

## 3.13 WORKSAFEBC POLICY

### **Overview and Philosophy:**

We are committed to ensuring that worksites in which employees and volunteers work are safe, that policies and procedures are in place to ensure safe practices, that employees and volunteers are appropriately trained and directed to ensure safety, and that processes are in place to identify and remedy any hazards to employees and volunteers.

### **Occupational Health and Safety Committee:**

The Occupational Health and Safety (OSH) Committee plays a central role in preventing and reducing the risk of work-related injury and illness. Its responsibilities and operations are outlined in the Occupational Health and Safety Committee Policy.

### **Investigations and Reports:**

All work-related accidents, incidents or illnesses which result in a visit to a medical practitioner, to a hospital or which result in a claim for lost time to WorkSafeBC must be reported by the Association to the Early Intervention Program (EIP) on the WorkSafeBC Form 6A (Workers Report of Injury or Occupational Disease to Employer). The EIP forwards information to WorkSafeBC.

Our reporting procedures are outlined in our WorkSafeBC Claims/Leaves Policy.

The OSH Committee will be notified of all reported work-related accidents, incidents or illnesses as per our OSH Committee Policy.

The Association is responsible for taking action without delay to prevent the recurrence of incidents and must report such action to the OSH Committee.

### **Worksite Safety:**

Each worksite will be inspected at least annually for the following purposes:

To conduct a risk assessment with respect to the following conditions and, where necessary, develop safety procedures to be documented in the site manual:

- Employees working alone
- Lifting and lift equipments
- Aggressive behaviour
- Ergonomics
- Machinery and electrical equipment
- Dust and hazardous chemicals
- Noise
- Need for personal protective equipment
- Working alone.

To conduct a risk assessment for health and safety risks whenever new work is commenced.

To ensure buildings and equipment are maintained in such a condition that workers will not be endangered, including:

- Physical plant
- Machinery and equipment
- Heating and ventilation
- Fire alarms and fire safety equipment
- Elevators.

To assess the compliance of worksites with the First Aid Policy, the Fire Safety Policy and the Emergency Preparedness Policy and Procedures.

Documentation of worksite inspections will be maintained in the OSH binders at Still Creek or on the Health and Safety section of SharePoint.

#### **Instruction of Workers:**

Employees and volunteers will receive training and direction to safely perform their duties.

Training or certifications will include:

- First Aid and CPR
- Non-Violent Crisis Intervention (where necessary)
- Unrestricted Class IV Drivers License (where necessary).

Direction will include, but is not limited to:

- Worksite Safety Policy and Procedures
- First Aid Policy and Procedures
- Emergency Preparedness Policy and Procedures
- Infectious Disease Policy (Universal Precautions)
- Aggression in the Workplace Policy
- Vehicle Policy
- Smoking Policy
- Substance Use Policy

#### **Linking Policies**

- 1.2 Guiding Principles
- 1.8 Code of Ethics
- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 3.1 General Health & Safety Policy
- 3.2 Emergency Preparedness Policy
- 3.3 First Aid Policy
- 3.4 Universal Precautions Policy

- 3.5 Administering Medication Policy
- 3.6 Vehicle Policy
- 3.7 Substance Use, Impairment & Addiction Policy
- 3.8 Smoking Policy
- 3.9 Occupational Health & Safety Committee Policy
- 3.12 Reporting Critical Incidents Policy
- 3.14 General Health & Safety Policy
- 3.15 Violence in the Workplace Policy
- 3.16 Investigation of Workplace Accidents Policy
- 3.17 Risk Assessment & Controls Policy
- 3.18 WHMIS Policy
- 4.5 Bullying & Harassment Policy