

**OCCUPATIONAL HEALTH
AND SAFETY**

POLICY AND PROCEDURES MANUAL

SAMPLE

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Forward

Your Company Name is committed to the Health and Safety of all our employees.

The purpose of the Health and Safety policies and procedures is to guide and direct all employees to work safely and prevent injury, to themselves and others.

All employees are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures. All employees must take all reasonable steps to prevent accidents and never sacrifice safety for expedience.

Our goal is to eliminate or minimize hazards that can cause accidents.

It is company policy that all employees be given a copy of the policies manual and be familiar with its contents.

This policy will be reviewed annually.

Together we can achieve a safe and happy work environment.

Health and Safety Policy

Your Company Name is committed to the goal of providing and maintaining a healthy and safe working environment, with a view to continuous improvement. This goal is only achievable by adherence to established objectives striving to exceed all obligations under applicable legislation, and by fostering an enthusiastic commitment to health, safety and the environment within Your Company Name personnel, contractors and visitors.

In particular:

- Management, working in cooperation with the Joint Health and Safety Committee, will strive to take all reasonable steps to reduce workplace hazards to as low as reasonably achievable.
- Supervisors and managers are held accountable for the health and safety of all employees under their supervision. This includes responsibility for applicable training and instruction, appropriate follow-up on reported health and safety concerns, and implementation of recommended corrective action. This accountability is integrated into the performance appraisal system.
- Supervisors, workers and visitors are expected to perform their duties and responsibilities in a safe and healthful manner, and are accountable for the Health and Safety of themselves and others.
- Your Company Name is committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and to promote their use off the job.
- If necessary, Your Company Name will take disciplinary action where individuals fail to work in a healthy and safe manner, or do not comply with applicable legislation or corporate policies and procedures.

Health, safety, the environment and loss control in the workplace are everyone's responsibility. Your Company Name expects that everyone will join in our efforts to provide a healthy and safe working environment on a continuous day to day basis. Only through the dedication and efforts of all individuals can Your Company Name succeed in providing a healthy safe working environment.

Occupational Health and Safety In Workplaces Duties of Workers

Occupational Health and Safety and You

One of your most important responsibilities is to protect your Health and Safety as well as that of your co-workers. This booklet will discuss some of your duties under the occupational Health and Safety legislation and help you to make your workplace safer and healthier.

What the law requires

Workplaces under the jurisdiction are governed by your provincial legislation. The legislation places duties on owners, employers, workers, suppliers, the self-employed and contractors, to establish and maintain safe and healthy working conditions. The legislation is administered by your provincial legislation. Your officials are responsible for monitoring compliance.

Duties Of Your Employer

Your employer is responsible for providing you with safe and healthy working conditions. This includes a duty to protect you from violence, discrimination and harassment. You must cooperate with your employer in making your workplace safe and healthy.

Your Responsibilities

You must also comply with the legislation. You have responsibilities to:

- protect your own Health and Safety and that of your co-workers;
- not initiate or participate in the harassment of another worker; and
- co-operate with your supervisor and anyone else with duties under the legislation.

Your Rights

The legislation gives your three rights:

- the right to know the hazards at work and how to control them;
- the right to participate in Occupational Health and Safety; and

- the right to refuse work which you **believe** to be unusually dangerous.
- You may not be punished for using these rights. An employer can be required to legally justify any action taken against a worker who is active in Health and Safety.

Your Right To Know

The Act requires your employer to provide you with all the information you need to control the hazards you face at work. For example, chemicals at the workplace must be listed. You are entitled to review this list. Your employer must train you to safely handle the chemicals you will work with. If you are inexperienced, you must receive an orientation which includes;

- What to do in a fire or other emergency;
- First aid facilities;
- Prohibited or restricted areas;
- Workplace hazards; and
- Any other information you should know.

You must also be supervised closely by a competent supervisor.

Your Right To Participate

You have the right to become involved in occupational Health and Safety. The legislation encourages employers and workers to work together to maintain a healthy and safe workplace. Employers at workplaces with (ten or more – consult your provincial act) workers must set up an occupational health committee of employer and worker representatives.

