Society of Saint Vincent de Paul
Toronto Central Council

Policy Manual

Policy:	**Occupational Health and Safety** - **Safe Return to Work Protocol -** *included* - **Emergency response procedures** (*These procedures are available in the staff office of each facility)* - **Workplace Violence and Harassment (Policy 20-10)**
Policy Number:	**4 - 95**
Total Number of Pages:	9 pages + Emergency Protocols
Effective Date:	May 1995
Revision Date:	2005, 2006, 2009, 2010, 2011, 2012, 2013 February 2014, 2015
Approved On:	March 2016

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Statement of Intent or Purpose:

The Society of Saint Vincent de Paul Toronto Central Council (hereafter referred to as the Society) is committed to providing the means to achieve a safe and healthy workplace for its employees, residents and the general public.

To fulfill this commitment, the Society shall:

- provide and maintain a safe and healthy working environment.
- provide adequate safety training related to the specific requirements of each division.
- comply with legal requirements and follow acceptable industrial practices.
- strive to alleviate all foreseeable hazards that could cause fires, personal harm, damage to property and/or security losses through injury or illness.
- establish a Health and Safety Committee of the Board to coordinate the activities of the Health and Safety Representatives.

ORGANIZATION:

All employees, members of the committees and Board are responsible for the Society's Health and Safety Policy. The responsibility follows through every level of the organization.

Level 1.	The Employees
Level 2.	The Health and Safety Representatives
Level 3.	The Program Directors, Managers and Supervisors
Level 4.	The Executive Director
Level 5.	The Committee Chairs and members of the Operating Committees
Level 6.	The Board of Directors and the Health and Safety Committee of the Board

Level I – The Employees

Responsibilities:
Employees are responsible for maintaining a reasonable working knowledge of the requirements of the Occupational Health and Safety Act. They are also responsible for maintaining a reasonable working knowledge of health hazards in the workplace and preventive measures to be taken for their own protection. It is the obligation of all employees to work as safely as possible. Anyone not observing safety rules will be subject to disciplinary action up to and including dismissal.

Duties:

1. Comply with all procedures and requirements of the Occupational Health and Safety Act, Highway Traffic Acts and other applicable safety legislation.
2. Report any hazardous conditions which you cannot immediately correct to your supervisor, and failing a satisfactory resolve in your opinion, to your Health and Safety Representative.
3. Report all accidents or injuries to your immediate supervisor no matter how minor they may first appear, as they occur.
4. Do not work or operate any equipment that may endanger the safety of yourself or others.
5. Do not engage in pranks that may endanger yourself or others.
6. Wear appropriate protective clothing to perform your work as stipulated by your supervisor.
7. Motor vehicles belonging to the Society shall be operated only by employees holding a valid drivers license, who have submitted a drivers abstract and who have been duly authorized to operate a vehicle for the purposes of the Society.
8. Material Handling equipment including tow motors, hand trucks and baling machines shall only be used by authorized personnel.

Level 2 – The Health and Safety Representative

A Health and Safety Representative is required at any workplace that has more than six but less than 19 employees. The Representative must be chosen by the workers.

Responsibilities:

Participate in information and training workshops as offered by the Society.

Duties:

1. Obtain a working knowledge of the Health and Safety Act and understand the role of the Representative as detailed in the Act.
2. Identify workplace hazards by performing a monthly inspection of the work site. Submit these findings to the Program Director or Supervisor to be included with monthly Program Directors reports to the committees.
3. Obtain information from the Program Director regarding health and safety including existing or potential hazards, history and experience.
4. Make recommendations to the Program Director on ways to improve workplace health and safety. The Program Director must respond in writing to any written recommendation within 21 days.
5. Be present in the event of an investigation of a work refusal.
6. If a worker is killed or seriously injured on the job, the Representative has the right to inspect the scene of the accident together with the Ministry of Labour Investigator and report any findings in writing to the director of the Ministry of Labour.
7. The Health and Safety Representative is entitled to request information from the Workplace Safety and Insurance Board and post it as detailed in the Act.
8. The Health and Safety Representative must observe the rules of confidentiality as detailed in the Act.
9. Help foster a positive and cooperative attitude towards Occupational Health and Safety among co-workers.
10. Identify and ensure that chemicals and hazardous materials are stored in original containers as outlined in the Occupational Health and Safety Act.

Level 3 – Program Directors, Managers and Supervisors

Responsibilities:
Program Directors, Managers and Supervisors; herein referred to as the “Directors” are responsible for implementing the Occupational Health and Safety Program in the Divisions which they manage.

