

Madawaska Valley

Association For

Community Living

**POLICY: HEALTH & SAFETY POLICY**

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**CATEGORY: HEALTH & SAFETY**

**HEALTH AND SAFETY DUTIES AND RESPONSIBILITIES**

**Managers**

The Managerial Staff of M.V.A.C.L. are responsible for:

* Ensuring that employees work in a safe and healthy manner using the prescribed measures and procedures, and protective devices (as required by the Ontario Occupational Health and Safety Act (R.S.O. 1990 C.0.1) and associated regulations), and that the necessary equipment, materials and protective devices required will be provided and maintained in good condition.
* Advising workers of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware.
* Where required, providing a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.
* Taking every precaution reasonable in the circumstances for the protection of the worker.
* Ensuring that the health and safety policies and procedures are communicated to employees during their orientation.
* Ensuring that the continuous improvement in health and safety is the highest priority.
* Ensuring that workers wear and use protective equipment, devices and/or clothing that is required to be worn/used.

**Employees**

Employees of M.V.A.C.L. are responsible for:

* Working in compliance with the Ontario Occupational Health and Safety Act (R.S.O. 1990 c.0.1) and associated regulations.
* Using and wearing protective equipment, devices or clothing that is required to be worn.
* Reporting to the employer or manager the absence of defect in any equipment or protective devices of which the worker is aware and which may endanger himself/herself or any other worker.
* Reporting to the manager any contravention of the Ontario Occupational Health and Safety Act (R.S.O. 1990 c.0.1) and associated regulations or the existence of any hazard of which he/she is aware.
* Actively participating in the identification of workplace hazards with the aim of continuously improving the work environment.
* Ensuring their familiarity with the health and safety program.

In addition, no worker shall:

* Remove or make ineffective any protective device required by the regulations or by the employer, without providing an adequate temporary protective device and when the need for removing the protective device has ceased, the protective device shall be replaced immediately.
* Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself/herself or any other worker.
* Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

**Visitors and the General Public**

Visitors and the General Public, when on M.V.A.C.L. premises, will be informed of the necessary health and safety policies and be expected to behave in a manner consistent with M.V.A.C.L. policy procedures as required.

**Accountability**

Any person who, in their relationship with M.V.A.C.L. do not conduct themselves in accordance with M.V.A.C.L. Safety Policy and Procedures and all applicable legislation will be subject to disciplinary actions.

**Contractors**

All contractors conducting work for MVACL are responsible for having proof of their WSIB Certificate. Contractors will conduct their work in accordance with MVACL Safety Policy and Procedures.

**CONTRACTOR SAFETY PROGRAM**

**Purpose**

The Contractor Safety Program is designed to meet employee, environmental and transportation safety requirements to protect company and contractor employees, facilities and equipment from injury, accident or loss. Contractors are defined as non-company individuals or businesses that are retained by our company to provide specific labor or services.

Examples of Contractor Employers are:

* Construction companies.
* Utility service or repair companies.
* Janitorial services.
* Pest control services.
* Food service and vending groups.
* Transportation and shipping services.
* Raw product suppliers.

Contractor compliance is a condition of doing business with MVACL. Specific compliance is required in the following:

* Health & Safety regulations.
* Fire and building codes.
* Minimum liability and workers compensation insurance requirements.

**Responsibilities**

**Management:**

* Ensure contracts for bids contain appropriate information concerning the contractor safety program including all requirements.
* Provide access to MSDS material upon request of contractors.
* Monitor all contractor activity at their location.
* Ensure the area in which the contractor employees are working are maintained safe and free of hazards.
* Provide contractors with specific safety program requirements.

**Contractors**

* Conduct daily safety inspections of all assigned areas.
* Identify and correct hazards.
* Provide contractor employees with required personal protective equipment.
* Ensure contractor employees have the proper training for assigned tasks.
* Coordinate with MVACL Safety Manager for safety related issues.
* Maintain required insurance coverage.
* Establish and maintain an effective Health and Safety Program.
* Establish and maintain an effective housekeeping program.

