



2.0 RIGHTS AND RESPONSIBILITIES POLICY

2.1 Policy

“Insert Company Name Here” is committed to ensuring the health and safety of all their employees and visitors to their sites. All levels of employees have certain responsibilities when it comes to ensuring the health, safety and welfare of themselves and their fellow employees.

2.2 Employer Responsibilities

1. Provide a safe and healthy workplace;
2. Develop, initiate and maintain a comprehensive Occupational Health and Safety Program;
3. Appoint a company Safety Representative;
4. Ensure that regular safety inspections are conducted, and appropriate follow up action is taken as necessary to correct all unsafe conditions;
5. Ensure accident/incident investigations are conducted and appropriate follow up action is taken as necessary to correct all unsafe conditions;
6. Ensure all employees are adequately trained and educated in all company safe work procedures, safe operating procedures and policies;
7. Ensure that regular management and safety meetings are held;
8. Provide personal protective equipment and conduct training in the use and maintenance of such equipment;
9. Maintain safety records, documents and statistics; and
10. Provide First Aid and its facilities.

2.3 Supervisor Responsibilities

1. Ensure that all new employees receive a safety orientation when they start employment with “Insert Company Name Here”;
2. Ensure compliance by all employees and outside contractors under their supervision with the company’s safe work procedures, safe operating procedures and policies;
3. Ensure that all employees under their supervision are adequately trained and are properly instructed in the safe performance of their tasks;



4. Conduct regular departmental safety inspections of their areas including both equipment and work practices;
5. Investigate all accidents and/or incidents involving their employees and complete the “Insert Company Name Here” Accident Investigation Report – taking whatever corrective action is necessary to prevent future similar accidents; and
6. Investigate and correct any alleged unsafe conditions in their area and ensure that proper follow-up action is taken.

2.4 Worker Responsibilities

1. Learn, follow and comply with all company safe work procedures, safe operating procedures and policies;
2. Comply with OHS Regulation, Workers Compensation Act and Environment Canada;
3. Report any unsafe conditions to their Supervisor immediately;
4. Participate and make recommendations in correcting unsafe conditions and the overall health and safety program;
5. Ensure personal protective equipment is properly used where required; and
6. Report any injury to the First Aid Department and/or their Supervisor immediately.

2.5 Contractors Responsibilities

Each contractor shall take reasonable care to protect his worker’s health and safety as well as the health and safety of other workers who may be affected by his/her acts or omissions. The basic responsibilities include, but are not limited to, the following:

1. Planning work with health and safety considerations;
2. Following a health and safety program that is structured to meet the needs of the job site as well as the pertinent Legislation;
3. Participating in the site safety systems;
4. Co-operating with the site personnel and other contractors in all matters of health and safety;
5. Advising the appropriate site personnel of all health and safety matters which may impact on the operation of the site (includes incidents and hazards);
6. Conducting regular inspections of their work area while on site;



7. Conducting an investigation in the event of an incident and to provide site personnel with a copy of the investigation report;
8. Holding regular structured crew tool box talk meetings with workers on site in addition to pre-job meetings as needed;
9. Understanding and following the Emergency Response Plan;
10. Participating in site processes such as emergency drills;
11. Promoting health and safety at all times while on site;
12. Conducting safety orientations with company employees, subcontractors and suppliers; and
13. Maintain safety program certification requirements and audit standards required by industry or association.

2.6 Employee Rights

All Employees have the following three basic rights in Canada:

The Right to Know

All employees have a right to know what hazards are present on the job, and how these hazards can affect them. You usually learn about the hazards during health and safety training sessions and through on-the-job instructions. Learning about chemical safety through WHMIS - the Workplace Hazardous Materials Information System - is also part of the "right to know" system.

The Right to Participate

All employees have a right to take part in health and safety activities. For example, you can be chosen to be a health and safety representative or a member of a committee. You also have a right to report unsafe practices and conditions without worrying that you will lose your job or be reprimanded (get in trouble).

Right to Refusal Unsafe Work

Every employee has the responsibility and right to refuse to any work or operate any tool, appliance or equipment where it is believed, based on reasonable and probable grounds, that there exists, or will cause to exist, an imminent danger to the health and safety of the worker or another worker present at the workplace.

2.7 Right to Refuse Unsafe Work

1. The purpose of this policy is to ensure that every "Insert Company Name Here" employee has the right to refuse work if he or she feels it is unsafe.



