



Type:	Human Resources
Authority:	Board
Related Documents:	<ul style="list-style-type: none"> ● Employment Standards Act, S.O. 2000 Part 1 ● Occupational Health and Safety Act, RSO 1990, c.O.1 ● Accessibility for Ontarians with Disabilities Act, SO 2005, c.11 ● POL-327 Respectful Workplaces ● Joint Health & Safety Committee Terms of Reference

Purpose

Health and Safety Policies define how the legislation applies to the Grey Bruce Hospice Inc. (GBH). They set the framework for the physical spaces, operations of the GBH, the wellbeing of staff and GBH residents and families, and provide direction to Board, Staff and Community. The Executive Director and Personnel are responsible for knowing, understanding, and complying with the policies.

Legal Framework

The Associated Documents list above identifies the primary Acts and external documents which apply to the Board and direct the Executive Director.

Scope

The GBH Board is committed to Health and Safety, and will make every effort to provide a safe, healthy work environment and to reduce the risk of injury to employees, volunteers and residents and their families. These policies provide direction to the Board and Executive Director, as well as to all employees including paid employees (permanent, non-permanent, full-time, part-time, casual, and student workers) and all non-paid workers (volunteers, cooperative education students, placement students, and interns) collectively referred to as Personnel. Independent Contractors are required to uphold all Health and Safety Policies when the contractor is working on site.

326.01

Compliance with Legislation

The Board will comply with its duty under the OHSA, and all other related legislation by taking *every reasonable precaution for the protection of GBH workers*. The Executive Director, HR, and Leadership Team will be accountable for the health and safety of workers under their supervision, and for assessing risks, providing information, training and competent supervision. All workers must be dedicated to the continuing objective of reducing risk of injury by working in compliance with legislation, by following safe work practices and established procedures, and by reporting perceived risks to safety on an ongoing basis.

326.02**Commitment to Health & Safety**

1. Through inspections, GBH shall identify and meet all Health & Safety requirements, in accordance with the Ontario Employment Standards Act, the Ontario Health and Safety Act. These standards include but are not limited to:
 - 1.1. Providing adequate number of Health & Safety Representatives and/or Officers and Committees;
 - 1.2. Posting copy of the most recent poster published by the Ministry on such information about the ESA and the regulations as the Ministry considers appropriate in at least one conspicuous place of the employer;
 - 1.3. Providing a copy of the Ministry-published poster to Personnel at the time of contracting or within 30 days of the first day worked; and
 - 1.4. Establishing and enforcing Policies, Procedures, and Plans to protect against accident or injury to GBH users and staff.
2. The Executive Director will ensure that the Leadership Team is aware of and adequately trained to perform all duties, including supervision and training of employees and volunteers pertaining to these policies.
3. The Executive Director will include Health and Safety risks in the annual risk assessment report for the Board.

326.03**General**

1. GBH follows the Internal Responsibility System (IRS) where “everyone has direct responsibility for health and safety as an essential part of his or her job” (Ministry of Labour).
 - 1.1. The IRS includes the employer (Board and Executive Director), supervisors, JHSC, and workers (Personnel).
 - 1.2. Each person shall take initiative on health and safety issues and shall work to solve problems and make improvements on an ongoing basis.
 - 1.3. The JHSC and its supervisor/worker members have the same level of responsibility as all supervisors/workers within the IRS as *everyone has a direct responsibility*.
2. The Executive Director, in partnership with the JHSC, will assess safety needs, and develop and implement procedures for implementing and reporting re:
 - 2.1. Fire, Flood, Tornado threats and other emergencies that threaten personal safety, equipment, or collections
 - 2.2. First Aid/CPR/Defibrillator
 - 2.3. Lock Down and Hold and Secure
 - 2.4. Bomb threats
 - 2.5. Abusive and dangerous behaviour by individuals
 - 2.6. Medical emergencies
 - 2.7. Ergonomics
 - 2.8. Pandemic/epidemic and/or outbreaks
 - 2.9. WHMIS
 - 2.10. Facilities Inspections (interior and exterior)
 - 2.11. Vandalism, Theft and Crime Prevention

