



ADMINISTRATIVE MANUAL
Policy & Procedure

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Distribution:	All Staff & Volunteers	Approval:	Leadership Team

STANDARD

DHW Long Term Care Facility Program Requirements, FINAL February 2019

8.2 Systems and processes are in place to minimize risk to residents, staff, volunteers, visitors and the home.

Windsor Elms Village Guiding Principle:

Safety is paramount. We keep each other safe so no one gets hurt. We intervene to prevent injury.

RATIONALE

Eden Domain of Well-Being: SECURITY – freedom from doubt, anxiety, or fear; safe, certain, assured

The health and safety of our employees and volunteers, our suppliers and visitors is of paramount importance. We believe in creating and sustaining a safe work environment that complies with all requirements of the NS Occupational Health & Safety Act.

POLICY

Windsor Elms Village will develop and maintain an Occupational Health & Safety Program that includes various components to sustain a culture of health and safety in the workplace. Management and staff of the Windsor Elms will understand their responsibilities in this program and everyone will be held accountable for their actions and adherence to working safely.

PROCEDURE

To support a safe work culture:

1. Management and Staff will be informed of their rights and responsibilities and will be given the education and training they need to meet their health and safety obligations.
2. Management and Staff will work collaboratively to ensure:
 - everyone is trained and follows safe work practices
 - we possess and maintain proper safety equipment and use it when required
 - workplace hazards are identified, and minimize or remove these hazards to prevent accidents

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- the Joint Occupational Health & Safety Committee is given the resources and support to fulfill its responsibilities
 - all Acts, Regulations, policies and procedures are in compliance in respect to Health & Safety
 - we all play an active role in helping each other work safely
 - that we acknowledge that violence in the workplace is an occupational health and safety hazard and can cause physical and emotional harm. We view any acts of violence or threats of violence in the workplace as unacceptable. We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur. All members of the Windsor Elms Village are responsible for creating and maintaining a safe environment.

Internal Responsibility System

Everyone has a role to play to support a safe workplace. It is critical that all parties understand this role and responsibilities. The following outlines the essential responsibilities;

The Board of Directors shall ensure:

- There are sufficient supports to assist the CEO with all Health and Safety initiatives

Chief Executive Officer will ensure that:

- Resources are in place for managing a health and safety culture that is in compliance with the NS Occupational Health and Safety Act.
- That the Leadership Team fulfills and is held accountable for their health and safety responsibilities.
- A JOHS Committee is in place and is fulfilling their responsibilities, and that all written recommendations submitted by this Committee receive a written response within 21 days.
- Timely and appropriate communication occurs internally and externally with all stakeholders (including media).
- A Management Safety Champion is assigned to maintain the OHS Program

Leadership Team and Supervisors will ensure:

- All relevant safety information is up to date and easily accessible to staff within their department/neighbourhood.
- Regular communications occur with staff in the form of daily discussions (as needed) and standing agenda item at regular department and neighborhood meetings. Topics of discussion include, but are not limited to:
 - Rights and Responsibilities
 - Components of the Safety Program
 - Proper use of equipment, clothing and safety devices relevant to staff roles
 - Safety incidents: the importance of reporting and how to prevent re-occurrence
 - Continuous improvement of health and safety activities
 - Unsafe conditions and acts / workplace hazards
 - Safety concerns, ideas and inputs of employees are encouraged and responded to in a timely manner
 - Encouragement and monitoring of staff to fulfill their health and safety responsibilities, which include being held accountable for safe work procedures

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- Participation in regular safety awareness campaigns, education or initiatives (includes review of the JOHS activity/initiative calendar)
 - Training and education is provided to all employees (including orientation or new employees) on all aspects of health and safety, including safe use and maintenance of equipment and identification of work hazards
 - JOHS members are compensated for time spent performing tasks related to the function of the JOHS Committee.
 - Completion and submission of Hazard Assessments to the Chairperson(s) of the JOHS Committee and the Management Safety Champion.
 - Any reported safety concerns are addressed and corrected in a timely manner.
 - Workplace Inspection Report recommendations are reviewed and responded to in a timely manner
 - All contractors are made aware of their responsibilities pursuant to the NS OHS Act. A copy of the Contractors Handbook must be provided before any onsite work is conducted.
 - All equipment, machines, or materials are maintained and all safety devices are in working condition.
 - Convey best safety practices about workplace safety with their co-workers

Staff will ensure they:

- Practice work activity and behavior that does not, through act or omission, place at risk the health and safety of themselves or others.
- Stay informed on safety matters by attending workshops, education sessions, and reading communications from the JOHS Committee and management on safety matters and sharing this knowledge with colleagues (ie: review the posted information on the JOHS Board located at the staff entrance)
- Practice fire and emergency activities as outlined in Fire Safety and Emergency Manuals
- Use, care for and maintain safety devices, including protective equipment and clothing as relevant to their work
- Cooperate with the JOHS Committee, Dept of Labour and others involved in reporting unsafe conditions.
- Complete an incident report for any incident where they are injured or equipment is damaged and report to his/her Supervisor immediately.
- Report safety concerns by:
 - Informing their supervisor or Department Head/Neighborhood Manager of any health & safety concerns
 - recording safety concerns in Report book and by Worxhub;
 - Foodservice, Laundry and Admin staff will record their safety concerns to Maintenance by using Worxhub.

