

# TABLE OF CONTENTS

## **1.0 HEALTH, SAFETY & ENVIRONMENT POLICY**

- 1.1 POLICY.....
- 1.2 RESPONSIBILITIES .....
- 1.3 COMMITMENT STATEMENT .....

## **2.0 RIGHTS AND RESPONSIBILITIES POLICY .....**

- 2.1 POLICY.....
- 2.2 EMPLOYER RESPONSIBILITIES.....
- 2.3 SUPERVISOR RESPONSIBILITIES.....
- 2.4 WORKER RESPONSIBILITIES.....
- 2.5 CONTRACTORS RESPONSIBILITIES.....
- 2.6 EMPLOYEE RIGHTS.....
- 2.7 RIGHT TO REFUSE UNSAFE WORK .....
- 2.8 UNSAFE WORK REFUSAL PROCEDURES.....

## **3.0 WORKPLACE INSPECTIONS POLICY .....**

- 3.1 PURPOSE.....
- 3.2 POLICY.....

## **4.0 ACCIDENT – INCIDENT INVESTIGATIONS POLICY .....**

- 4.1 PURPOSE.....
- 4.2 DEFINITIONS .....
- 4.3 POLICY.....
- 4.4 FATAL INVESTIGATIONS.....

## **5.0 EMPLOYEE COMMUNICATIONS SYSTEM POLICY .....**

- 5.1 POLICY.....
- 5.2 SAFETY BULLETIN INFORMATION BOARD.....
- 5.3 SAFETY MEETINGS.....
- 5.4 CREW TOOL BOX TALKS.....

## **6.0 NO SMOKING POLICY .....**

- 6.1 PURPOSE.....

6.2 POLICY.....  
6.3 DESIGNATED SMOKING AREAS.....

**7.0 DRUG AND ALCOHOL USE POLICY.....**

7.1 PURPOSE.....  
7.2 POLICY.....  
7.3 MEDICATIONS .....  
7.4 PROHIBITIONS .....

**8.0 WHMIS 2015 & GHS POLICY .....**

8.1 PURPOSE.....  
8.2 GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELLING OF CHEMICALS (GHS) .  
8.3 LABELING: SUPPLIER LABELS (1988).....  
8.4 SUPPLIER LABELS (2015) .....  
8.5 LABELING: WORKPLACE LABEL (1988 & 2015).....  
8.6 HAZARD SYMBOLS (1988) .....  
8.7 PICTOGRAMS (2015).....  
8.8 SAFETY DATA SHEETS (1988) .....  
8.9 SAFETY DATA SHEETS – SDS (2015).....  
8.10 RESPONSIBILITIES .....  
8.11 WORKER TRAINING & EDUCATION .....  
8.2 ENVIRONMENTAL PROTECTION .....

**9.0 OCCUPATIONAL FIRST AID POLICY.....**

9.1 PURPOSE.....  
9.2 REQUIREMENTS FOR PROVISION OF FIRST AID .....  
9.3 REPORTING INJURIES .....  
9.4 SUMMONING FIRST AID IN AN EMERGENCY .....  
9.5 TRANSPORTING INJURED PERSONS .....  
9.6 FIRST AID KITS .....  
9.7FIRST AID RECORD FORM.....  
9.8 FIRST AID RECORDS .....  
9.9 EMPLOYERS REPORT OF INJURY OR OCCUPATIONAL DISEASE.....  
9.10 AUTHORITY OF FIRST AID ATTENDANT .....

9.11 RESPONSIBILITIES .....  
9.12 HEPATITIS B VACCINES .....

**10.0 WORKING ALONE OR IN ISOLATION POLICY .....**

10.1 PURPOSE.....  
10.2 DEFINITION.....  
10.3 POLICY.....

**11.0 DISCIPLINARY ACTION POLICY .....**

11.1 PURPOSE.....  
11.2 RESPONSIBILITIES .....  
11.3 POLICY.....

**12.0 BULLYING AND HARASSMENT POLICY .....**

12.1 PURPOSE.....  
12.2 DEFINITION.....  
12.3 RESPONSIBILITIES .....  
12.4 POLICY.....  
12.5 REPORTING PROCEDURES.....  
12.6 INVESTIGATION PROCEDURES .....  
12.7 FOLLOW UP.....  
12.8 TRAINING .....  
12.9 EXAMPLES OF BULLYING AND HARASSMENT.....

**13.0 WORKPLACE VIOLENCE POLICY .....**

13.1 PURPOSE.....  
13.2 DEFINITION.....  
13.3 POLICY.....  
13.4 RISKS FROM ROBBERY ASSAULT OR CONFRONTATION .....  
13.5 POLICY.....  
13.6 ABUSIVE AND DIFFICULT CLIENTS / VISITORS.....  
13.7 ROBBERY AND ASSAULT .....  
13.8 UNWELCOMED MEMBERS OF THE PUBLIC .....  
13.9 RISK ASSESSMENTS .....