5.0 EMPLOYEE COMMUNICATIONS SYSTEM POLICY

5.1 Policy

“Insert Company Name Here” management recognizes that effective communication is an essential component of their health and safety management system. A variety of avenues will be used to ensure employees receive and understand critical information necessary to ensure their safety.

5.2 Safety Bulletin Information Board

1. Appropriate safety documents and information will be posted on a safety information board which will be easily accessible by employees and discussed in meetings.
2. Documents and information may include:
 - a. Emergency response information and call numbers
 - b. Safety meeting minutes
 - c. Current concerns or hazards arising from work
 - d. First aid procedures, updates and other safety stats
 - e. Evacuation procedures
 - f. Road information for personal travel
 - g. Summary information from incident investigations
 - h. Feedback and resolutions to reported hazards or near misses
 - i. Inspection reports
 - j. Relative industry information
 - k. WCB Officer inspection reports

5.3 Safety Meetings

“Insert Company Name Here” is committed to mandatory monthly safety meetings with their employees to discuss any issues or concerns, near miss’s or experiences that the employees would like to share. As well there will be a monthly topic to be discussed and reviewed.

5.4 Crew ToolBox Talks

1. Crew toolbox talk meetings will be held on a regular basis at project worksites to discuss scope of work, hazards associated with that work and control measures.
2. Records will be maintained of these meetings.



9.0 OCCUPATIONAL FIRST AID POLICY

9.1 Purpose

The purpose of this policy and procedure is to provide employees with prompt, easily accessible, and appropriate first aid treatment and to keep a record of each treatment. All of the following shall be required at “Insert Company Name Here” to effectively provide first aid treatment:

1. Occupational First Aid Attendant(s) with appropriate level of training.
2. First Aid kits with appropriate level type and quantities of supplies.
3. First Aid record keeping system.
4. Appropriate means of transporting an injured worker to a first aid facility or a hospital.
5. Effective means of communication between First Aid Attendant(s) and workers who may need their help.

9.2 Requirements for Provision of First Aid

1. First aid equipment, supplies, and services shall be readily accessible to employees during working hours and to visitors, customers and contractors through “Insert Company Name Here” first aid services.
2. Signs clearly indicating the location of and how to call for first aid shall be:
 - a. Posted conspicuously throughout the workplace, and
 - b. Effectively communicated and educated to all “Insert Company Name Here” employees.

9.3 Reporting Injuries

1. All employees covered by WCB insurance are required to report all work-related injuries or disabling occupational disease immediately to their Supervisor and/or First Aid Attendant.
2. All employees who are injured on the job must report all injuries on the day of the incident regardless of the severity, unless symptoms of injury or illness is delayed due to mechanism and cause of injury.

9.4 Summoning First Aid in an Emergency

1. Ensure accident scene is safe to avoid further danger to injured person or self.



6.0 NO SMOKING POLICY

6.1 Purpose

“Insert Company Name Here” is committed to providing a healthy, comfortable and productive work environment for our employees.

This policy is designed to prevent employee exposure to environmental tobacco and e-cigarette smoke/vapor and to provide a safe and healthy work environment by means of controlling and/or eliminating second-hand tobacco smoke.

6.2 Policy

1. Smoking of tobacco containing cigarettes is prohibited inside all “Insert Company Name Here” company buildings, parts of buildings and inside company vehicles.
2. Smoking of e-cigarettes and/or vapor cigarettes is prohibited inside all “Insert Company Name Here” company buildings, parts of buildings and inside company vehicles.
3. All indoor “No-Smoking” signs must be adhered to at all times, including various outdoor locations around the “Insert Company Name Here” site(s).
4. All employees, contractors and visitors must comply with this policy.

6.3 Designated Smoking Areas

1. Smoking will only occur in the workplace at outdoor designated smoking areas located around various company sites.
2. The following criteria will be followed in determining safe outdoor designated smoking areas:

Smoking will be restricted to a safe outdoor location that is a minimum of __ meters from a doorway, window or air intake of an indoor place.

3. Ensure cigarette butts are put out (extinguished) in a safe manner and discarded of in the ashtrays provided in each smoking area.



8.7 Pictograms (2015)

Chemicals that fell under the 1988 WHMIS legislation were called “controlled products”. However, under the 2015 WHMIS legislation “controlled products” will now be called “**Hazardous Products**”. The 2015 hazard symbols are now called **PICTOGRAMS** and will be enclosed inside of a **RED** colored **DIAMOND** shape.