JOHS Committee will ensure:

- Recommendations for safety awareness campaigns or initiatives are brought forward to the management team
- Participate in, implement and monitor safety campaigns and initiatives
- Develop a JOHS events/initiatives calendar annually.
- Committee minutes are posted within 5 business days following a meeting
- The names of all Committee members and how they can be contacted is posted

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- Relevant information for employee health and safety is posted such as Rights & Responsibilities; Safety Tips; Employee Newsletters; Awareness Bulletins and Safety Videos, etc
 - An annual report is submitted to the Leadership Team in September of each year outlining the activities of the committee
 - Meeting notices are posted in a timely manner
 - Collaborative decisions are based on membership consensus
 - Job Hazard Analysis submitted by each Neighbourhood/Department are reviewed and corrective action is completed.
 - Conduct and review Workplace Inspections
 - Compliance with the NS OHS Act in conjunction with Management
 - Prompt reaction and investigation to safety concerns brought forward. This will include regular review, and follow up to staff incident reports.
 - Individual protective devices, equipment and clothing for staff are recommended and made available
 - Participate in resolving workplace refusals and work stoppages related to safety matters
 - Ensure extra time spent for JOHS related activities is approved and reported

Management Safety Champion will ensure:

- The Safety Program is reviewed and monitored each year
- The Safety Program is maintained according to its standards
- Annual reports are completed and provided to the Leadership Team on the performance of the Safety Program
- The JOHS Committee provides an Annual Report to the CEO by September 1 each year outlining their activities (includes OHS discussions, incidents, hazard assessments, WCB claims, return to work plans)
- Collaboration occurs with the Leadership Team, staff and the JOHS Committee to develop a yearly Action Plan of health and safety activities
- Support to departments in the completion of the Job Hazard Analysis Report; including compiling and maintaining a corporate file of all Job Hazard Analysis Reports
- Communication of all OHS news & events by posting and making available to all staff

DEFINITIONS

OHS Program – The structure in place at Windsor Elms Village to address and control hazards within the workplace, communicate responsibilities and expectations, as well as compliance with the NS Occupational Health & Safety Act.

Internal Responsibility System (IRS):

- a) is based on the principle that all parties within the workplace share the responsibility for the Occupational Health and Safety of persons at the workplace.
- b) establishes that the primary responsibility for creating and maintaining a safe and healthy workplace is held by the person with the authority and ability to control the specific workplace activity e.g. a worker must ensure the tools they use are safe but the supervisor/director must ensure the machinery in the workplace is safe.
- c) establishes that each director and employee is legally responsible for the health and safety of

him/herself and that of their co-workers. Failure to exercise these responsibilities may result in charges under regulatory and/or criminal law.

Employee Rights:

- a) **Right to Participate** - Employees have the right to participate in the selection of members of a joint Occupational Health and Safety (JOHS) Committee as well as to report unsafe conditions, and voice their concerns or opinions on any issue that affects their health and safety or the health and safety of anyone at the workplace.
- b) **Right to Know** – Employees have a right to information on issues that affect their health and safety.
- c) **Right to Refuse** - Employees have the right to refuse unsafe or unhealthy work. The Nova Scotia Occupational Health and Safety Act states that “any employee may refuse to do any act at the employee's place of employment where the employee has reasonable grounds for believing that the act is likely to endanger the employee's health or safety or the health or safety of any other person.”

Contractor - is anyone who contracts for work on a project as defined by the Occupational Health and Safety Act (NS OHS Act 1997) . The contractor has the same responsibilities as the employer and is responsible for their employees while on the premises of Windsor Ems Village.

Due Diligence - Due diligence is the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances. When applied to occupational health and safety, due diligence means that employers shall take all reasonable precautions, under the particular circumstances, to prevent injuries or accidents in the workplace.

Personal Protective Equipment (PPE) - is equipment worn by a worker to minimize exposure to specific occupational hazards. Examples of PPE are respirators, gloves, aprons, fall protection equipment, masks, as well as head, eye and foot protection. PPE does not reduce the hazard itself nor does it guarantee permanent or total protection.

REFERENCES

Occupational Health and Safety Act, Chapter 7 of the Acts 1996
The Windsor Elms Commitment to Health and Safety (*Statement*)
Incident Reporting Policy, AD 60-01
Violence in the Workplace Policy, AD 60-05
Right to Refuse Work, AD 60-07
Job Hazard Identification and Analysis Policy, AD 60-03
WHMIS Training
CSA Standard, Z1000-06, Occupational Health & Safety Management
JOHS Terms of Reference
Workplace Inspections Policy, AD 60-04