

Section: **D**

Policy Number: **D-016**

Approval Date: **December 17, 2014.**

Subject: **Health and Safety**

Total Pages: **4 + Forms**

Revision Date(s): **April 17, 2019**

LOCATION HEALTH and SAFETY REPRESENTATIVES POLICY

Policy:

As per the Occupational Health & Safety Act, and based on the current complement of Staff at the various work locations of Community Living-Central Huron, the Agency must establish and maintain a Worker Health and Safety Representative at each location. Community Living-Central Huron has determined it will also utilize a Committee forum for the Location Health and Safety Representatives (LHSR) with representation from the Employer and the Bargaining Unit. The LHSR Committee will meet at least quarterly and will act together to identify, assess, review progress and make recommendations to improve and control health and safety in the workplace.

Purpose:

The LHSR and the LHSR Committee play an important role with health and safety in the workplace in bringing forward concerns, stimulating awareness, promoting an atmosphere of co-operation and working with all levels of management to improve health and safety. The Agency's goal is to make our workplaces safe and healthy; every improvement to health and safety benefits everyone.

Responsibilities:

Community Living-Central Huron promotes the philosophy of an internal responsibility system (IRS) for health and safety. This is based on the principle that every individual in the workplace is responsible for health and safety, this is inclusive of the Board of Directors (Employer); Executive Director (Employer), Coordinator (Employer), Senior Case Manager (Supervisor/Employer), LHSR, Employees and Volunteers.

Employer:

- take every reasonable precaution to ensure each work location is safe;
- ensure the Health & Safety Policy Statement is reviewed annually and posted at each work location;
- comply with the Occupational Health & Safety Act and Regulations;
- ensure that an Employer Location Health and Safety Representative (LHSR) is appointed and maintained; it is the employer's responsibility to ensure LHSR are selected who exercises managerial functions (Employer LHSR);
- appoint competent Supervisors who set the standard for performance and ensure safe working conditions are always practiced;
- participate on the Committee of Location Health and Safety Representatives;
- ensure the name and contact information work location of the LHSR is posted at each location;
- provide information and training to the LHSR, as well as allow the necessary time for the LHSR to complete their duties;
- provide related information to the Committee of LHSR, including information on lost time injuries, Orders issued by the Ministry of Labour, assessment of risks, re-assessment of risks, hazards identified, potential hazards and incidents reported to the Employer;
- provide and maintain appropriate safety equipment and supplies for the safety of all workers;
- respond to written recommendations within 21 days. Written recommendations to include: a timetable for implementation, if the Employer agrees with the recommendation; reasons for disagreement, if the recommendation is not acceptable; alternative resolution(s) with timetable for implementation if the recommendation is not acceptable.

Supervisor:

- comply with the Occupational Health & Safety Act and Regulations and ensure workers do the same;
- take every reasonable precaution for the protection of workers;
- have available, provide instructions and ensure worker use prescribed personal protective equipment;
- advise workers of potential and actual hazards;
- provide the necessary time for the LHSR to complete their duties;
- conduct on-site inspections regularly and ensure all reports of hazards, unsafe working conditions are addressed and documented;
- inform the Employer of all reports of hazards, unsafe working conditions and status of recommended solutions; and
- assume the role of the LHSR in the absence of a designated Bargaining Unit LHSR along with a worker to jointly perform monthly inspections at the work location until such time a Bargaining Unit LHSR is appointed by the Bargaining Unit.

Location Health and Safety Representatives (LHSR), Employer and Worker:

- comply with the Occupational Health & Safety Act and Regulations
- participate in training in order to carry out the required duties;
- participate on the Committee of Location Health and Safety Representatives;
- conduct monthly workplace inspections by the 15th of each month, documenting all sub-standard acts and working conditions;
- review information on incidents occurring and provide written recommendations to their Supervisor as needed. Written recommendations to include: nature of concern with information and justification; recommended remedial action, listing suggested solutions and methods of implementation; date and signature;
- ensure adequate records of work accidents, hazards, workplace violence, complaints are kept and monitored regularly;
- refer co-workers to the Occupational Health and Safety Act, the Agency's Occupational Health & Safety Policy and Procedures and safe work practices;
- encourage co-workers to work safely and to report hazardous or unsafe conditions immediately to their Supervisors;
- participate in all inquiries, investigations, studies and inspections pertaining to health and safety of the workplace, as well as participate with an investigation when a person is killed or critically injured at the workplace;
- be present at the beginning of health and safety related testing in the workplace;
- be present for, or assist in, work-refusal investigations;
- be available to accompany a Ministry of Labour Officer on his/her inspection of the workplace;

