

HEALTH AND SAFETY POLICY

Durham College Students Inc.
(hereinafter the “**Corporation**”)
WORKPLACE HEALTH AND SAFETY POLICY
(hereinafter the “**Policy**”)

Effective Date: December 1, 2017	Last Review Date: December 1, 2017
Approved by: Board of Directors	Executive Responsible: President

ARTICLE I: POLICY STATEMENT

1.1 The Management of the Corporation recognizes the potential for health and safety accidents in the workplace. We make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them. The Corporation is committed to allotting the necessary time, attention, authority and resources to ensure a safe and healthy working environment for all Employees. The Corporation will take every reasonable precaution to protect an Employee from injury in the work space.

ARTICLE II: PURPOSE

2.1 The Corporation is committed to providing a safe workplace for all of its workers.

2.2 We recognize that all workers have the right to work in a safe and healthy environment, consistent with the OHSa and any other applicable legislation.

2.3 The Corporation is committed to the health and safety of its Employees. Protection of Employees from injury or occupational disease is a major continuing objective. We are committed to continuing improvement toward an accident-free workplace through effective administration, education and training.

ARTICLE III: APPLICATION

3.1 This Policy applies to all employees of the Corporation.

3.2 The Corporation is a workplace with less than 20 employees; therefore, the provisions applicable to Joint Health and Safety Committees in the OHSa do not apply.

3.3 The Corporation is a workplace with more than 5 Employees; therefore, the provisions applicable to Health and Safety Representatives (as defined below) in the OHSa (as defined below) apply to the Corporation.

ARTICLE IV: DEFINITIONS

4.1 The following definitions shall apply to this Policy:

“Employer” means the Corporation;

“Employee(s)” means any and all Employees of the Corporation, including any and all Managers, Supervisors and Health and Safety Representatives.

“Manager” means either the General Manager, the Outreach Manager, the Financial Controller, the President or the Vice-Presidents.

“Management” means collectively the General Manager, the Outreach Manager, the Financial Controller, the President and the Vice-Presidents of the Corporation.

“Member” means a Member of the Corporation, as defined in the Corporation’s By-laws;

“Membership” means the collection Members, in all Member classes, of the Corporation;

“OHSA” means the Occupational Health and Safety Act, 1990;

“Supervisor” shall mean either the General Manager, the Outreach Manager, the Financial Controller, the Station Manager the President or the Vice-Presidents

“Health and Safety Representative” means a person selected by the Employees at the workplace who does not exercise managerial functions.

“WSIA” means the Workplace Safety and Insurance Act, 1997

ARTICLE V: ROLES AND RESPONSIBILITIES OF WORKPLACE PARTIES

5.1 The Employee shall have the following responsibilities:

5.1.1 Complete all required health and safety training as may be required by the Employer; Work in compliance with Workplace Occupational Health and Safety Policies and Procedures, Employer instructions and the OHSA and regulations;

5.1.2 Refrain from engaging in dangerous or potentially dangerous activities in the workplace (ex. running, roughhousing, pranks etc.);

5.1.3 Refrain from using or operating any equipment, machine or device at work in a manner which may endanger themselves or any other person;

5.1.4 Use appropriate protective equipment or clothing as required by the Employer;

5.1.5 Ensure that they understand and comply with this Policy and related procedures;

5.1.6 Promptly report to their Supervisor/Manager any and all safety concerns and/or unsafe or potentially unsafe conditions and/or injury in the workplace;

5.1.7 Promptly report to their Supervisor/Manager any known missing or defective equipment or protective device that may endanger the worker or another worker;

5.1.8 Promptly seek medical attention when needed; and

5.1.9 Participate in Health and Safety review process/risk assessment on a yearly basis or as otherwise requested by the Employer.

5.2 The Supervisor shall have the following responsibilities:

5.2.1 Supervise Employees in a manner that protects their health and safety;

5.2.2 Ensure that Employees comply with the OSHA and regulations;

5.2.3 Inform Employees about any potential or actual health or safety hazards or dangers known by the Supervisor;

5.2.4 Make sure that any equipment, protective device or clothing required by the Employer is used or worn by the worker;

5.2.5 Notify Managers of any health and safety concerns, and/or unsafe or potentially unsafe conditions and/or workplace injury so that they may be dealt with promptly; and

5.2.6 Do everything reasonable in the circumstances to protect workers from workplace hazards.

5.3 The Management shall have the following responsibilities:

5.3.1 Ensure all Employees have received the established training and education;

5.3.2 Integrate safe behavior into day-to-day operations, including that all Employees wear and use proper protective equipment;

5.3.3 Ensure that equipment, materials and protective equipment are in good working condition;

5.3.4 Take every precaution reasonable in the circumstances for the protection of workers;

5.3.5 Ensure that supervisors are competent, educated and instructed on how to protect workers' health and safety on the job;

5.3.6 Inform a worker, or a person in authority over a worker about any hazard in the workplace and train that worker in the handling, storage, use, disposal and transport of any equipment, substance, tools, material etc.;

5.3.7 Ensure that policy and posting requirements under the OHSA are met and maintained;

5.3.8 Ensure compliance with Workplace Health and Safety Policies and Procedures;

5.3.9 Ensure any deaths or critical injuries are reported to the Ministry of Labour in accordance with the provisions of the OHSA and regulations;

5.3.10 Ensure workplace injuries are reported in accordance with the requirements of the WSIA and its regulations;

5.3.11 Track and analyze incidents for trending and prevention initiatives;

5.3.12 Provide health and safety reports to the Health and Safety Representative; and Ensure this Policy is reviewed at least once a year.

5.4 The Health and Safety Representative shall have the following responsibilities:

5.4.1 Inspect the physical condition of the workplace at least once a month or, if that is not practical, at least once a year and at least part of the workplace each month in accordance with a schedule agreed upon by the representative and the Employer;

5.4.2 Identify actual and/or potential workplace hazards and report them to the Employer and workers;

5.4.3 Be consulted about and be present at the beginning of health and safety-related testing in the workplace;

5.4.4 Make recommendations to the Employer about health and safety in the workplace;

5.4.5 Participate in the first and second stage investigation of work refusals; and

5.4.6 Inspect the workplace when there are critical injuries or fatalities.

ARTICLE VI: ACCIDENT AND INCIDENT REPORTS

6.1 Every Employee who witnesses unsafe working conditions or a safety violation, must report that incident to their supervisor whether or not that incident has resulted in injury to a worker; and

6.2 Where an injury has occurred in the workplace, reporting must also take place in satisfaction of obligations under the WSIA.

ARTICLE VII: NO RETALIATION

7.1 We encourage open communication on health and safety issues. Employees who voice a health and safety concern will not be subject to retaliation. Likewise, Employees will not be retaliated against for refusing to perform unsafe work.

ARTICLE VIII: RISK ASSESSMENT

8.1 Management (with worker involvement) assesses workplace health and safety hazards in all jobs, and in the workplace as a whole. It reviews risk assessments annually, as well as when new jobs are created or job descriptions are changed substantially.

ARTICLE IX: EDUCATION

9.1 New Employees will receive both general and site-specific orientation to the workplace health and safety program. In addition, all Employees will receive an annual review of the program's general and site-specific components.

ARTICLE X: PROGRAM EVALUATION

10.1 The effectiveness of this Policy is evaluated and reviewed annually by Management.

* Note that the full description of duties of workplace parties (Employees, Supervisors, Management, and Health and Safety Representative are found in the OHSA). The statements of duties outlined in this document are meant as a summary and reference tool only. For further information please refer to the OHSA.