

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Occupational Health & Safety Policy	<b>SECTION:</b> 0 <b>POLICY:</b> 1
<b>DATE:</b> November 2005 <b>REVISION DATE:</b> November 2006 <b>REVIEW DATES:</b> September 2009, November 2010, March 2011, September 2012, September 2013, July 2014, September 2015, February 2018, 2019, 2020, May 2021	<b>Administrator's Signature:</b> _____	

**HEALTH AND SAFETY POLICY**

The Leamington Mennonite Home is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational hazards and disease is a major continuing objective. Leamington Mennonite Home will make every effort to provide a safe, healthy work environment. All staff must be dedicated to the continuing objective of reducing risk of injury.

The Leamington Mennonite Home, as employer, is ultimately responsible for worker health and safety. The Leamington Mennonite Home ensures that every reasonable precaution will be taken for the protection of all staff, residents, visitors, and volunteers.

All LMH staff will be held accountable for the health and safety of the workplace by reporting all unsafe conditions to minimize hazards to residents, staff, visitors, and volunteers. The Home is responsible to ensure that machinery and equipment are safe and that all staff work in compliance with established safe work practices and procedures. All staff must receive adequate training in their specific work tasks to protect their health and safety.

Every staff member as well as every subcontractor employed by the Home must protect his or her own health and safety by working in compliance with the Occupational Health & Safety Act and applicable Regulations and with safe work practices and procedures established by the Home. All staff shall be instructed in safe use of equipment as required in their job responsibilities.

It is in the best interest of all staff at our Home to consider health and safety in every activity. Commitment to health and safety forms an integral part of this organization. Monthly facility inspections, incident reports and Occupational Health and Safety Meeting minutes will be collected and maintained in a designated location for resident safety and security, employee occupational health and safety and facility safety. These reports shall also be posted in a location accessible to staff for review.

Specific forms regarding health and safety workplace issues must be completed by LMH Staff and/or Leadership Team members in accordance with this LMH Policy and Procedure and the Health & Safety Act. These forms are available through the Home Administrative Services Office.

**Leamington Mennonite Home**  
**OCCUPATIONAL HEALTH & SAFETY**  
**EMPLOYEE CRITICAL INJURY INVESTIGATION FORM**

**For Death and Critical Injuries Including:**

**Broken Arm or Leg**

**Significant Loss of Blood**

**Unconsciousness**

**Loss of Eye**

**Amputation of Arm/leg**

**Burns to Parts of Body**

<b>Department:</b>	
<b>Employee Name &amp; Position:</b>	
<b>Date/Time of Injury:</b>	
<b>Designated Certified Occupational Health &amp; Safety Representative</b>  <b>Completing Investigation:</b>	
<b>Facility Location of Injury:</b>	
<b>Description of Injury:</b>	

**WITNESS REPORT:**

**Name of Witness/Position:**

**Accident Report:**

**Witness Signature:**

**Date:**

**Immediate Action(s) Taken:**

**Certified Occupational Health & Safety Representative Signature:**

**Date:**

**Department Leader's Signature:**

**Date:**

<b>Administrator's Signature:</b>	
<b>Date:</b>	

Forms: OHS Critical Injury Investigation Form / P&P Admin E 2

**LEAMINGTON MENNONITE HOME**  
**Occupational Health and Safety**  
**Terms of Reference**

Terms of Reference is a written statement of the functions and operating procedures of the Health and Safety Committee. New or replacement members should review the Terms of Reference as part of their orientation. Terms of Reference are to be reviewed every two years or when new legislation comes into effect.

**Purpose of JHSC:**

The JHSC is an advisory body composed of worker and employer representatives consistent with the Health & Safety Policy committed to maintain safe and healthy working conditions within the Home. Any recommendations developed by the JHSC shall be forwarded to the Administrator for consideration and action planning.

**Composition of the Committee Member Selection:**

Four worker members will be selected as per the Occupational Health & Safety Act Section 9 (7,8). Representation from full-time and part-time bargaining unit members may be increased by mutual agreement of the parties as per collective agreement 34:01(b) and the Health & Safety Act Section 9 (7,8).

The Union shall appoint alternate worker members if the current member is on any leave of absence.

There shall be four members on the Committee to be appointed by Administration. Administration may also appoint alternate members who are non-union workers.

The Union being represented by the Committee will select the worker members to be certified and Administration will select non-union worker members to be certified.

The JHSC will be represented through the workers (union) and management (non-union).

**Co-Chairs:**

The Act requires that meetings be co-chaired by certified worker and management members. This sharing of the authority of the chair demonstrates the cooperation and equal status of the workplace parties. Rotation of the chairing of meetings takes place between the two certified Co-chairs who are members of the Committee.

**Meeting Frequency:**

Meetings are held every three months or more often as needed. The Meeting Room is used as a meeting place at the usual time of 2:00pm with the date being the third Wednesday of every third month. Any Committee member has the right to call a meeting when dialogue has not resolved a serious matter. Changes to the meeting schedule may take place with the agreement of the Committee Co-chairs.

### **Preparation Time:**

Committee members are to be provided one hour of prep time in advance of each scheduled meeting. Should the Health & Safety Committee determine that additional prep time is required for a specific purpose, Committee agreement shall determine the designated time.

### **Minutes:**

It is the Secretary's duty to prepare the minutes and forward these minutes to each of the Co-chairs who will review, sign and distribute the minutes to the members of the Committee within one week of the last Health & Safety Meeting. Minutes will also be posted in the Staff Room, forwarded to the Union Representatives, and distributed to the Board of Management of the Home. The date of the next meeting will be reflected in the minutes.

### **Confidentiality:**

The Health & Safety members shall maintain confidentiality in, and outside, the workplace.

### **Agenda:**

The Agenda is prepared by the Co-chair(s) and is distributed to all Committee members at least one week prior to the scheduled date of the meetings and will include the date, time, place, unfinished business, regular reports and reviews, and new business.

### **Quorum:**

The normal quorum for Committee meetings will consist of 50% + 1 of the total membership. In the event of an emergency meeting, one worker and one management member shall be in attendance. The employer shall endeavor to accommodate Worker/Committee members the day of the scheduled meeting.

### **Terms of Office:**

Management members shall serve a three-year term. Worker members will also serve a three-year term following the union appointment of worker members. Vacancies should be filled as quickly as possible. It is the responsibility of each member to attend scheduled meetings.

### **Duties of Certified Members:**

- To investigate any complaint from anyone in the workplace regarding a dangerous circumstance.
- To initiate and assist in the investigation of a bilateral work stoppage.
- To initiate a unilateral work stoppage in prescribed circumstances.
- To conduct workplace inspections with two Committee members in attendance, one who represents the workers and one who represents management.
- To assist in the investigation of a work refusal.
- To investigate critical injuries and fatalities.

### **Identifying Occupational Health and Safety Hazards:**

The Committee is empowered to carry out the following activities compliant with the Act:

- The Committee has the right to obtain information on actual or potential hazards of materials, processes, or equipment.
- The Committee has the right to be furnished by the employer with updated copies of all Material Safety Data Sheets for materials used in the workplace.
- The Committee has the right to obtain an annual summary of employer-specific claims information from the Workplace Safety Insurance Board. This summary includes data on injuries, fatalities, lost workdays, cases that required medical aid and the incidence of occupational illnesses. The Employer must supply this information.
- The Committee has the right to information on health and safety experience and standards that the constructor or employer is aware of in other industries.
- The workplace shall be inspected once a month.
- The Committee shall set out an inspection schedule, with one Home area, together with the service area, inspected per month on a rotating basis:
  - 1<sup>st</sup> Floor LTC including Service Area
  - 2<sup>nd</sup> Floor LTC including Service Area
  - 3<sup>rd</sup> Floor LTC including Service Area
  - Retirement Residence including Service Area
- A worker member of the Committee shall be given an opportunity to accompany a Ministry Inspector when a workplace inspection is conducted.
- The Committee has the right to obtain a quarterly summary of WSIB claims.

**Payment for Committee Members:**

In accordance with the requirements of the Act, all time spent by Committee members in attendance at Committee meetings or performing duties prescribed by the Occupational Health & Safety Act or these terms of reference will be considered as time at work for which Committee members will be paid at the appropriate rate of pay. Sec 9 (35) of the Act.

**Assessing Health and Safety Hazards:**

When a hazard has been identified, the extent and severity of the hazard must be assessed. Joint Health & Safety Committee members have the right to participate in these procedures:

The Committee has the right to obtain information about health and safety testing.

The Committee has the right to be consulted about proposed industrial hygiene testing strategies. The worker members have the right to designate a worker member to be present at the beginning of such testing.

- The Committee has the right to receive copies of assessment reports and to be consulted about assessment methods for designated substances.

- The worker members must designate a worker member to investigate accidents that result in critical injuries or fatalities.
- The employer shall notify the worker Co-chair of any accidental employee death or critical injury.

#### **Recommending Action to Control Health and Safety Hazards:**

The Act gives the JHSC the right to make recommendations, and it places a duty on the employer or constructor to reply.

- The Committee has the right to make recommendations regarding control programs for designated substances.
- The Committee has the right to make written recommendations for the improvement of the health and safety of workers.
- A reply from the employer or constructor must be given in writing within 21 calendar days, with either a schedule for implementation or a statement of reasons for disagreement.
- The Committee has the right to be consulted about the development of worker training and instruction concerning exposure to hazardous material or hazardous physical agents, and to participate in an annual review of these training programs.

#### **Examples of Expanded Functions:**

- Promoting acceptance of health and safety policy
- Assisting in developing health and safety rules and standards
- Job safety analysis
- Assessing the safety potential of new equipment, procedures, and materials
- Assisting in the investigation of accidents, incidents, and occupational illnesses
- Worker health and safety training

#### **Education of Members:**

The JHSC shall co-ordinate on and off-site education and information sessions in response to needs/interests identified by the Committee in liaison with LMH: Staff.

An annual inservice is facilitated by the employer, including WHMIS, working with difficult residents, fire safety, abuse, confidentiality, wanderguard, and other items as determined. Those educational modules related to Occupational Health & Safety will be developed in consultation with the JH&SC.

Additional persons may attend Committee meetings with prior approval of the Committee.

#### **Employer Health and Safety Responsibilities:**

Under the Occupational Health and Safety Act (OHSA), key responsibilities of the Leamington Mennonite Home include:

- Working in compliance with provisions of the OHSA, regulations and internal policies and procedures.



- Providing equipment, materials, and protective devices (e.g. Guards on machines, safety harnesses, eye wash stations, gloves, etc.) and ensuring that they are maintained in good condition and used in a proper and safe manner.
- Providing information, instruction, and supervision to employees to protect their health and safety.
- Appointing knowledgeable and trained supervisors. The supervisor should be familiar with the OHSA and regulations that apply to the work and have knowledge of any potential or actual danger to health or safety in the workplace.
- Providing (upon request), in a medical emergency, information to a legally qualified medical practitioner, and to such other persons as may be required by law.
- Providing all employees with information regarding hazards in the workplace and in the handling, storage, use, disposal, and transport of such items.
- Aiding and cooperation to the joint health and safety committee (JHSC), and a health and safety representative in the carrying out by the committee and the representative of any of their functions.
- Only employing a worker over the prescribed age.
- Taking every precaution reasonable in the circumstances for the protection of an employee.
- Providing to the JHSC or to a health and safety representative, the results of reports that concern occupational health and safety. The employer must also advise employees of the results of such reports and make copies available on request.
- Responding in writing, within 21 calendar days, to any health and safety recommendations submitted by the JHSC or health and safety representative.
- Posting a copy of the Occupational Health and Safety Act and pertinent regulations in an accessible workplace location.
- Posting, reviewing, and re-posting annually, a copy of the Leamington Mennonite Home Health and Safety Policy in an accessible workplace location.
- Developing and maintaining a health and safety program to implement the Leamington Mennonite Home health and safety policy.

### **Supervisor Health and Safety Responsibilities:**

Under the Occupational Health and Safety Act (OHSA), supervisors are required to ensure that:

- Working in compliance with provisions of the OHSA, regulations and internal policies and procedures.
- Employees work in the manner and with the protective devices, measures and procedures required by the OHSA and regulations (e.g. Fall-arrest systems, confining hair, jewelry, or loose clothing around moving machine parts, etc.)
- Employees use or wear the equipment, protective devices or clothing that Leamington Mennonite Home requires to be used or worn.
- Employees are advised of the existence of any potential or actual danger to the health and safety of which the supervisor is aware.
- Employees are provided with written instructions as to the measures and procedures to be taken for their protection.
- Every precaution reasonable in the circumstances is taken for the protection of an employee.
- Develop and demonstrate a positive “health and safety” attitude and working climate.
- Make every reasonable attempt to resolve the health and safety concern of employees.

- Ensure training of employees in safe work practices and job safety requirements associated with a particular job process and provide written instructions where appropriate.
- Correct unsafe acts and unsafe conditions.
- Inform department leaders of any known occupational health and safety concerns.

**Worker Health and Safety Responsibilities:**

Under the Occupational Health and Safety Act (OHSA), worker responsibilities include the following:

- Working in compliance with provisions of the OHSA, regulations and internal policies and procedures.
- Using or wearing the equipment and protective devices that Leamington Mennonite Home requires to be used or worn.
- Reporting to his/her supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger him/herself or another worker.
- Reporting to his/her supervisor any contravention of the OHSA, regulations, or Leamington Mennonite Home policies and procedures.
- Reporting to his/her supervisor the existence of any hazard of which he/she is aware.
- Not using or operating any equipment, machine or device in any manner that may endanger him/herself or another worker.
- Not engaging in any prank, unnecessary running, or rough and boisterous conduct.
- Know, understand, and implement safe work practices and procedures for handling materials and equipment. (e.g. Report unlabeled containers, use proper lifting techniques, etc.)
- Use equipment and materials only in the manner intended.
- Use only equipment which the worker has been trained to operate safely.
- Report all injuries, incidents, and unusual conditions immediately to supervisor.
- Inspect work area daily and reporting any hazards immediately to supervisor.