In 2015 three symbols have changed their representation/identity compared to the 1988 WHMIS legislation. These three symbols are “Exploding Bomb”, “Health Hazard” and “Exclamation Mark”. The “Biohazardous Infectious Materials” symbol will still remain the same and will still be enclosed inside of a **BLACK** colored **CIRCLE** shape.

The “Environment” symbol has been added to the 2015 WHMIS legislation which means the hazardous products may cause damage to the aquatic environment (i.e. spray painting, accidental spill, etc.)

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.



8.8 Safety Data Sheets – SDS (2015)

Under the 2015 WHMIS legislation, Safety Data Sheets will **NOT** be required to be updated every 3 years. Instead, SDS's will be updated when significant new data become available.

In the 1988 WHMIS legislation, the minimum sections required in a Safety Data Sheet were 9 sections. In the 2015 WHMIS legislation, the minimum sections required in a Safety Data Sheet will be **16 sections**.

1. Identification (product and supplier)	9. Physical and chemical properties
2. Hazard identification	10. Stability and reactivity
3. Composition/information on ingredients	11. Toxicological information
4. First-aid measures	12. Ecological information*
5. Fire-fighting measures	13. Disposal considerations*
6. Accidental release measures	14. Transport information*
7. Handling and storage	15. Regulatory information*
8. Exposure controls/ personal protection	16. Other information

* Sections 12 to 15 require the headings to be present. The supplier has the option to not provide information in these sections.

The definition of each of the 16 sections are as follows:

1. *Identification*

Product identifier, recommended use and restrictions on use, supplier contact information, emergency phone number.

2. *Hazard Identification*

Classification (hazard class and category), label elements (including hazard pictogram, signal word, hazard statement and precautionary statements) and other hazards (e.g. thermal hazards).

3. *Composition/Information on Ingredients*

For a hazardous product that is a substance: the chemical name, synonyms, CAS No. and the chemical name of impurities, stabilizing solvents and stabilizing additives where classified and that contribute to the classification of the product. For a hazardous product that is a mixture: for ingredients that present a health hazard, the chemical name, synonyms, CAS No. and concentration. Note: Confidential Business Information Rules may apply.

4. *First-aid Measures*

First-aid measures by route of exposure as well as most important symptoms/effects.

5. *Fire-fighting Measures*

Suitable (and unsuitable) extinguishing media, specific hazards, special equipment and precautions for fire fighters.

6. *Accidental Release Measures*

Protective equipment, emergency procedures, methods and materials for containment and clean up.

7. *Handling and Storage*

Precautions for safe handling, conditions for storage, including any incompatibilities.



FIRST AID RECORD FORM

Name:	Occupation:	Department:
Date of Injury/Illness (D/M/Y):		Time of Injury/Illness (AM/PM):
Date and Time of Injury Reported (D/M/Y - AM/PM):		

Description of how the injury, exposure, or illness occurred (*print clearly - what happened?*)

Description of the nature of the injury, exposure, or illness (*print clearly - what you see – signs and symptoms*)

Description of treatment given (*print clearly*)

Interventions: CPR Airway Cleared Airway Maintained Ventilated Controlled Bleeding

Any Witnesses?: Yes No If yes, please provide name(s): _____

Recommendations (Check): Return to Work Medical Aid Follow Up – When? _____

Transported By (Check): Ambulance Taxi Company Vehicle Other – Explain _____

Graduated Return to Work: Alternate Duty Options Return to Work Form – Medical Aid Workers Supervisor Informed

Provided Worker Handout: Yes No If yes, which form: _____

OFAA Name (Please Print):	OFAA Signature:
Patient Name (Please Print):	Patient Signature:



ACCIDENT – INCIDENT INVESTIGATION FORM

INCIDENT OCCURRED: LOCATION & DATE

Location of Accident or Incident:	
Date of Incident mm-dd-yy:	Time AM <input type="checkbox"/> PM <input type="checkbox"/>

INJURED PERSON

Last Name (print)	First Name (print)	Phone Number

NATURE OF INJURY/INJURIES

1.
2.

WITNESSES

Last Name (print)	First Name (print)	Phone Number

ACCIDENT / INCIDENT DESCRIPTION

Briefly describe what happened, including the sequence of events preceding the incident (attach description to this form if more room is required):

STATEMENT OF CAUSES & CONTRIBUTING FACTORS

List any unsafe conditions, acts, or procedures that in any manner contributed to the accident / incident:

RECOMMENDATIONS

Recommend Corrective Actions(s)	Action by Whom	Action Date By
1.		
2.		
3.		

Investigation Completed By:

Signature:

Date:

Investigation Completed By:

Signature:

Date:
