

## **4.2 Workplace Occupational Health and Safety Policy**

### **Intent**

This policy is intended to provide workplace roles and responsibilities for all employees in order to ensure the health and safety of all employees and the maintenance of all facilities.

### **Scope**

This policy applies to all employees always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing workplace occupational health and safety. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

This policy has been developed to incorporate the legislative health and safety requirements of Alberta, British Columbia and Ontario and shall be updated accordingly should the employer expand its operations into additional provinces.

### **General Guidelines**

The employer is invested in the health and safety of its employees and guests and is committed to providing a safe and healthy working environment. Active participation by everyone, every day, in every job and task is necessary for the safety excellence.

Management will set an example and provide leadership, while employees are responsible for working towards continually improving the overall health and safety conditions at each property. Our goal is a healthy, injury-free work place and by combining our efforts we can achieve this.

The employer:

- Is responsible for supplying an effective strategy capable of managing any occupational health and safety concerns.
- Will ensure that resources are allocated and governed properly to achieve the health and safety requirements and ensure that their policies comply with the organization's legal obligations.
- Will foster a workplace culture of safety.
- Will review the policies on an annual basis, and revise where necessary.
- Will liaise with government agencies to ensure workplace health and safety compliance.
- Will design and develop accident/incident reports and investigation procedures.
- Will review injury and illness reports identifying any trends and develop preventative solutions.
- Will maintain records, reports and statistics meaningful to the health and safety program and will make sure this information is readily available to the Joint Health and Safety Committee, employees and provincial government agencies.

On-site management:

- Will aid in developing, implementing, and enforcing policies and procedures.



- Will continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Will utilize the process of hazard identification, risk management and incident investigation.
- Will perform occupational health and safety inspections of the workplace to identify and control all hazards to employees.
- Are held accountable for the health and safety of workers under their supervision.
- Will ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Will maintain an up-to-date working knowledge of health and safety regulations as mandated locally, provincially and federally.

#### **Employees:**

- Are responsible for compliance with occupational health and safety policies and procedures.
- Will protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.
- Will use appropriate personal protective equipment as required.
- Will report unsafe or potentially hazardous conditions to their manager or the Joint Health and Safety Committee.
- Will complete required occupational health and safety training.
- Will learn the posted Emergency Plan detailing their facilities procedures pertaining to: fire, weather, or medical emergency.
- Are encouraged to inform management or the Joint Health and Safety Committee of any matter they perceive to be an actual or potential workplace hazard.

#### **Health & Safety Rules**

These general safety rules are designed to provide all employees with a safe working environment. No rule can possibly cover every hazardous condition, so if you are in doubt, consult management or a member of the Joint Health and Safety Committee.

The employer will develop, implement and communicate rules specific to its various departments and locations and will ensure to incorporate associated procedures and equipment operating procedures. Employees will be made aware of these rules as part of the training for each specific work area, task or equipment operating procedure.

*If you have not been properly trained for a task on how to use a piece of machinery or equipment, STOP and ask for help.*

The following health and safety rules will be followed:

- Personal Protective Equipment (PPE) shall be worn on all jobs requiring the use of a PPE.
- Employees are strictly prohibited from wearing personal music devices while on duty. Such devices are considered to be a distraction and a hindrance to proper communication as well as the ability to hear in an emergency. Employees found wearing a personal music device while on shift will be subject to immediate disciplinary action.



- C.S.A. approved safety glasses with side shields are mandatory for maintenance work requiring the use of safety glasses.
- Proper footwear must be worn by all employees at all times.
- Materials shall not be piled or stacked higher than two times their base dimension.
- Prior to operating any piece of equipment, employees are required to refer to specific safe operating rules and procedures.
- All hazardous substances are to be labeled as per the WHMIS regulations and are to be handled as prescribed in the area work procedures or by the Material Safety Data Sheets (MSDS).
- Hazardous substances must be stored and transported only in approved containers. Disposal of hazardous materials must comply with environmental disposal rules for plant wastes.
- All workplace injuries and illnesses must be promptly reported to Management.
- All accidents, property damage, fires and spills are to be reported immediately to Management.
- Long hair, jewelry, or loose clothing is not permitted where there is a risk of entanglement. Hair may be tied up or otherwise confined.
- Employees shall not store or consume food or beverages near hazardous materials.
- Employees will not be working under the influence of drugs or alcohol.

Violation of these general safety rules may result in the issuance of a verbal warning and potentially formal discipline accompanied by re-instruction on the safety rule depending on the severity of the incident. Further violations may result in progression to the next step in the Progressive Discipline Policy up to and including termination of employment.