13.10 MUTUAL RESPECT .....

**14.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY.....**

14.1 PURPOSE.....

14.2 DEFINITIONS .....

14.3 POLICY.....

14.4 SELECTION, USE AND MAINTENANCE .....

14.5 INSTRUCTION AND TRAINING .....

14.6 SUPERVISOR RESPONSIBILITIES.....

14.7 WORKER RESPONSIBILITIES .....

14.8 FOOT PROTECTION .....

14.9 EYE PROTECTION.....

14.10 RESPIRATORY PROTECTION .....

14.11 FIT TEST .....

14.12 SAFETY HEADGEAR .....

14.13 HAND AND BODY PROTECTION .....

14.14 HEARING PROTECTION.....

14.15 FALL PROTECTION .....

14.16 HIGH VISIBILITY APPAREL .....

**15.0 SAFE WORK PROCEDURES POLICY .....**

15.1 PURPOSE.....

15.2 POLICY.....

**16.0 MANAGEMENT MEETINGS POLICY .....**

16.1 PURPOSE.....

16.2 POLICY.....

**17.0 RECORDS AND STATISTICS POLICY .....**

18.1 PURPOSE.....

18.2 POLICY.....

**18.0 NEW AND YOUNG EMPLOYEE ORIENTATIONS POLICY.....**

18.1 INSTRUCTION AND SUPERVISION: PURPOSE .....

18.2 POLICY.....

18.3 PURPOSE.....

18.5 DEFINITIONS .....

18.4 POLICY.....

18.5 SUPERVISOR RESPONSIBILITY .....

18.6 INSTRUCTION AND SUPERVISION: RIGHT TO REFUSE UNSAFE WORK .....

18.7 POLICY.....

OHS POLICY.....

SAFETY REPRESENTATIVE .....

SUPERVISOR(S) CONTACT INFORMATION .....

EMERGENCY CONTACT INFORMATION.....

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM 2015 (WHMIS) & GHS.....

SAFETY DATA SHEETS.....

FIRST AID PROCEDURES.....

EYE WASH STATIONS & SAFETY SHOWER .....

EMERGENCY EVACUATION PROCEDURES.....

MUSTER STATION .....

PPE - EYE/FACE/BODY/FEET PROTECTION .....

RESPIRATORY PROTECTION.....

HEARING PROTECTION .....

HAZARD REPORTING.....

WARNING SIGNS .....

HOUSEKEEPING .....

TOOLS, MACHINERY & EQUIPMENT .....

RIGHT TO REFUSE UNSAFE WORK.....

RIGHT TO PARTICIPATE .....

RIGHT TO KNOW.....

SAFE SHARPS DISPOSAL.....

NO SMOKING (TOBACCO & E-CIGARETTE).....

DRUG AND ALCOHOL USE.....

VIOLENCE IN THE WORKPLACE .....

ABUSIVE AND DIFFICULT CUSTOMERS .....

ROBBERY AND ASSAULT.....

UNWELCOMED MEMBERS OF THE PUBLIC.....

TRAVELING TO AND FROM WORK.....  
BULLYING AND HARASSMENT.....  
WORKING ALONE .....  
HORSEPLAY .....  
MUSCULOSKELETAL INJURIES (MSI).....  
BACK SAFETY – HEAVY LIFTING .....  
SAFETY BULLETIN BOARD.....  
YELLOW CAUTION TAPE / RED DANGER TAPE.....  
EXTENSION LADDER SAFETY.....  
STEP LADDER SAFETY .....

**19.0 SUB-CONTRACTOR HIRING POLICY .....**

19.1 PURPOSE.....  
19.2 CONTRACTOR SAFETY PROGRAMS .....  
19.3 CONTRACTOR SITE SAFETY PLAN .....  
19.4 EMPLOYER AND CONTRACTOR RESPONSIBILITIES.....  
19.5 RESPONSIBILITIES .....  
19.6 COORDINATING MULTIPLE EMPLOYER WORKPLACES .....  
19.7 CONTRACTORS RESPONSIBILITIES.....  
19.8 INSURANCE REGISTRATION.....  
19.9 CONTRACTOR WORKERS .....  
19.10 ACCIDENT/INCIDENT INVESTIGATIONS .....  
19.11 CONTRACTOR SAFETY MEETINGS .....  
19.12 CONTRACTOR SITE ORIENTATION .....  
19.13 WORKER TRAINING AND ORIENTATION.....  
19.14 GENERAL SITE SAFETY RULES .....

**20.0 PREVENTATIVE MAINTENANCE POLICY .....**

20.1 POLICY.....  
20.2 EQUIPMENT INVENTORY.....  
20.3 INSPECTION.....  
20.4 MAINTENANCE RECORDS .....  
20.5 PREVENTATIVE MAINTENANCE .....

