, management staff will ensure all DRNPHC employees receive formal departmental health and safety orientation training and attend any required training based on the hazards that they typically are, or may, be exposed to. (i.e.: WHMIS, Confined Space, Safe Driving, Fall Protection, Asbestos, Lockout, Office Ergonomics, etc.)

5.11 To organize occupational health and safety training managers and supervisors shall contact the Director Facility Operations for assistance.

6 Roles & Responsibilities

6.01 The legislative requirements under the Act apply to all DRNPHC work locations. The roles and responsibilities set for the herein apply for effective compliance to the Act.

6.02 DRNPHC Board

It is the role of the Board to support:

- A continuous improvement model of occupational health and safety practices
- Workplace safety as a core value for its management and employees
- Regular occupational health and safety training in order to promote legislative compliance and injury prevention

- The elimination of workplace hazards to ensure that effective safeguards are in place for the prevention of occupational injuries and illness

6.03 Chief Executive Officer Directors

It is the responsibility of the Chief Executive Officer and Directors to ensure:

- They are familiar with their legal obligations under the Act and its Regulations
- They attend pertinent health and safety training to ensure their familiarity with the legislation
- They ensure that their managers and supervisors are aware of their responsibilities and are competent as defined under the Act
- They adhere to and support the corporate health and safety policies, programs, and directives
- They provide resources to their staff to maintain compliance with legislation, programs, directives and occupational health and safety best practices
- They are aware of activities being discussed at their applicable Joint Health & Safety Committees and provide support where required
- They take all reasonable precautions to protect the health and safety of workers

6.04 Chief Executive Officer

In addition to her/his general duties as Chief Executive Officer, he/she will monitor occupational health and safety issues affecting DRNPHC employees.

- Review, and approve occupational health and safety programs and directives that will assist in injury prevention and compliance to occupational health and safety legislation
- On a yearly basis ensure that the Workplace Violence and Harassment Policies are updated as required by the Act
- Report annually to the Board upon occupational health and safety matters
- Continue to promote and encourage a vigorous and responsive occupational health and safety program within all of DRNPHC workplaces

6.05 Director/Manager Facility Operations

It is the role of the Director Facility Operations to provide services that will assist DRNPHC in ensuring that appropriate health and safety safeguards are in place. In order to accomplish this task, he/she will:

- Develop health and safety programs and directives to assist in the management of occupational hazards
- Provide and coordinate all health and safety training, testing or other actions outlined within the DRNPHC Health and Safety program and/or directives
- Monitor and report, as required to the Chief Executive Officer on occupational injury and incident trends
- Recommend methods of controlling or eliminating occupational injuries
- Conduct field visits, to assist supervisors and managers to identify and rectify occupational health and safety hazards and to identify areas of non-compliance
- Submit field visit reports to managers and supervisors with written recommendations and observations
- Investigate workplace injuries, as required, and provide recommendations to management staff and/or JHSC to improve occupational health and safety compliance and injury prevention

- Act as a resource to the Joint Health & Safety Committee and attend meetings as required
- Serve as an internal occupational health and safety consultant to all staff

6.06 Directors, Managers & Supervisors

It is the responsibility of all managers and supervisors to ensure:

- They are familiar with their legal obligations under the Act and its Regulations
- They attend pertinent health and safety training to ensure their familiarity with the legislation and workplace hazards
- They adhere to and support corporate health and safety policies, programs, and directives
- All their employees are familiar with health and safety legislation, policies, programs, directives and departmental safe work procedures that apply to the work they conduct
- They investigate all occupational health and safety incidents promptly
- That all equipment, materials, and protective equipment is maintained in good condition and operated according to manufacture directions and industry practices
- Discuss occupational health and safety issues of importance at staff meetings
- Conduct inspections of their workplace for health and safety issues and ensure appropriate follow up is conducted
- That all new or transferred employees receive formal health and safety training relevant to the specific workplace hazards they could encounter
- That all staff receive training as required by legislation, corporate programs and directives
- They review departmental health and safety procedures with staff at least annually and as required
- Maintain a safe and health workplace by integrating the provisions of the Occupational Health and Safety Act, its regulations and industry standards
- Model healthy work practices
- Take all reasonable precautions to protect the health and safety of workers
- They seek the advice, assistance and direction of the Director Facility Operations in connection with the exercise of the aforementioned responsibilities

6.07 Joint Health & Safety Committee

It is the role of the Joint Health & Safety Committee to:

- Be aware of their legislative role within the workplace under the Act
- Identify workplace hazards and make written recommendations supporting the improvement of occupational health and safety within their workplaces
- Be consulted about the development, establishment and implementation of corporate health, safety and wellness programs and workplace safety procedures

6.08 Workers

It is the responsibility of each and every worker to:

- Comply with all requirements of the Act, regulations, policies, programs and directives
- Be responsible for working safely and carrying out their duties so to prevent an occupational incident to themselves, and others

- Report all occupational health and safety incidents, hazards and violations of the Act and its Regulations to their immediate supervisor
- Know the location and operation of emergency equipment
- Use protective devices, equipment, and clothing required by legislation and procedures
- Ensure personal protective equipment is maintained and used as required
- Take every precaution reasonable to protect their health and safety and that of others in their workplace
- Contribute to a supportive and respectful work environment
- Participate in health workplace programs that meet their needs
- Participate in on-going occupational health and safety training

6.09 Contractors

- Contractors and sub-contractors are not direct employees of DRNPHC, however, their presence in our workplaces necessitates that they follow applicable legislation and DRNPHC policies, programs directives and workplace procedures.

7 Policy Maintenance

The Chief Executive Officer in consultation with the Director Facility Operations will monitor legislation, case law and trends with a view to identifying and implementing updates to this policy as required from time to time.

8 Application

This policy applies to all DRNPHC workplaces

9 Inquiries

For additional information regarding this policy please contact your manager or the Director Facility Operations

End.