

HAZARD/RISK POLICY AND PROCEDURES

Community Living-Central Huron promotes the health and safety of its Employees and Volunteers, and as such, is cognizant of the Agency's responsibility to recognize, assess, control and evaluate workplace hazards, as per the Occupational Health and Safety Act (OH&SA) and Health Care and Residential Facilities Regulation (Reg. 67/93), made under the OH&SA. The Agency will ensure through training of legislative requirements, risk identification, hazard awareness, hazard management including a hazard/risk inventory, all Employees and Volunteers are aware of their responsibilities with regard to their safety and obligations under the OH&SA. Employees and Volunteers who are non-compliant with the Hazard/Risk Policy and Procedures are subject to discipline, up to and including dismissal from Community Living-Central Huron's employment and/or services.

Definitions:

Hazard:

Any real or potential condition, practice, behaviour, act or thing that can cause injury, illness or death or damage to or loss of equipment, property or the environment.

Hazard Awareness:

Is the practice of being able to recognize all potential hazards, assess or evaluate the hazard and associated risks; then to control the hazard and evaluate and monitor any controls put in place. Hazard awareness is the responsibility of all workplace parties - the Employer, Supervisors and Workers.

Risk:

A chance of injury or loss as defined as a measure of probability and severity of an adverse effect to health, property, the environment or other things of value.

Occupational Health & Safety Act: (OH&S Act):

Provincial legislation that provides definitions; minimum standards; rights, duties and responsibilities of all workplace parties (Employer, Supervisor and Worker); basic principles; offences and fines and several regulations. Relevant sections of the OH&S Act: Sections 25 and 26 for Employers (CL-CH); Section 27 for Supervisors and Section 28 for Workers (Employees).

Also, the related sections of the legislation that are specific to the Location Health & Safety Representatives are: Section 8 (11) - Powers of Representatives, in which Location Health & Safety Representatives will obtain information from the Employer or contractor concerning conducting tests of equipment, machines, devices, materials, chemicals, etc. for the purpose of occupational health and safety. Location Health & Safety Representatives have the power to be consulted about and be present at the beginning of testing of any equipment, machines, devices, materials, etc., if they believe their presence is required to ensure valid testing procedures are used and test results are valid. Also, Location Health & Safety Representatives can obtain information from the contractor or Employer to identify potential or existing hazards of materials, processes, or equipment and work practices and standards in similar or other industries of which the contractor or Employer has knowledge.

Specific to hazards and the duties of CL-CH, Section 25 of the OH&SA, describes the responsibilities of the Employer regarding equipment, material and protective devices, taking every precaution reasonable in the circumstances to protect Employees and Volunteers. Section 27, sets out the duties of the Supervisor, as the person who has responsibilities over a specific workplace and the Employees and Volunteers of that workplace. The Supervisor will advise Employees and Volunteers of the existence of any potential or actual danger to the LH&S Representative of which they are aware, and provide Employees and Volunteers with written instructions as to the measures and procedures to be taken for protection and take every precaution reasonable in the circumstances for the protection of Employees and Volunteers.

Section 28 defines the duties of the Employee with regard to reporting any hazard of which they are aware, as well as any contraventions of the OH&SA to their Supervisor. Also, no Employee shall remove or make ineffective any protective device required without providing an adequate temporary protective device, as necessary or use or operate any equipment, machine, device, etc. in a manner that may endanger themselves or others or engage in any prank, contest, unnecessary running or rough or boisterous conduct.

Sections 32.02, 32.03 and 32.06 address the issue of workplace violence and harassment and domestic violence. The Agency's Bullying, Harassment and Workplace Violence provides for this section of the legislation.

Health Care and Residential Facilities Regulation (Reg. 67/93):

This Regulation applies to hospitals and laboratories, psychiatric facilities, long term care homes, intensive support residence or supported group living residence as defined in the *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008*, any facility that provides child development services or child treatment centres, as defined in the *Child and Family Services Act* and laundry facilities located in any of the facilities listed above and a plant as defined in Ontario Regulation 219/01 that is primarily for one of, or associated with any of the facilities listed above. Sections 8, 9 (1,2,3,4,), of this Regulation outlines the responsibilities of the Employer with regard to work in consultation with Location Health & Safety Representatives to reduce measure and procedures for the health and safety of Employees and that such procedures are provided in writing and are reviewed annually, or more frequently if necessary. Sections 10 and 11, address the area of personal protective equipment and proper use, fit, storage and fitting of such, as well as exposure to hazard that may cause head, eye or foot injuries that prevent slips, trips and falls. Section 19 speaks to proper ventilation system and that such systems are inspected every six months by a person who is qualified to do so. Sections 33(1) (a,b,c) and 44(e) deal with work surfaces being free from obstructions and hazards, cracks, accumulations of refuse, ice and snow, etc. that may endanger an Employee or Volunteer, and that equipment be inspected before use and as recommended by the manufacturer.

