



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Health & Safety Program Objectives – Assigned Responsibilities

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Objective #1 *To ensure all levels of the organization are actively involved in the Health & Safety Program.*

Assigned Responsibility: All levels

Implementation of the Objective:

The **BOARD** is involved in the Health & Safety Program through:

- New board member orientation
- Monthly board meetings (with the exception of July & August)
- Health & Safety monthly board report
- Training by the Ontario Safety Association for community and health care
- Monthly monitoring reports based on Executive Limitations policy

The **EXECUTIVE DIRECTOR** is involved in the Health & Safety Program through:

- Semi-annual attendance at Joint Occupational Health & Safety Committee meetings
- Training including policies & procedures, roles & responsibilities, job description, fire safety, WHMIS
- Conduction of walkthroughs as scheduled
- Attendance at training sessions; critical injury, roles & responsibilities of Executive Director and Senior Management
- Audit preparation participation & review
- Receipt of Health & Safety report presented at Senior Management meetings
- Reviewing and responding to recommendations from the Joint Occupational Health & Safety Committee
- The review of accident investigations
- The review of walkthrough reports
- Ensuring compliance of sections 25 – 26 of the Ontario Health & Safety Act

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The **SENIOR MANAGEMENT** team is involved in the Health & Safety Program through:

- The review of the Health & Safety Program and the H&S training plan annually
- Conduction of walkthroughs as scheduled
- Receipt of monthly Health & Safety report at Senior Management meetings
- Review of recommendations from Joint Occupational Health & Safety Committee
- Review of accident investigations
- Health & Safety training including policies and procedures, roles and responsibilities, accident investigation, fire safety, WHMIS

The **MANAGERS/TEAM LEADER/SUPERVISORS** are involved in the Health & Safety Program through:

- Discussion of Health & Safety as a standard agenda item at monthly meetings
- Conduction of walkthroughs on a monthly basis
- Participation as a member of the Joint Occupational Health & Safety Committee
- Health & Safety training including policies and procedures, roles and responsibilities, accident investigation, fire safety, WHMIS
- Providing follow-up to recommendations from walkthroughs, providing follow-up & recommendations to Employee Reports of Incident
- Discussion of Health & Safety with employees on a regular basis
- Participation in the Early and Safe Return to Work Program as required
- Ensuring compliance to Section 25 & 26 of the OHSA

The **WORKER** is involved in the Health & Safety Program through:

- Health & Safety training including policies and procedures, roles and responsibilities, fire safety, WHMIS
- Participation as members of the Joint Occupational Health & Safety Committee
- Discussion of Health & Safety as a standard agenda item at team meetings
- Receipt of Joint Occupational Health & Safety Committee meeting minutes
- Access to Health & Safety binders at the homes/sites
- Information posted on the bulletin boards at the main sites
- Regular communication with Supervisors
- Participation in the Early and Safe Return to Work Program as needed

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The **UNION** is involved in the Health & Safety Program through:

- Participation as a member of the Joint Occupational Health & Safety Committee (Co-chair)
- Participation in the Early and Safe Return to Work Program
- Health & Safety training including certification, H&S policies and procedures, roles and responsibilities, accident investigation, fire safety, WHMIS

The **JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE** is involved in the Health & Safety Program through:

- Reviewing and making recommendations to H&S Policies & Procedures
- Ongoing identification and analysis of hazards
- Health & Safety training including Health & Safety policies and procedures, roles and responsibilities, accident investigation, fire safety, WHMIS, certification
- Conduction of walkthroughs on a monthly basis
- Conduction of accident investigations
- Attend scheduled monthly Health & Safety Committee meetings
- Analyze workplace injury stats and develop recommendations that are forwarded to Senior Management
- Review of the Health & Safety Program annually

Objective #2 *To communicate Health & Safety to all employees on an annual basis.*

Assigned Responsibility: Senior Management, Managers, Supervisors, Union, Joint Occupational Health & Safety Committee, HR Advisor

(see Health & Safety Program Communication Policy and Procedure)

Objective #3 *To provide Health & Safety training to all employees of the organization.*

Assigned Responsibility: HR Advisor, Management, JOHSC

(see Health & Safety, Orientation and Training Program Policy and Procedure)

Objective #4 *To maintain an effective Early and Safe Return to Work Program.*

Assigned Responsibility: HR Advisor, JOHSC, Managers/Supervisors, Modified Return to Work Committee

(see Early and Safe Return to Work Policy and Procedure, Health and Safety Program Evaluation/Revisions Policy and Procedure, H&S 2.4)

Initial: JB

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Objective #5 *To investigate injuries determined through analysis of loss potential with respect to the specific needs of CLTB, in order to identify hazards and situations that could cause additional losses.*

Assigned Responsibility: Executive Director, Senior Management, Managers/Supervisors, HR Advisor, JOHSC, Workers

(see Accident Investigation Policy and Procedure H&S 22.0 and Employee Report of Incident Policy & Procedure H&S 13.0)

Objective #6 *To provide continuous improvement of the Health & Safety Program through regular internal and external evaluations.*

Assigned Responsibility: Joint Occupational Health & Safety Committee, HR Advisor, Management

(see Health and Safety Program Evaluation/Revisions Policies & Procedures H&S 2.4)

Objective #7 *To develop a Violence in the Workplace Program to present to Senior Management for approval.*

Assigned Responsibility: Joint Occupational Health & Safety Committee

(see Human Resources, Violence in the Work Place, HR 25.0 Policy & Procedure)

Objective #8 *To ensure that management attends a health and safety program on an annual basis to stay current in health and safety issues.*

Assigned Responsibility: Executive Director and HR Advisor