

## Agency Health and Safety Policy

<b>Reviewed Date</b>	February 25, 2015	<b>Number</b>	HS0101
<b>Revised Date</b>	June 28, 2023	<b>Approved Date</b>	January 28, 2008

### Introduction

The health unit as an employer has a legislated responsibility to promote health and safety in the workplace, protect workers against health and safety hazards on the job and prevent or reduce the occurrence of workplace injuries and occupational diseases. The employer shares this responsibility with the worker. It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the Chief Executive Officer to the workers.

This concept of an *internal responsibility system* is based on the principle that the workplace parties themselves are in the best position to identify health and safety problems and to develop solutions. Ideally, the internal responsibility system involves everyone, from the company chief executive officer to the worker.

### Purpose

The purpose of this policy is to inform Simcoe Muskoka District Health Unit Board of Health members, employees, students, volunteers, and contractors (herein referred to as workers) of the rights and obligations of the Simcoe Muskoka District Health Unit (the employer) and the worker with respect to health and safety on the job.

This policy also sets out general principles and duties for the workplace parties as required by legislation and details how these duties are to be carried out.

### Legislative Authority

Occupational Health and Safety Act R.S.O. 1990 and Regulations made under the Occupational Health and Safety Act

Workplace Safety and Insurance Act, 1997 and Regulations

### Policy Definitions and Interpretation

**Committee:** means a Joint Health and Safety Committee continued under this Act.

**Competent Person:** means a person who:

1. is qualified because of knowledge, training and experience to organize the work and its performance;
2. is familiar with this Act and the regulations that apply to the work; and,

3. has the knowledge of any potential or actual danger to health or safety in the workplace.

**Employer:** The Simcoe Muskoka District Health Unit Board of Health.

**Hazard:** a condition or any current or future activity that could cause: bodily injury; or illness immediately or several years after the exposure. (Conditions that have potential to cause accidents or bodily injury are commonly referred to as safety hazards. Hazardous exposures that can cause illness immediately or decades after are generally referred to as health hazards.)

**Risk:** a probability (chance) that an accident, illness or injury will occur. The risk depends on workplace conditions and work practices.

**Supervisor:** a person who has charge of a workplace or authority over a worker. In the case of the Simcoe Muskoka District Health Unit this would include the following positions – Medical Officer of Health, Associate Medical Officer of Health, Vice President, Manager and Supervisor.

**Worker:** means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program.

**Workplace:** means any land, premises, location or thing at, upon, in or near which a worker works

## **Policy**

The Employer will ensure compliance with the measures and procedures prescribed by the Occupational Health and Safety Act and take every reasonable precaution for the protection of the worker including:

- Equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed
- Information, instruction, ongoing safety education, written procedures and supervision is provided to workers to protect their health and safety.
- When appointing a Supervisor, appoint a competent person and provide ongoing training.
- Post a copy of the *Occupational Health and Safety Act* and any explanatory material prepared by the Ministry of Labour outlining the rights, responsibilities and duties of workers in the workplace.
- Keep accurate records of worker exposure to and the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
- Notify the Ministry of Labour prior to the use, or introduction into the workplace of prescribed biological, chemical or physical agents. Keep and post records of

prescribed monitoring. Comply with the legislated limits for the exposure of a worker to biological, chemical or physical agents.

- Ensure the working environment is maintained in a healthy and safe condition.
- Establish, and review annually, a written health and safety policy with objectives and standards consistent with applicable legislation as a minimum, and a program, which supports the Policy.
- Investigate and report accidents/cases of occupational disease to appropriate authority.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors will:

- Take care of the occupational health and safety of the employees within their work area.
- Be familiar with the applicable requirements of the **Occupational Health & Safety Act** and its Regulations, and ensure compliance.
- Understand and enforce the health unit's Health & Safety Policies and Procedures.
- Ensure that employees wear the required personal protective equipment.
- Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the Supervisor is aware.
- Investigate and determine the causes of all accidents and injuries and initiate or recommend corrective action.
- Take every precaution reasonable in the circumstance for the protection of a worker.
- Ensure workers receive proper training and instructions prior to commencement of work.

Every worker 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. Workers will:

- Learn, understand and practice standard operating procedures.
- Be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations and the health unit's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their Supervisor, Manager, OH&S/WSIB Programs, Joint Health and Safety Committee or Health and Safety Representative.
- Report any occupational injury or illness immediately to their Supervisor.
- Use personal protective equipment, where required.
- Report any contravention of the Occupational Health and Safety Act or Regulations to their supervisor or employer.

- Refrain from running, rough or boisterous conduct, feat of strength, horseplay or pranks.
- Identify and inform Supervisors of occupational health and safety concerns.

In accordance with the enclosed policy statement, the Employer will establish and maintain a Joint Health and Safety Committee in accordance with the Act. Details relating to the committee and its functions are outlined in policy HS0113 Joint Health and Safety Committee. The Employer will also:

- Ensure compliance with any changes to the Occupational Health & Safety Act (OHS) such as but not limited to the Working for Workers Act, 2022, which requires SMDHU as a deemed At Risk Employer to: 1- have designated staff educated and trained in administering Naloxone, and; 2- have Naloxone kits available as per the time line requirements within the OHS Act.
- All SMDHU staff will be educated and trained in administering Naloxone.
- Naloxone Kits will be kept in the AED units in all offices. They will be monitored and replaced prior to their expiry by the Substance Use and Injury Prevention program staff.

***Procedures***

N/A

***Related Policies***

HS0113 Joint Health and Safety Committee

D6.070 Community Family Health Policy - Naloxone Distribution (Neo 360) Policy and Procedure

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

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Reviewed February 25, 2015

Revised: November 1, 2022, Director to Vice President

Revised: June 28, 2023 to incorporate Naloxone Requirements