**Minimum Insurance Requirements**

Contractors and vendors are required to meet minimum insurance requirements according to the following schedule:

Coverage Minimum Per-Occurrence Limits

* Automobile liability
* General liability
* Products liability
* Completed operations liability
* Workmen’s compensation

**Certificates of Insurance**

As proof of Insurance Coverage and Per Occurrence Limits, the contractor must provide the company a Certificate of Insurance. The certificate must list MVACL, its divisions and subsidiaries as a Certificate Holder with notification of cancellation or non-renewal. With the certificate, the company may have to assume the liabilities and responsibilities for the contractor.

**Training**

Information and training is to be made available to contractors in the form of copies of written safety programs. Written programs from the Required Training list should be selected based on exposures and presented to contractors.

**Safety Reviews**

To ensure the safety of company and contractor employees, company facilities and equipment, a comprehensive pre-work safety review conference will be conducted for all contractor work that involves.

* Construction Electrical Work
* Confined space entry Hot work or welding
* Work at elevated locations Use of toxic substances
* Utility modifications Equipment installation and repair
* Renovation

As a minimum, the safety review participants will consist of a company and contractor safety representative. All task specific safety concerns shall be addressed and resolved prior to commencement of work by the contractor.

**Hazardous Chemical/Substance Notification**

Contractor must follow the OSHA Hazard Communication Standard requirements including use of safe handling and storage of chemicals. Contractors are required to inform-the company of all hazardous substances which may be brought on to MVACL property, including the most current Material Safety Data Sheet for each substance. All spills and leaks of hazardous chemicals must be immediately reported to MVACL Safety Manager.

**Welding and Hot Work Permit Program**

All hot work and welding operations must be conducted under the control of a hot work permit that has been pre-approved by MVACL.

**Work at Elevated Locations**

Required fall protection equipment shall be used by all contractor employees when working at elevated locations.

Other Policies and Procedures

All contractor employees shall adhere to all other MVACL Policies, including but not limited to:

* Access to company facilities
* Company equipment
* Use of controlled substances
* Firearm and explosive restrictions
* Harassment of other persons
* Traffic and parking regulations

**JOINT HEALTH AND SAFETY COMMITTEE**

* M.V.A.C.L. will maintain a joint health and safety committee since the staff team exceeds twenty employees.
* The committee will be composed of 6 (six) members, three (3) representing employees, and three (3) representing management. One member representing employees and one member representing management will be certified members.

The Joint Health and Safety Committee is responsible for the duties and is delegated the powers outlined in the Ontario Occupational Health and Safety Act (R.S.O. 1990 c.0.1) and associated regulations.

**Joint Health and Safety Committee Terms of Reference**

**I. Purpose**

Creation of a Health and Safety Committee at M.V.A.C.L. aims at eliminating, at the source, the health and safety problems faced by the workers. The committee is constituted in accordance with the Ontario Occupational Health and Safety Act and the clauses of the present collective agreement.

**II. Objectives**

* Identify situations that may be a real or potential source of danger to workers.
* To identify the potential or existing hazards of materials, processes or equipment.
* To promote the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers.
* Make recommendations to the employer and the workers for improvement of the health and safety of workers.
* To participate in work accident reduction programs for the workers in collaboration with outside resources, if required.
* To study work accident statistics with the purpose of setting priorities for action.

**III. Membership and Composition**

In accordance with the collective agreement, the committee will be formed of three (3) representative of the Union and three (3) representative of management.

* The committee will be co-chaired by one (1) representative for management and one (1) representative for workers. They will be selected by the respective committee members.
* Management representatives and alternates will be selected by the employer.
* Worker representatives and alternates will be selected by the workers they represent by vote.
* Term of office will last a period of two (2) years. Representatives can serve more than one consecutive term.
* The number of members needed for a quorum (the fixed number of members that must be present to make the proceeding valid) will be at least half the total number of worker representatives.
* In the event that there is insufficient numbers for a quorum, the proceedings will be postponed to a later date not more than two weeks following the initial meeting.

**IV. Functions of the Committee**

* Identify situations which may be a source of danger to workers.
* Gather information concerning the accidents that have occurred.
* Field and analyze complaints brought forth by employees regarding health and safety.
* Recommend measures and corrective actions and follow up on those items.
* Participate in all inspections and accident investigations as carried out by Ministry of Labour Inspectors.

**V. Meetings**

Frequency: Meetings will be held once every 3 months.