20.6 DEFECTIVE TOOLS AND EQUIPMENT .....

**21.0 EMERGENCY RESPONSE PLAN POLICY .....**

21.1 PURPOSE .....

21.2 POLICY.....

21.3 EMERGENCY RESPONSE COORDINATOR (ERC) .....

21.5 POTENTIAL EMERGENCIES.....

21.6 MUSTER STATION (ASSEMBLY POINT) .....

21.7 COMMUNICATION .....

21.8 EVACUATION PROCEDURES .....

21.9 EMERGENCY RESPONSE COORDINATORS .....

**22.0 JOINT HEALTH AND SAFETY COMMITTEE POLICY.....**

22.1 PURPOSE .....

22.2 ORGANIZATION OF THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE .....

22.3 DUTIES .....

22.4 POLICY.....

22.5 TERMS OF REFERENCE .....

22.6 PURPOSE OF THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE .....

22.7 COMMITTEE MEMBERSHIP .....

22.8 CO-CHAIR DUTIES.....

22.9 TERMS OF OFFICE.....

22.10 DECISIONS OF THE JHSC .....

22.11 ASSISTANCE IN RESOLVING DISAGREEMENTS .....

22.12 RECOMMENDATIONS TO "INSERT COMPANY NAME HERE" .....

22.13 SUPPORT FOR THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE .....

22.14 MEETINGS .....

22.15 AGENDAS AND MEETING MINUTES.....

22.16 POSTING COMMITTEE INFORMATION .....

22.17 RECORDS.....

22.18 EDUCATIONAL LEAVE ENTITLEMENT .....

22.19 AMENDMENTS.....

**23.0 ANNUAL PROGRAM REVIEW POLICY .....**

23.1 PURPOSE.....

23.2 POLICY.....

23.3 PURPOSE OF THE REVIEW .....

23.4 FOCUS OF THE REVIEW .....

23.5 SAFETY PROGRAM AUDIT .....

**24.0 COVID-19 SAFETY POLICY .....**

24.1 POLICY.....

24.2 CLEANING AND SANITIZING .....

24.3 DISINFECTION SOLUTION .....

24.4 HANDSHAKING .....

24.5 WORKPLACE DISTANCING.....

24.6 PERSONAL PROTECTIVE EQUIPMENT .....

24.7 DISPOSAL OF CONTAMINATED PPE.....

24.8 FACE TOUCHING .....

24.9 FOOD AND BEVERAGE SHARING .....

24.10 SNEEZING AND COUGHING .....

24.11 TRAVEL .....

24.12 EXPOSURE OR SYMPTOM REPORTING .....

24.13 CONTACT WITH A CONFIRMED CASE OF COVID-19 .....

24.14 COVID-19 SIX STEP PROCESS (REDUCING EXPOSURE) .....

**25.0 WORKING FROM HOME POLICY .....**

25.1 PURPOSE.....

25.2 POLICY.....

**26.0 ERGONOMICS POLICY.....**

26.1 OBJECTIVE .....

26.2 PURPOSE.....

26.3 RISK FACTORS.....

26.4 RISK CONTROL.....

26.5 IDENTIFYING PROBLEM JOBS .....

26.6 EMPLOYEE TRAINING.....



**27.0 BLOODBORNE PATHOGENS POLICY .....**

27.1 PURPOSE .....

27.2 DEFINITIONS .....

27.3 RISKS.....

27.4 POLICY.....

27.5 HEPATITIS B VACCINES .....

**28.0 SAFE SHARPS DISPOSAL POLICY.....**

28.1 PURPOSE.....

28.2 RISKS.....

28.3 GENERAL REQUIREMENTS.....

28.4 SAFE WORK PROCEDURE .....

28.5 EMERGENCY NEEDLE STICK PROCEDURE .....

**29.0 HYGIENE CONTROL POLICY .....**

29.1 ENVIRONMENTAL PROTECTION .....

29.2 WORKER RESPONSIBILITIES .....

29.3 PLANNING .....

29.4 HANDLING AND DISPOSAL .....

29.5 WASTE MANAGEMENT.....

29.6 EXPOSURE CONTROL .....

29.7 Personal Hygiene.....

## **FORMS**

INCIDENT INVESTIGATIONS FORM

FIRST AID RECORD FORM

SUB-CONTRACTOR ORIENTATION FORM

EMPLOYEE ORIENTATION FORM

CREW TOOL-BOX TALK FORM

TRAINING RECORD FORM

FIELD LEVEL HAZARD ASSESSMENT FORM

INCIDENT REPORT FORM

WORKING ALONE FORM

BULLYING AND HARASSMENT COMPLAINT FORM

EMERGENCY EVACUATION DRILL FORM

HEPATITUS B VACCINATION FORM