Selection and Composition:

Worker members of the LHSR's Committee will be selected and appointed by the Bargaining Unit workers. Should a vacancy occur, the LHSR will immediately notify in writing, the relevant Supervisor and Bargaining Unit. The Bargaining Unit Union, with approval from the Executive Director, will post vacancies immediately in the relevant work location. Should the Bargaining Unit Union be unable to fill a vacancy in a timely manner, for a LHSR, the Employer Location Supervisor will conduct monthly inspections, along with a location staff, until such time the vacancy for a LHSR is filled by the Union.

Employer Members of the LHSR Committee are appointed by the Executive Director. The Employer will have at least two (2) LHSR to participate on the LHSR Committee.

Terms:

It is recommended that the LHSR fill the position for a minimum period of two years, with terms being staggered.

Agenda/Minutes:

The Employer Representative of the Committee of LHSR's will be responsible for the Agenda and recording of minutes. Agenda items must be submitted to the Employer Representative at least seven (7) days prior to the scheduled Meeting. Standing agenda items include: Workplace Inspections, Employee Incident Reports, Workplace Hazard & Suggestion Reports and Recognize-Assess-Control-Evaluate document (RACE Tool). Annually, the LHSR Committee will review Policies. The Minutes will be dated and posted in each location, or placed in the binders until the next meeting.

Meetings:

The Committee of the LHSR's will meet at least quarterly, or as required.

Related Policies:

- Vision, Mission and Service Principles (A-001)
- Guiding Principles (A-002)
- Confidentiality (A-003)
- Privacy (A-004)
- Interpretation (B-001)
- Press and Media Releases (B-002)
- Social Media and Agency Equipment Usage Policy (B-006)
- Volunteer (B-007)
- Purchasing and Credit Policy (B-008)
- Accessibility Policy (B-009)
- Duty of Care Policy (B-010)
- Code of Conduct (B-011)
- Individual Welfare/Rights (C-001)
- Behavioural Support Policy (C-002)
- Complaint/Feedback Policy and Procedures for Persons Supported (C-003)
- Abuse (C-004)
- Use of Physical Restraints (C-005)
- Serious Occurrence (C-006)
- Communication Book (C-007)
- Individual Support Policy for Persons Receiving Support (C-009)
- Orientation for People Supported (C-011)
- Medical Care for Persons Supported Policy (C-012)
- Inventory, Personal Belongings of Persons Supported (C-013)
- Bathing and Showering Supervision of Persons Supported Policy (C-014)
- Health and Safety Policy Statement (D-001)
- Medication Policy Statement (D-002)
- Emergency Policy (D-003)
- Critical Injury (D-006)
- Bullying, Harassment and Workplace Violence Policy and Procedures (D-007)
- Pandemic Policy (D-008)
- Preventative 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)
- Hazard/Risk Policy and Procedures (D-014)
- Health and Safety Orientation Policy (D-015)

- Ladder Safety Policy and Procedures (D-017)
- Sharps Policy and Procedures (D-018)
- Manual Handling Policy (D-019)
- Slips, Trips and Falls Prevention Policy (D-020)
- Workplace Inspection Policy (D-021)
- Work Refusal Policy (D-022)
- Lifts, Transfers and Physical Assistance Policy (D-023)
- Incident/Accident Investigation Policy (D-024)
- Independent Contractor Policy & Procedures (D-025)
- General Policy No. 2 (E-001)
- Hiring Policy (E-002)
- Employee Records Policy (E-004)
- Employee and Volunteer Orientation Policy (E-005)
- Professional Development/Training Policy (E-006)
- Individual Consultation (E-007)
- Employee Performance Appraisal Policy (E-008)
- Vehicle Use (E-009)
- Employee Performance Standards (E-011)
- Disciplinary Policy (E-012)
- Sexual Harassment Policy (E-013)
- Early and Safe Return to Work (E-016)
- Benefit Plans (E-017)
- Record Retention and Archives (E-018)
- Exit Interview Policy (E-021)