* Emergency Meetings: In the event of an emergency, or as a result demand of two (2) committee members, the committee will meet with minimum delay after receiving notice to this effect.
* Preparation Time: Committee Members are entitled to one (1) hour of preparation time or such other reasonable period of time as may be necessary.
* Agendas/Minutes: Agendas will be distributed one week prior to scheduled meetings and as soon as possible for emergency meetings. The Minute keeper of the previous meeting will prepare them.
* The recording of minutes will be the responsibility of all committee members on a rotating basis, in alphabetical order. The minute keeper will distribute minutes of a particular meeting to all committee members within one week of the date of the meeting.
* Staff will also have the opportunity to raise issues at monthly house meetings.

**VI. Voting**

Committee decisions and recommendations will be reached by a majority vote. Voting will occur anonymously on written ballots to be collected and counted by both the labour and management co-chairs. Decisions reached in this manner are final.

**VII. Recommendations**

Recommendations will be presented to the employer in written format (on the recommendation form) summarizing the concern, the recommendation and a time frame for implementation. An additional copy will be forwarded to the department head for which the recommendation applies.

**VIII. Authority of the Committee**

The committee shall submit its recommendations to the appropriate Manager and the Executive Director. If the recommendation is not applied, the committee can appeal the decision in writing to the E.D. The E.D. will respond in writing to the committee within forty eight (48) hours. If unable to reach an agreement, the Ministry of Labour may be consulted.

**IX. Remuneration**

* Workers are deemed to be at work for the duration of meetings.
* Committee members are not entitled to overtime pay for carrying out committee functions.

**JOINT HEALTH AND SAFETY COMMITTEE RECOMMENDATIONS**

**I. Statement**

One of the mandates of the Joint Health and Safety Committee is to evaluate OH & S concern’s and make recommendations to minimize the risk of injury or occupational exposure. The committee will make recommendations to address safety concerns which have come to their attention.

**II. Documentation**

Committee recommendations will be presented using the Joint Occupational Health and Safety Committee’s Recommendations form.

**III. Procedure**

* The committee will jointly discuss and recommend an action to be taken to address a safety concern which has come to the committee’s attention.
* This will be documented on the recommendation form.
* The recommendation will be forwarded to the appropriate individual with the authority to implement recommendation.
* The individual with the authority to implement the recommendation will have 21 days to respond in writing. The response will outline the action taken or to be taken. For actions to be taken, a time frame for the action should be included.
* That individual will forward the completed recommendation form to the Executive Director. The E.D. will distribute the response to the recommendation to committee members at least one week prior to the next scheduled committee meeting.
* The committee member will, if applicable, advise the staff member or party from which the concern arose.

**Madawaska Valley Association for Community Living**

**SAFETY INSPECTIONS**

**Planned Monthly Inspections**

* Inspections are to be conducted on a monthly schedule by the designated safety representative (or committee member representing workers) using a prescribed checklist, Joint Health and Safety Checklist. Managers will also inspect houses regularly and keep records. The inspections are to combine observation, documentation, and employee interviews with the objective of identifying hazardous and unsafe conditions in the workplace.
* The findings are to be recorded and reported. Copies will be kept on file for a minimum 1 year following the date of the inspection.
* Any significant findings and recommendations as a result of safety inspections shall be presented to management.
* Management will review the report and recommendations and respond in writing within 21 days. The response should put forth a plan to address any hazardous conditions identified and timelines for completion.
* The responses will be directed and discussed with the Health and Safety Representative/Joint Health and Safety Committee.

**Unplanned Inspections**

* In addition to planned inspections, the management, Health and Safety Representative/Joint Health and Safety Committee are delegated the authority to conduct unplanned inspections as they see fit.

**Pre-Start-Up Inspections**

* Prior to the beginning of each work shift and/or each work task, MVACL employees are expected to ensure that any equipment, material or device to be used is in the proper working order. Any deficiencies or malfunctions of equipment, material, etc. are to be reported immediately to the supervisor/manger.
* Staff at each home will complete a thorough circle check of their vehicle at the beginning of each week and record this.
* Upon the purchase and installation of new equipment, the equipment shall be inspected and the operating manual reviewed so that any potential hazardous conditions can be identified. The inspection will be conducted by the Health and Safety Representative/member of the Joint Health and Safety Committee. Findings will be recorded and presented to management.

**ACCIDENT/INCIDENT REPORTING AND INVESTIGATION**

**Responsibilities**

* All M.V.A.C.L. personnel have the responsibility to report occupational accidents, illnesses, incidents, hazardous conditions, near misses, and non-injury property damage.
* The implementation of the reporting system will be the joint responsibility of management and the Safety Representative/Joint Health and Safety Committee. Duties will include reviewing reports, recommendations of preventative and corrective actions, and the maintenance of records.
* Managers are responsible for completing the appropriate forms and distributing them to the designated parties, in a punctual manner and consistent with legislative requirements.
* All M.V.A.C.L. employees are to be familiar with the procedures for reporting occupational accidents, illnesses, incidents, hazardous conditions and near misses. All personnel have the responsibility to initiate the incident reporting sequence by informing their immediate supervisor in the event of an actual or potential injury or illness as soon as possible after the incident has occurred.

**Reporting Procedures**

* An injury that requires professional medical treatment or lost time from work will be classified as an accident.
* An injury or illness that does not require professional medical treatment or lost time from work will be classified as an incident.
* A situation, which could have potentially resulted in an accident or incident but did not, will be classified as a near miss.
* A situation that is identified as having the potential to cause an accident, incident or near miss, will be considered a hazardous condition.
* An illness will be defined as any disease resulting from exposure to a substance relating to a particular process, trade or occupation or a disease characteristic of a particular process, trade or occupation.
* All injuries which require first aid treatment only, must be recorded on an Incident Report Form.
* Non injury property damage is defined as any damage to M.V.A.C.L. property and equipment.

**Employees**

Employees who experience a work related injury or illness should seek immediate medical attention and promptly report to their manager. If transportation to a hospital, doctor’s office or an employee’s home is necessary, it will be arranged for by M.V.A.C.L.

All accidents, illnesses and incidents, near misses and hazardous conditions no matter how slight must be reported.

**Managers**

Upon notification of the accident, illness, or incident, the manager must complete an incident report form. Managers will also notify the Health and Safety Representative/Joint Health and Safety Committee and, in the event of a potential WSIB claim, the Executive Director. If the accident, illness, or incident necessitates health care or results in the worker not being able to earn full wages, the Executive Director or designate will notify the WSIB within three days using the Board approved Form 7. The worker will also receive a copy of this form.

**Records**

Incident reports will be kept on record and reviewed by the Health and Safety Representative or Joint Health and Safety Committee and reported annually.

**Accident Investigation**

If a person is killed or critically injured or an accident, explosion or fire causes injury to a person whereby the person is disabled from performing his or her usual work or requires medical attention, a formal accident investigation will be held.

* In the case of death or critical injury, immediate notice is to be given to a Ministry of Labour Inspector, the Joint Health and Safety Committee, and/or the Health and Safety Representative. An investigation is to be conducted immediately and a written report is to be presented to a Ministry of Labour Director 48 hours.
* Where an accident or explosion or fire causes injury to a person, whereby the person is disabled from performing his/her usual work or requires medical attention, an investigation is to be conducted within 48 hours and the employer shall give notice in writing to a Ministry of Labour Director. Joint Health and Safety Committee or Health and Safety Representative within 4 days of the occurrence.
* It will be the responsibility of the injured employee’s manager to set up the accident investigation meeting. Those required to attend an investigation are the injured employee (where capable), the employee’s manager, and the Health and Safety Representative or member from the Joint Health and Safety Committee and Ministry of Labour Inspector (when required).
* It will be the option of the investigating committee to have any other personnel who may contribute to the investigation. The Health and Safety Representative and manager will co-chair the investigation and report the results. The injured employee’s manager will be responsible for the completion of any recommendations resulting from the accident.

**Investigation Procedure**

* In the event of an accident, no person shall interfere with, disturb, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so, has been given by the investigation team. The only exceptions are to save a life or relieve human suffering, maintaining an essential public utility service or transportation system, or preventing unnecessary damage to equipment and other properties.
* All accident/incident/hazard investigations should commence immediately and be completed within 24 hours. In exceptional circumstances, 48 hours is acceptable. A statement from the injured person may be collected at a later date if necessary.
* All relevant points brought out during the investigation must be accurately recorded.
* The investigation team must identify all the contributing factors including hazardous conditions, unsafe actions and root causes so that a decision can be made on which conditions and circumstances contributed to the accident.
* Identifying the contributing factors will include direct observations and interviews with both the employee and any witnesses.
* The manager and Health and Safety Representative shall summarize the information gathered, propose an action plan and provide copies to the employees. Executive Director/C.E.O., co-chairs of the Health and Safety Committee and/or designated Health and Safety Representative.
* The manager must ensure the proposed action is implemented to prevent further accidents. If the solution is beyond the authority or resources of the supervisor, they must make the Executive Director aware of the problem and put interim procedures in place. The hazards identified in the investigation process must not be allowed to remain without attention while proposed action is pending.
* The Health and Safety Committee and/or Health and Safety Representative will review data from Accident/Incident Report, Investigation forms and Critical Injury Report, monitor trends and make recommendations to the employees and Executive Director/C.E.O. on appropriate preventative strategies and priorities in health and safety.
* The Executive Director will review Accident/Incident Reports, investigation forms and Critical Injury Report to ensure appropriate action has been taken.

**Records**

Copies of the Accident/Incident Report, Investigation forms and Critical Injury Report will be kept on file for a period of 5 (five) years following the occurrence.

**FIRST AID**

In accordance with the Workplace Safety and Insurance Act, First Aid Regulation 1101, M.V.A.C.L. will ensure that:

* All work locations are equipped with a first aid box containing all items required.
* The WSIB “In Case of Injury Poster” (Form 82) will be posted.
* The first aid box is inspected once per month. The inspection will be done by a designated staff member at each location. This will be documented on the Safety Checklist each month.
* All M.V.A.C.L. staff maintain current certification in First Aid.

**Records**

* All first aid treatment including the date and time of the occurrence, the names of witnesses, the nature and exact location of the injury, and the date, time and nature of the first aid administered will be kept.

**Transportation**

* M.V.A.C.L. will provide for the transportation to a hospital, doctor’s office, or the workers home if necessary.

**Training**

* Current First Aid certification is a requirement for employment (office staff excepted) – there are always other certified managers and staff in the building). The association will cover the cost of re-certification of first aid responders.

Madawaska Valley Association

For Community Living

Health and Safety Policy Annual Signoff

Our organization is committed to the health and safety of our employees and to the prevention of occupational injuries and diseases. In order to maintain compliance with the occupational health and safety act and related regulations, it is our responsibility to effectively manage and communicate our programs regarding health and safety.

To this end, it is the employee’s responsibility for working in a safe and healthy manner and promoting a secure and hazard free environment.

**M.V.A.C.L.**

* Recognize that an essential part of our business is dependent on providing a safe and healthy work environment where every individual has been empowered to participate in our health and safety program.
* Recognizes and will take every reasonable step in ensuring a healthy and safe work environment.
* Recognizes and supports the efforts of our Health and Safety Representative.
* Recognizes that accidents and illnesses can be controlled, reduced or eliminated.
* Recognizes that responsibility of both workers and supervisors to work safely and report all unsafe working conditions and ensure that safe and healthy working conditions are maintained.
* Recognizes all applicable government guidelines, standards, regulations and acts are a minimal requirement and we will meet or exceed these requirements.
* Recognizes that the evaluation of everyone employed by MVACL must be measured by their health and safety performance.
* Recognizes that an Early and Safe Return to Work Program as promoted by the WSIB is an effective way of providing rehabilitation for the injured worker.
* Firmly believes that the incorporation and implementation of proven health and safety principles and practices are an effective way of providing responsible management.

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Jaclyn Read, HR, agency rep for JHSC Date

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Jay Fabian, QAM Manager, LEAD – JHSC Date

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Simon Fero, Manager, PPE Control, Date

Agency rep. for JHSC

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Charmaine Petroskie, DSS, union rep. for JHSC Date

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Tracy Biskup, DSS, union rep. for JHSC Date

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Eric Visneskie, union rep. for JHSC Date

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Monica Prymack, Executive Director Date