Committees Have Duties To:

- Regularly inspect the workplace;
- Conduct accident investigations;
- Deal with the Health and Safety concerns of employees;
- Investigate refusals to work;

- Meet at least (four times a year – consult your provincial act); and return minutes of each meeting to the Division.

Committee members are entitled to five days (consult your provincial legislation) of unpaid educational leave each year to take occupational Health and Safety courses. They may attend courses provided by the Division without loss of pay or benefits.

Certain types of workplaces with less than (ten – consult your provincial act) employees must have a worker Health and Safety representative. The representative must be selected by the workers at the workplace. He or she has many of the responsibilities of an occupational health committee.

Your Right To Refuse

You have the right to refuse to do work which you believe is unusually dangerous. The unusual danger may be to you or to anyone else. An unusual danger could include such things as:

- a danger which is not normal for your occupation or the job;
- a danger under which you would not normally carry out your job; and/or
- a situation for which you are not properly trained, equipped or experienced.

To exercise this right, use the following guidelines.

Once you believe that the work you have been asked to do is unusually dangerous, you should inform your supervisor. Make sure that the supervisor understands that you are refusing to do the disputed job for health and safety reasons. Work with the supervisor to attempt to resolve the problem.

If the problem cannot be resolved by the supervisor to your satisfaction, and no worker health and safety representative or occupational health committee exists at the workplace, your supervisor should phone the Division and ask for advice. You also have the right to contact the Division at any time.

The supervisor has the right to assign you to other work (at no loss in pay or benefits) until the matter is resolved.

Do not leave the site without the permission of your employer.

If a committee exists at the workplace, contact your local representative and ask for help. Your supervisor should contact the co-chairpersons and ask them to investigate. They will try to resolve the matter. If they cannot resolve the matter to your satisfaction, they will convene for an emergency

committee meeting. The committee will investigate and prepare a report on the refusal.

You have the right to continue to refuse until:

- measures have been taken to satisfy you that the job is now safe to perform; or
- Your occupational health committee has investigated and ruled against your refusal.

If the committee rules against your refusal, you have the right to appeal the ruling to an occupational health officer. The officer will investigate and prepare a report on the disputed work. If you disagree with the decision of the officer, you may appeal to the director of the Division.

An employer cannot assign another worker to do the disputed job unless the replacement worker is advised in writing:

- of the refusal and the reasons for it;
- of the reasons why the employer believes that there placement worker can do the disputed job safely;
- that the replacement worker also has the right to refuse; and
- of the steps to follow when exercising this right.

Contact Information

Add your office address information & contact telephone numbers here.

Responsibilities

Our safety program is the responsibility of all levels of company employees. The chain of responsibility is as follows.

- 1) Warehouse staff and delivery driver report to the warehouse supervisor.
- 2) Warehouse supervisor, sales staff and suppliers report to the safety officer.
- 3) Safety officer reports to the branch manager.
- 4) All employees are responsible for the health and safety of all visitors or contractors brought on site by them, and to insure that they are aware of and follow all company safety rules and procedures at a minimum.

Warehouse And Delivery Staff

Warehouse and delivery people are accountable to the warehouse supervisor for ensuring that all aspects of Occupational Health & Safety policy are followed. Employees must take an active roll in protecting and promoting their health, safety and accident prevention. You must not perform activities that jeopardize your health and safety or that of others.

Warehouse Supervisor

The warehouse supervisor is accountable to the safety officer and is responsible for ensuring the Occupational health & safety policy is followed. They must provide leadership in all aspects of Health and Safety including developing policy and procedure. They are also responsible for ensuring proper procedures are followed in the lacquer areas for pouring, mixing and storing flammable products.

Sales Staff And Suppliers

Sales staff is accountable to the safety officer for ensuring that Occupational Health & Safety policies are followed. They are responsible for all aspects of health and safety in their area of the office and sample areas.

Suppliers are accountable to the safety officer for providing WHMIS and MSDS (Material Safety Data Sheets) sheets for all hazardous products supplied by them.