Internal Responsibility System (IRS):

Is a system in an organization that encourages self-reliance from within, in which everyone has direct responsibility for health and safety, and safety is an essential part of their job. An IRS encourages Employers, Supervisors and Workers to show initiative to raise and resolve health and safety issues. Location Health & Safety Representatives have a role to play by monitoring and supporting the IRS.

Examples of Hazards:

- Physical Agents: noise; temperature; vibration; radiation;
- Chemical Agents: liquids; gases; solids;
- Biological: bacteria; viruses; fungi; parasites;
- Psycho-social: work overload; boredom; violence; harassment; lack of control;
- MSD: awkward postures; repetition; high force demands; poor design of tools, equipment, workstation; inadequate procedures for lifting, lowering, pushing, pulling, carrying loads;
- Safety: energy hazards; mechanical hazards; moving parts of machinery/equipment or processes; working at heights; uneven or slippery ground and floor surfaces; work practices; material handling;

Roles and Responsibilities:

As the IRS states, all matters relating to health and safety, responsibilities are shared among all workplace parties, specifically:

Employer:

The Employer will:

- ▶ abide by the Occupational Health and Safety Act and the Health Care and Residential Facilities Regulation;
- ▶ take every precaution reasonable in the circumstances for the protection of an Employee and Volunteer;
- ▶ provide and maintain equipment, materials and protective devices as prescribed;
- ▶ maintain an up-to-date registry of identified workplace hazards/risks;
- ▶ maintain a Workplace Violence Program Policy/Program and Workplace Harassment Policy/Program;
- ▶ assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or conditions of work and record in the Hazard/Risk Registry to the Location Health & Safety Representative, location specific;
- ▶ advise all Employees and Volunteers of the results of the Risks of Workplace Violence Assessment, and provide a copy of such, if the assessment is in writing;
- ▶ reassess the risks of workplace violence as often as is necessary;
- ▶ include measures and procedures for Employees and Volunteers to report incidents of workplace harassment to their immediate Supervisor;
- ▶ establish a procedure as to how the Employer will investigate and manage incidents and complaints of workplace harassment and violence;
- ▶ determine the necessity to complete individualized Responsive Behaviour Risk Assessments;
- ▶ ensure all hazardous materials present in the workplace are identified in the prescribed manner and are available in English and such other languages as required;
- ▶ obtain or prepare, as may be prescribed, any expired Material Safety Data Sheets (MSDS) for all hazardous materials present in the workplace and ensure Material Safety Data Sheets are available in English and such other languages as required;
- ▶ ensure a hazardous material is not used, handled or stored at a workplace unless the prescribed requirements concerning identification, Material Safety Data Sheets and employee instruction and training are met;
- ▶ review at least once a year the Agency's Occupational Health and Safety Policy and Procedures for the health and safety of Employees and Volunteers and revise based on current legislation and practice;

- ▶ review and revise measures and procedures more frequently than annual, if the Employer and Location Health and Safety Representatives determine necessary;
- ▶ in consultation with Location Health and Safety Representatives, develop, establish and provide training and educational programs in health and safety measures and procedures for Employees that are relevant to the Employees' work;
- ▶ post in the workplace a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, outlining the rights, responsibilities and duties of Employees; Bullying, Harassment and Workplace Violence Policy and Procedures.

Supervisor:

The Supervisor will:

- ▶ advise Employees and Volunteers of the existence of any potential or actual danger to the health and safety of Employees and Volunteers of which the Supervisor is aware;
- ▶ provide Employees and Volunteers, when so prescribed, written instructions as to the measures and procedures to be taken for protection of the Employee and Volunteer;
- ▶ take every precaution reasonable in the circumstances for the protection of the Employee and Volunteer;
- ▶ conduct annual Workplace Hazard/Risk Assessments using the Agency's designated form;
- ▶ complete monthly workplace inspections;
- ▶ complete individualized Responsive Behaviour Risk Assessments when deemed necessary by the Employer;
- ▶ record workplace violence data on designated forms monthly;
- ▶ ensure Employees and Volunteers work in a safe manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act; the Health Care and Residential Facilities Regulation and the Agency's Health & Safety Policies and Procedures;
- ▶ instruct and train Employees and Volunteers on how to wear or use any protective clothing, equipment or device prior to such use and at regular intervals thereafter;
- ▶ educate Employees and Volunteers on the hazards and risks and provide written measures and procedures, as required;
- ▶ investigate all reports of health and safety hazards/risks and incidents;
- ▶ respond in writing to any written or verbal reports and provide written recommendations of hazards/risks/incidents.