Safety actions and attitudes are important in setting the safety climate of the divisions and therefore management performance reviews will include a measure of their effort in implementing the Society’s Health and Safety goals.

All Health and Safety complaints and/or recommendations must be processed without delay, using the guidelines set forth.

Duties:

1. Ensure Municipal, Provincial and Federal legislation is implemented and complied with, within their area of responsibility.
   a) arrange and facilitate the election of the Health and Safety Representatives.
2. Ensure the latest copy of the Society's Health and Safety Policy and Objectives are posted in a conspicuous place in each work area.
3. All workplace accidents must be reported to the Director on the shift that they occur and proper documentation completed. Directors must investigate all accidents and take the necessary steps within their authority to prevent a recurrence.
4. Ensure all employees under their supervision receive adequate training in the safety practice as determined for each work site, including applicable legislation, operational guidelines and proper use of the equipment and vehicles.
5. Inspect the workplace to correct safety hazards within their authority and to make other hazards that they cannot correct known to the Executive Director.
6. Submit, on behalf of the Health and Safety Representative, monthly inspection checklists as an attachment to the Directors' reports for presentation to the committees.
7. Allow free access to members of the Health and Safety Committee of the Board to inspect the premises without compromising the privacy of the residents.
8. Communicate regularly with staff all updates or changes regarding Health and Safety in their workplace.
9. In the event of a critical injury or fatality at the work site; be prepared to comply with the requirements set out in the act by following your practiced response to the emergency and by:
   a) not disturbing the site of the accident unless a person is in immediate danger; and
   b) notifying immediately by telephone:
      I) an Inspector of the Ministry of Labour
      II) the Health and Safety Representative
      III) the Executive Director

The OHSA defines a critical injury as one of a serious nature which

- places a life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of an arm or leg but not finger or toe
- involves the amputation of the leg, arm, hand or foot but not finger or toe
- consists of burns to a major portion of the body; or
- causes the loss of sight in an eye.

10. In the event of a non-critical injury ensure that within 48 hours
    a) The Health and Safety Representative is notified in writing
    b) The Executive Director is notified in writing

11. Respond in writing, after consultation with the Executive Director, within 21 days to any written recommendation put forth by the Health and Safety Representative.

INJURY REPORTING PROCEDURES:

Near Miss Cases:

In all cases where a near miss occurs, the Society's "Near Miss" form must be completed and submitted to the Executive Director.

First aid Cases:

All first aid cases must be recorded.

Action: The supervisor or Director must record all first aid cases in the facility's Log Book.

Accidental Injury or Industrial Disease requiring Medical Aid:

- Whenever an employee requires medical aid, a Treatment Memorandum shall be prepared and sent with the person to the doctor or emergency center.
- The company must notify WSIB within 3 days when an employee at work is injured and requires Medical Aid or becomes disabled.

Action: The Supervisor or Director must complete WSIB Form 7 and notify the Executive Director or designate as soon as possible of the accident to ensure the proper paperwork is completed as necessary.

Fatality or Critical Injury:

Immediate notification by telephone to:

i) Inspector of the Ministry of Labour
ii) Health and Safety Representative
iii) Executive Director

To be followed within 48 hours by a written report containing the following:

a) Society name and address
b) nature of injury and cause
c) description of machinery or equipment involved
d) time and place of occurrence
e) name and address of the victim
f) names and addresses of witnesses.
g) Name and address of attending physician or surgeon
    - a copy of WSIB form 7 may be used for this purpose.

Ministry of Labour	**Province Wide 1-800-268-8013**
24 Hour Emergency Telephone Number:	**416- 325-1090**
Toronto Downtown office 416-314-6060	Toronto West 905-273-7800
Toronto East 416-314-5300	Toronto North 416-314-4344
Barrie/Midland 705-722-6642	Durham 1-800-268-8013

Level 4 – The Executive Director

Responsibilities:

The Executive Director is responsible in conjunction with the Directors and Committees for administration, direction and implementation of safety policies required to ensure a safe working environment.

Direct involvement and a commitment to safety will ultimately reflect in the Safety Program's success or failure.

The Executive Director must have a working knowledge of the Occupational Health and Safety Act.

Duties:

1. Ensure that safety standards and procedures are developed, maintained followed and kept up to date.
2. Ensure the Society complies with Municipal, Provincial, Federal Safety legislation.
3. Consult with all levels of the organization to ensure the safety program is effective and make changes as required.
4. Ensure that the Safety Representatives are aware of safety reports, audits and hazards to fulfill the obligations of the internal reporting system.
5. Review training reports to ensure training is meeting the needs of the safety program.
6. Determine health and safety goals for each division, review on a yearly basis or as needed, and report these findings to the Committees.
7. Act as liaison between the Health and Safety Committee of the Board and the Directors/Safety Representatives as required.
8. Ensure that each work site has a current copy of the Occupational Health and Safety Act available to all workers.
9. Keep informed of current legislation and changes to the Act or its implementation in our specific programs.
10. Ensure Directors/Supervisors are aware of reporting procedures in the event of a serious injury or death at a work site.
11. Assist the Directors in responding to any written recommendation as put forth by a Health Safety Representative within the mandated 21 days.

Level 5 – The Committee Chair and members of the operating committees:

Responsibilities and Duties:

- To ensure that the Health and Safety objectives are being met in each work site under their authority, by reviewing monthly inspection checklists and requesting formal reports once a year from the Health and Safety Representatives in their division. These reports are available to the Board of Directors for their review as required.

- Review the Director's response to any written recommendations made by the Health and Safety Representatives.

- The committees have the authority to direct the Executive Director to take immediate action to remedy any serious health and safety issues where an employee, resident or the general public may be at risk.

Level 6 – The Board of Directors

The Board of Directors will establish a Health and Safety Committee of the Board and request a yearly review by way of an annual report.

The Board of Directors is responsible for ensuring that a review of all committee level reports compiled by the Health and Safety Representatives is undertaken on an annual basis.

The Board of Directors shall appoint a Health and Safety committee with at least one Board representative as well as the Executive Director to coordinate the Health and Safety program. The committee chair is required to report all trends, significant developments or areas of concern in the implementation of good Health and Safety practices and make such information available to the Board of Directors of Toronto Central Council.

The Board of Directors will request a yearly review of the Health and Safety Policy to be undertaken by the Health and Safety Committee of the Society of St. Vincent de Paul.

The Board of Directors will be prepared to offer a policy decision on the implementation of Health and Safety practices as and when any serious health and safety issues arise that may compromise the health and safety of an employee, resident or the general public.

Members of the Board of Directors should have a working knowledge of the Occupational Health and Safety Act and be aware of their liability in the event that the requirements under the Occupational Health and Safety Act are not being met.

Summary of Duties:

EMPLOYEES:

- Conduct business in a safe and responsible manner
- Work in compliance of the Occupational Health and Safety Act and other applicable legislation.

HEALTH AND SAFETY REPRESENTATIVES:

- Inspect the workplace once a month
- Submit inspection sheets to the Director or Supervisor

DIRECTORS AND MANAGERS:

- Submit inspection checklists to the committees with your monthly reports
- Ensure employees comply with the guidelines set forth under the Occupational Health and Safety Act.

THE EXECUTIVE DIRECTOR:

- Contact the Ministry of Labour as needed.
- Review the program annually and make recommendations to the committees.
- Ensure applicable paperwork and administrative duties are carried out.

COMMITTEE CHAIRS AND MEMBERS of the OPERATING COMMITTEES:

- Ensure Health and Safety objectives are being met

BOARD OF DIRECTORS and the
HEALTH AND SAFETY COMMITTEE OF THE BOARD

- Ensure the review of committee reports on an annual basis and provide policy decision as serious health and safety workplace issues arise.
- Appoint a Health and Safety Committee of the Board
- Request input from the Health and Safety Committee on formulating Policy.

Occupational Health and Safety - *continued*

Safe Return to Work - protocol

An ad hoc Return to Work Committee (RWC) consisting of the Executive Director, Program Director and committee Chairperson will be responsible for considering the employee's capabilities as they relate to returning to work. The employee will supply the Society with documentation as it relates to returning to work throughout the Return to Work process.

The committee will assess the new level of capability to provide meaningful, productive work of value. It will endeavour to bring the employee back to work on a gradual basis, if possible.

The primary focus of the program is to return the employee to their regular job. This may require providing accommodation if practical. In the event of a permanent injury, we will endeavour to provide appropriate work, if possible.

This program will not exceed eight weeks in length unless determined otherwise by the Return to Work Committee based on medical evidence and individual circumstances.

This program is for the benefit of all employees and is not intended to be interpreted as a reduction of the employee's right under any applicable legislation such as the Employment Standard's Act, WSIB or the Ontario Human Rights Code.

Parameters of Program

GOAL

- The goal of the program is to return employees to their regular job with regular hours as soon as possible;
- If not possible, then return to their regular job with accommodation, if practical;
- If the employee's attempt to return to work is unsuccessful, then support will be offered to access WSIB, short term disability or any other available supports.

TIME FRAME

- The program will usually not exceed eight weeks in length.
- Based on medical evidence, and individual circumstances, the Return to Work Committee will determine any program extension.