Safety Officer

The safety officer is accountable to the branch manager and is responsible for Occupational Health & Safety performance for all employees in their branch at **all levels.**

The safety officer must provide leadership in all aspects of health and safety activities at work or otherwise. The safety officer must take an active roll in all aspects of safety, within their branch.

Branch Manager

The branch manager is responsible for the health and safety of all employees within their branch. The branch manager must ensure all policies and procedures are followed according to Occupational Health & Safety.

Duties

Branch Manager

- 1) Ensure that all reasonable steps are taken to prevent accidents.
- 2) Ensure that standards and procedures are developed and maintained.
- 3) Be familiar with the Occupational Health & Safety act and any revised regulations and ensure they are followed.
- 4) Ensure that all employees are instructed in the procedures and requirements of Occupational Health & Safety.
- 5) Review accident reports, safety audits and other related material relative to health or safety.

Safety Officer

1. Ensure that all reasonable steps are taken to prevent accidents.
2. Be familiar with Occupational Health & Safety act, the company policy and any other legislation pertaining to health or safety.
3. Ensure all policies and legislation is followed by all levels of employees.
4. Ensure safety meetings are held and minutes are recorded, posted and filed accordingly to Occupational Health & Safety regulations.
5. Ensure all accidents are reported and investigated.

6. Ensure MSDS sheets are provided for all hazardous materials delivered to the workplace and are readily available for employees to review.
- 6) Review all MSDS and advise/train employees in the safe use, storage and transportation of controlled or dangerous products including what to do in case of an accidental spill or emergency.
7. Ensure employees are instructed in the procedures and requirements of Occupational Health & Safety.
8. Review all accidents and near misses to determine root and basic causes, with suggestion/implementation of changes to prevent re-occurrence.
9. Ensure all employees are trained in WHMIS (Workplace Hazardous Material Information System)

All Other Staff

- 1) Comply with all Company Procedures, Safety Policy and requirements of Occupational Health & Safety.
- 2) Be responsible for working safely and carrying out their duties with skill and care as to not cause accidental injury to themselves, fellow employees or the general public.
- 3) Immediately report all injuries, near misses or potential hazards to their supervisor.
- 4) Know the location of all fire extinguishers, fire alarms or other warning devices.
- 5) Ensure all personal safety equipment is being used properly.
- 6) Never engage in horse play or tomfoolery.
- 7) Maintain clean and orderly work area.
- 8) When in doubt.... ASK

Suppliers

- 1) Provide MSDS for all hazardous material shipped to our warehouse.
- 2) Ensure all reasonable steps are taken to prevent an accident.
- 3) Be familiar with Occupational Health & Safety act.

General Safety Rules

- 1) **All** accidents, injuries or near misses, regardless of their nature, shall be promptly reported to the safety officer.
- 2) Clothing shall be appropriate to the duties being performed. Long pants, a clean neat shirt and steel toed shoes are the minimum requirements.
- 3) Hard hats and safety vests are provided for all warehouse staff and **must** be worn at all times in the warehouse, loading or unloading of vehicles in the yard.
- 4) Running is **not** permitted except in extreme emergencies.
- 5) Smoking is not permitted in any part of the warehouse or office. You may only smoke in designated areas.
- 6) Visitors and customers are to be escorted by staff while on company property.
- 7) Hand tools are to be used for their intended purpose only.
- 8) Only licensed personnel may operate forklifts or other warehouse equipment and must wear a seatbelt while doing so.
- 9) Riding on equipment is prohibited except where designated for operator.
- 10) Horseplay, fighting or tomfoolery is strictly prohibited on Your Company Name premises.
- 11) All spacers are to be of equal proportion and undamaged. Damaged spacers are dangerous.
- 12) Open lifts are to be stored on the floor or in assigned bunks. Do not stack an open lift; this act **will** result in disciplinary action up to and including dismissal. All lumber lifts must be banded.
- 13) Only solid spacers are to be used on lumber products, no particle board spacers.
- 14) All banded products will be placed securely in the bunks.
- 15) All spills will be immediately cleaned up and reported.
- 16) Drawers and filing cabinets will be kept closed when not in use.
- 17) Filing cabinet drawers are to be filled from the bottom up or the cabinet is to be securely fastened /anchored.
- 18) Lifts and clutter will be cleaned up before the end of your workday.
- 19) Aisles are to be kept clear at **ALL** times.
- 20) Do not unload a truck alone under any circumstances, if someone can not help you then wait or call someone else for help. (Applies on and off Your Company Name property).