COMMUNITY LIVING-CENTRAL HURON

Supervisor's Workplace Inspection Report

Location: _____

Month/Year: _____

Item Date	Unsafe Acts & Condition			Corrective Action				
	Area Inspected	Hazards Identified	No Hazards Observed	Unsafe Act	Unsafe Condition	Made Pending Ordered	Assigned To	Due Date

Inspected by: _____ Above-Noted Action Taken: _____
 Supervisor

 Coordinator's or Executive Director's Signature

Date submitted to Coordinator: _____ Date: _____

*** Immediate action required - Record Corrective Action**

Revised: January, 2016.

FOOTWEAR

Appropriate footwear definition: A proper-fitted shoe with a slip-resistant sole, low or medium heel that provides good stability, support and foot protection

Examples of Work Responsibilities

- Pushing people in wheelchairs
- Slippery surfaces inside or outside
- Operating light machinery (ie. lawnmower, weed trimmer)
- Standing and/or walking for extended periods
- Exposure to snow, ice, cold temperatures
- Exposure to sharps
- Climbing ladders
- Transferring, lifting/heaving objects (people)
- Exposure to uneven surfaces
- Driving

Footwear Suggestions and Recommendations

- Closed toe and back, no or low heel, slip-resistant, secure fit
- Treaded soles, slip-resistant, no or low heel, secure fit
- Safety boot, closed toe and back, no or low heel, slip-resistant, secure fit
- Comfortable fitting, slip-resistant, no or low heel, secure fit
- Insulated footwear; winter boots, good soles/grip, no or low or med heel, secure fit
- Complete enclosure of foot by footwear, slip-resistant, secure fit
- Closed toe and back, no heel slip-resistant, secure fit
- Closed toe and back, no heel, slip-resistant, secure fit
- Closed toe and back, no heel, slip-resistant, secure fit
- Secure fit

HAZARD EXAMPLES

- Slippery area rugs and runners
- Inadequate lighting in home/apartment or apartment hallways/stairwells
- Floors contain loose or broken tiles
- Lack of or inappropriate handrails on interior stairways (ie. not secure, not long)
- Poor condition of stairs (ie. broken, steep, narrow)
- Clutter on stairway/in hallways
- Obstacles, clutter in all areas
- Poorly illuminated areas
- Ice/snow on sidewalks, porches, driveways, ramps
- Presence of animals, insects, rodents
- Lack of or inappropriate handrails on exterior stairways
- Improper locking of medicine/medical supplies
- Lack of access to either side of the toilet or bed
- Proper personal protective equipment (PPE) worn
- Lifts and transfers completed as per Policy
- Vehicle (no safety equipment; no winter survival kit)
- Electrical cords running under furniture, rugs, carpet
- Electrical cords attached with nails, staples
- Excessive loads on extension cords
- Frayed or cracked electrical cords
- Flammable items close to stove, electric heaters
- Outlets/switches unusually warm to touch
- Sharps/medications stored improperly
- No available PPE or not being worn properly
- No portable fire extinguisher
- Inoperable smoke detectors, CO2 detectors
- Unsanitary conditions (ie. accumulation of garbage, smell of urine)
- Inadequate plumbing (ie. cannot access bathroom facilities, drinking water)
- Unsafe, inadequate or faulty equipment
- Kitchen ventilation system or range exhausts do not function properly leading to indoor pollutants
- Temperature in home/apartment is extreme (ie. too cold or too hot)
- Lack of access to phone in event of fall, emergency, etc.
- No posting of emergency numbers or contacts near phone (ie. 911, Doctor, Poison Control)
- Cell phones not programmed to include emergency numbers and contacts

Location Health & Safety Representative - Monthly Workplace Inspection Report

Location: _____

Date: _____

Location H&S Rep: _____

1. GENERAL	Yes, No, N/A	Priority H/M/L	Hazard Identified (PEMEP)	Recommended Corrective Action	Date Hazard Resolved/Addressed
Is there a health and safety policy that is reviewed annually and is it posted?					
In Staff meetings, is health and safety an Agenda item?					
Is there a Location H&S Rep (LHSR) appointed for this location?					
Is the name of the LHSR posted?					
Is there a H&S binder / bulletin board?					
Are workers consulted regarding health & safety issues?					
Are all accidents / incidents / hazards reported, recorded and investigated?					
Is there an Early and Safe Return to Work Program?					
Are memos signed off/initialled once read?					
2. Fire & Emergency Management					
Are workers aware of the emergency procedures?					
Is all electrical equipment CSA approved?					
Are all emergency exit signs illuminated and clearly visible?					
Test emergency light switch (standby lighting), if applicable.					
Are all corridors / stairways / hallways leading to emergency and fire exits free from obstruction?					
Test smoke & carbon monoxide detectors, if applicable. (Unobstructed, good visual condition)					
Are all fire extinguishers and pull stations wall mounted and free from obstruction at all times?					
Are all fire extinguishers checked monthly?					
Are the fire extinguishers suitable for the type of fire hazard (ABC)?					

2. Fire & Emergency Management (cont'd)					
Are all fire extinguishers professionally checked annually and the tag initialled?					
Can a worker cite when the last fire drill occurred? Date:					
Emergency supplies specific to your work location as per Emergency Policy D-003. Is there one (1) case of water available per person?					
Are panic bars on emergency doors working?					
Do all emergency exit windows and doors open easily?					
3. First Aid					
Are first aid kits stocked as per Reg. 1101? (listed in kit)					
Are first aid kits readily available?					
Is there a record of all first aid treatments? Attach copies of First Aid Log Sheet.					
Are names of all workers with valid certification posted?					
4. Lighting					
Are all interior and exterior areas adequately lit?					
Are light fixtures clean and in good repair?					
5. Office Areas					
Is the room temperature kept at a minimum 18°C?					
Are file cabinets secure with no risk of units tipping from top-heavy drawers?					
Are work areas free of clutter and tripping hazards?					
Are desk chairs adjustable and provide proper support?					
6. Hazardous Substances					
Are workers trained in WHMIS/consumer products?					
Are Material Safety Data Sheets current and readily available?					
Is the workplace continuously assessed for hazards that require the use of Personal Protective Equipment (PPE)?					
Is training provided on the correct use and maintenance of PPE?					

7. Personal Protective Equipment (PPE)					
Are workers fit-tested for N-95 respirators?					
Are N-95 respirators available?					
Is PPE maintained in a sanitary condition?					
Is appropriate PPE worn when required?					
8. Organizational Training					
Is health and safety included in orientation training for all workers?					
Are Location Health and Safety Reps (LHSR) trained?					
Did health & safety training occur this month? If so, specify					
9. Unsafe Work Procedures					
Are workers aware of their roles and responsibilities?					
Are unsafe work practices documented and reported?					
Is there a Musculoskeletal Disorder (MSD) Awareness Policy?					
Are there protocols / procedures for lifting/transferring?					
Are workers trained in safe lifting/transferring and back care?					
Are workers trained to recognize MSD hazards, to use good body mechanics and to adopt neutral work postures?					
10. Infection Prevention and Control					
Is there an Infection Control Policy and procedures?					
Is there a Pandemic Plan?					
Are workers aware of and follow Standard Universal Precautions?					
Are there appropriate waste disposal procedures for sharps?					
11. Slips, Trips & Falls					
Are floors/walkways/doorways/stairwells free of tripping/slipping hazards?					
Is furniture arranged to prevent obstacles?					

12. Workplace Violence					
Is there a Bullying & Harassment, Workplace Violence Policy and procedures?					
Are workers exposed to workplace violence/aggression?					
Is there a Behavioural Support Policy that addresses challenging behaviours of persons supported?					
Is there training in appropriate crisis prevention and strategies?					
Are there documented reporting procedures?					
13. Other					
Are there any unaddressed employee health and safety concerns?					

Location Health & Safety Rep's Signature

 Date

Supervisor's Signature

 Date

Revised: February 22, 2018