2.12. Workplace Violence and Harassment

3. The HR Coordinator shall ensure that hard copies of Fire Code Capacity, Emergency Exit Plan and Workplace Violence and Harassment posters/notices are posted at each site, and that all new employees/volunteers are directed to same during orientation.
4. The HR Coordinator shall develop and provide to all employees and volunteers an e-location for Human Resources materials outlining all policies and procedures, and shall ensure that all employees receive initial orientation and annual reviews of all safety-related policies and procedures.
5. The Board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.

326.04 Rights of Employees

The three most basic rights of employees according to the Canadian Labour Code are:

1. *The Right to Know*: this is the right to be informed of any foreseeable threat or hazard in the workplace.
2. *The Right to Participate*: this is both a right and responsibility to participate in keeping the workplace a safe environment by identifying, making notice of, and where able, correcting any real or potential hazards; and
3. *The Right to Refuse*: this is the right to refuse dangerous work when it could be a danger to themselves, use of equipment which presents a danger to themselves or a co-worker, or performance of an activity which constitutes a danger to themselves or a co-worker.

326.05 Physical Environment

1. To best serve our GBH residents and families, Personnel, Chapman House, and grounds must be a safe and healthy environment to work and visit. In order to maintain this end:
 - 1.1. Monthly Health & Safety checks focused on worker safety shall be completed by the JHSC worker representatives. Management representatives are encouraged to participate in the process with the Worker.
 - 1.2. Daily, weekly and monthly Risk Management inspections, which include items that affect GBH residents' safety and facilities maintenance, shall be completed by the ED and/or staff designates.
2. In addition to physical safety, a healthful environment includes a facility which is warm, welcoming, and free of harassment. The GBH does not condone any behaviour which is deemed by GBH residents, families, Personnel, or the Board to be:
 - 2.1. Threatening or harassing (physical, verbal, sexual, emotional);
 - 2.2. Entering the building or GBH off site programs when under the influence of alcohol or drugs; or
 - 2.3. Unwanted by GBH residents or family, Personnel, or Board.
3. Anyone behaving in an inappropriate manner shall be spoken to by staff and may be removed temporarily or for a suitable time period following the event. The possibility of removal applies to staff, Board, volunteers, GBH residents and families alike.

326.06 Joint Health and Safety Committee (JHSC)

1. GBH shall establish a Joint Health and Safety Committee (JHSC) with Terms of Reference, regardless of size of organization and legislation to do so.
2. GBH employees will participate on the GBH JHSC and follow all provincial standards for membership complement.
3. HR will ensure that the GBH JHSC is seen as a partner in development and review of all Health and Safety policies and practices, giving them ample notice of required changes to policy and practice, and ample time to review and provide feedback.

326.07 Opportunities for Feedback

Feedback is an important part of providing a safe working, playing, and learning environment. HR shall:

1. Receive feedback from the public and Personnel to improve the facility specific to:
 - 1.1. Working environment;
 - 1.2. Public spaces;
 - 1.3. Entry and access;
 - 1.4. Washrooms; and
 - 1.5. Disabilities, both visible and not.
2. Determine if there are Health and Safety concerns for those members of the staff, volunteers, or public, and how to best rectify them.

326.08 Reports to the Board

In addition to general updates and administrative reports, the Board shall receive the following reports:

1. Risk Assessment
2. Workplace Violence Compliance Report
3. Continuous Improvement Report

326.09 Review Cycle of Health & Safety Policies

As required by The Occupational Health & Safety Act, the GBH Board will review these policies on an annual basis or as required by legislated updates and changes. The JHSC shall provide its informed feedback to the Board prior to this review process.

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