Safety Tips

- 1) If you are not sure....ask.
- 2) Follow instructions and don't take chances.
- 3) Wear your personal safety equipment.
- 4) Never operate equipment you have not been trained for.
- 5) Keep your work area clean.
- 6) Stay clear of forklifts while they are being operated.
- 7) Avoid injury by lifting correctly. If it's heavy ask for help. Max weight to be lifted is 75lbs.
- 8) Make sure the job can be done safely.
- 9) **DO NOT** unload a truck alone.

Portable Ladders

Portable ladders must be secured against movement and placed on a base that is stable; the base of an inclined portable ladder is to be no further from the base of the wall or structure than $\frac{1}{4}$ of the height to where the ladder contacts the wall or structure.

Pallets & Storage Racks

All employees must ensure that pallets used to transport or store materials/containers are loaded, moved, stacked, arranged and stored in a manner that does not create danger to workers.

Your Company Name must ensure that racks used to store materials or equipment are designed, constructed and maintained to support the load placed on them and are placed on firm foundations that can support the load.

Employees must report any damage to a storage rack to the manager as quickly as is practical. All managers and employees must take all reasonable steps to prevent storage racks from being damaged to the extent that their integrity as a structure is compromised.

First Aid

An employer must ensure that the first aiders at a work site have successfully completed a first aid training course approved by a Director of Medical Services and hold a valid certificate in first aid. (consult with your local medical services)

An employer must keep record at the site of workers who are first aiders and post these names where they are accessible by all employees.

Every branch must have a first aid kit on site; each kit must contain the following: (see your Provincial legislation)

- a) 10 antiseptic cleansing towelettes, individually packaged
- b) 25 sterile adhesive dressings, individually packaged
- c) 10 - 10cm X 10cm sterile gauze pads, individually packaged
- d) 2 - 10cm X 10cm sterile compress dressings, with ties individually packaged
- e) 2 - 15cm X 15cm sterile compress dressings, with ties, individually packaged
- f) 2 conform gauze bandages – 75mm wide
- g) 3 cotton triangular bandages
- h) 5 safety pins - assorted sizes
- i) 1 pair of scissors
- j) 1 pair of tweezers
- k) 125mm x 4.5 m of adhesive tape
- l) 1 crepe tension bandage – 75mm wide
- m) 1 resuscitation barrier device with a one-way valve
- n) 4 pairs of disposable surgical gloves
- o) 1 first aid instruction manual (condensed)
- p) inventory of kit contents
- q) 1 waterproof waste bag

Accident And Near Miss Reporting

The following protocol must be followed.

- 1) All employees must immediately report any occupational injury, accident or near miss to the safety officer or their supervisor.
- 2) Supervisors must immediately tend to injuries and then report them to the safety officer.
- 3) Branch managers must immediately discuss the incident with the safety officer and injured persons.

The purpose of this procedure is to comply with Occupational Health & Safety act, workers compensation board and to determine the cause of the accident and make recommendations to prevent further re-occurrence. All reports of injury must be filed.

If an injury occurs a record must be kept and include the following:

- a) name of worker
- b) name and qualifications of person giving first aid
- c) a description of illness or injury
- d) the first aid given to the worker
- e) the date and time the illness or injury
- f) the date and time the illness or injury was reported
- g) where at the work side the incident occurred
- h) the work-related cause of the incident, if any

The employer must retain the records kept for 3 years from the date the incident is recorded. A person who has custody of records must ensure that no person other than the worker has access to a workers records unless:

- a) the record is in a form that does not identify worker
- b) the worker has given written permission to the person
- c) the Director of Medical Services or a person authorized by the director requires to be produced under the act.

An employer must give a worker a copy of the records pertaining to the worker if the worker asks for a copy.

Critical Injury Protocol

First and foremost, always take whatever measures are required to provide proper care of an injured worker.

If a critical injury has occurred and the worker has been cared for, the branch manager, safety officer and W.C.B must be notified. The appropriate report must be completed as soon as possible; this is to ensure that important details are not forgotten.

A critical injury is an injury that....

- 1) Places life in jeopardy
- 2) Produces unconsciousness

- 3) Results in substantial loss of blood
- 4) Involves the fracture of a leg or arm, but not a finger or toe
- 5) Involves the amputation of a leg, arm, hand or foot, but not a finger or toe.
- 6) Consists of burns to major portion of the body.
- 7) Causes loss of sight in an eye.

Accident Investigation Policy

All accidents that result in injury or property damage or that could have resulted in serious injury or property damage (near miss) must be thoroughly investigated.

The investigation must determine the cause of the incident so that appropriate action can be taken to prevent recurrence.

The safety officer shall be responsible for conducting the investigation. The investigation report shall be completed as soon as possible after the incident and reported to the branch manager. The safety officer and appropriate supervisor shall determine what steps are to be taken to prevent recurrence.

Any disputes arising from the investigation will be investigated and arbitrated by the branch manager.

Alcohol And Drug Policy

It is the responsibility of all employees to ensure an alcohol and drug free environment. If there is any awareness or suspicion that any employee, supplier or visitor is under the influence of illegal narcotics or alcohol, will be removed from the premises immediately.

Should an employee report to work while under the influence of such substances, the employee will be taken home either in a cab or by the Branch Manager.

This is a zero tolerance policy

Disciplinary Action

Careless work and irresponsible behaviour directly affect the quality of health and safety in the workplace. Even absenteeism influences safety by placing more duties on fellow employees.

The following instances shall be cause for verbal or written warning and possible dismissal.

- 1) Absenteeism without cause
- 2) Health and safety violations
- 3) Poor conduct or misconduct
- 4) Theft
- 5) Sexual harassment
- 6) Racial discrimination
- 7) Carelessness
- 8) Wilful damage to company property
- 9) Drug or alcohol use

Compliance with company and legislative safety standards is necessary to maintain a safe and healthy work environment. As with any program non compliance issues must be dealt with.

The following is a guideline for disciplinary actions for safety infractions based on seriousness of the offence.

*First offence, employee will be given a documented verbal warning

*Second offence, employee will be given a written warning and a one day suspension.

*Third offence, employee may be suspended or terminated (suspension or termination to fit seriousness of the offence).

Hazard Warning Signs

When ever possible, warning signs will be displayed where a potential hazard may cause injury. Warning signs must be strictly adhered to.

Warning signs must be posted where hazards exist and must not be removed unless hazard has been controlled.

Environmental Policy

Your Company Name is Committed to the Protection of the Environment for Present and Future Generations. All Employees Are Responsible for incorporating into Their Planning and Work the Actions Necessary to Fulfill this Commitment.

Your Company Name Will Meet These Responsibilities by Endeavouring to Provide the Resources for Continuing To:

- Design and manage our operations to meet or surpass applicable environmental laws.
- Work in partnership with customers, suppliers, trade associations and government agencies to promote the environmentally safe handling and disposition of materials and products.
- Acquire knowledge and technologies to improve the environmentally save efficient use of our processes and products.
- Formulate and implement effective environmental emergency response systems.
- Involve our employees in our environmental programs and keep them informed of our performance.
- Promote employee awareness of this policy and enhance their capabilities to implement this policy.

Acknowledgement & Agreement Receipt

Date _____

I, _____, hereby acknowledge receipt of the
Your Company Name "**Occupational Health & Safety Manual**".

I have read, understand and agree to the terms of employment and will carry out and abide by the operational procedures and rules as outlined therein.

I agree:

To adhere to all company policies and procedures.

To the use of safety equipment, at all times, which is required by my safe work procedures and by my clients.

That government and client regulations shall be complied with at all times.

That I am responsible and accountable for my health and safety performance.

Employee's Signature:

Manager, Your Company Name : _____

This page is to be forwarded to head office at time of signing.