Location Health and Safety Representatives:

The Location Health and Safety Representatives will:

- ▶ participate in all training and educational programs, as determined by the Employer to be beneficial for the area of hazards and risks;
- ▶ encourage co-workers to work safely and to report any hazardous or unsafe conditions immediately to their Supervisor or designate using Workplace Hazard and Suggestion Report;
- ▶ obtain from the Employer information concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety;
- ▶ be consulted about and be present at the beginning of testing conducted in or about the workplace if the Location Health and Safety Representative believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid;

- ▶ obtain information from the Employer respecting the identification of potential or existing hazards of materials, processes or equipment, and health and safety experience and work practice(s) and standards in similar or other industries of which the Employer has knowledge;
- ▶ conduct and document monthly inspections of their work location and submit such to their immediate Supervisor within the designated time frame;
- ▶ identify and report situations immediately, that may be a source of danger or hazard to Employees and Volunteers and make recommendations to their Supervisor by completing a Workplace Hazard & Suggestion Report;
- ▶ review location Workplace Hazard and Suggestion Reports and make written recommendations;
- ▶ review Incident Accident Reports and make written recommendations and submit to Supervisor or designate in the time frame required;
- ▶ accompany a Ministry of Labour Inspector during an inspection visit;
- ▶ investigate work refusals;
- ▶ investigate, when notified by the Employer of a critical injury/fatality and provide a report in writing to the Ministry of Labour, within forty-eight (48) hours as prescribed.

Employees:

The Employees will:

- ▶ report to their Supervisor or designate, immediately, the absence of or defect in any equipment or protective device of which the Worker is aware and which may endanger himself, herself or another Employee or Volunteer using a Workplace Hazard and Suggestion Report;
- ▶ report to their Supervisor or designate, immediately, anything that may be a hazard or risk using a Workplace Hazard and Suggestion Report;
- ▶ report to their Supervisor any contravention of the Occupational Health and Safety Act or Health Care and Residential Facilities Regulation or the existence of any hazard of which the Employee or Volunteer is aware;
- ▶ abide by safe work practices/safe operating procedures, to include but not limited to Slips, Trips & Falls; "Client Handling;" Responsive Behaviours; Workplace Violence and Harassment; Infection Prevention and Control and MSD.
- ▶ take part, when requested, in a workplace inspection to advise of any hazards or risks;
- ▶ participate in all training and educational programs, as determined by the Employer to be beneficial for the area of hazards and risks.

Note: At any time should an Employee or Volunteer believe they are in imminent risk or danger, contact 911 immediately.

Reporting and Investigation:

It is the responsibility of all Employees and Volunteers to immediately report all potential risk factors for hazards/incidents to their immediate Supervisor or designate using the Employee Incident Form and/or the Workplace Hazard & Suggestion Report. The Supervisor will investigate risks/hazards/incidents as soon as possible and take appropriate steps to address any continuing risk to the health, safety and well being of all Employees and Volunteers. Should a hazard result in a critical injury or fatality, Supervisors, Employees and Location Health and Safety Representatives will follow the Agency's Critical Injury Policy (#D-006) .

Evaluation:

Community Living-Central Huron is committed to looking at leading indicators of workplace risks and hazards through such methods as information gathering (Workplace Inspections, Incident Investigations, Job Hazard Analysis, etc), surveys, data collection (Rate Group Trends), and Staff meetings.

Supervisors will regularly audit Employee and Volunteer practices related to hazards and risks, through such means as, monthly, periodic inspections at the work locations; documenting written reports of workplace violence on the designated form; providing written recommendations in response to any reports of hazards/risks; reviewing monthly work location checklists completed by Location Health and Safety Representatives; and, completing annual workplace hazard/risk assessments. The Location Health and Safety Representatives will provide written recommendations to the Employer when identifying issues related to Employee hazards/risks. The Agency will maintain a Hazard/Risk Registry, which will be updated annually in consultation with the Location Health & Safety Representatives, as necessary, based on the written information/documentation received by Supervisors, Employees, Volunteers and the Location Health and Safety Representatives.

Related Policies and Procedures:

- Behavioural Support Policy (C-002)
- Health and Safety Policy Statement D-001
- Emergency Policy D-003
- Smoking D-004
- Dangerous Weapons and Fire Arms D-005
- Critical Injury D-006
- Bullying, Harassment and Workplace Violence Policy and Procedures D-007
- Pandemic Policy D-008
- Annual Workplace Maintenance Policy D-009
- Musculoskeletal Disorders Awareness Policy D-010
- First Aid Policy and Procedures D-011
- Working Alone Policy D-012
- Infection Control Policy and Procedures D-013
- Sexual Harassment Policy E-013
- Early and Safe Return to Work E-016
- Community Living-Central Huron Medication Policy and Procedures Manual

Other Related Agency Documents:

- Community Living-Central Huron Occupational Health and Safety Document