



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

Health and Safety Policy

POLICY STATEMENT:

It is the policy of the Corporation of the Township of Matachewan that a written Occupational Health and Safety Policy exist to meet legislative requirements and to demonstrate the Township's commitment to provide a safe and healthy work environment, eliminate workplace injury and illness and strive to exceed legislative standards whenever possible.

POLICY ELEMENTS:

1. The policy will be reviewed at least annually.
2. The policy shall be posted in all work locations by the most senior manager of the area.
3. A health and safety program will be implemented to carry-out the policy requirements.

HEALTH AND SAFETY COMMITMENT

The Corporation of the Township of Matachewan will conduct all site operations in the spirit of improving illness and injury prevention. We will strive to make consistent and measurable process. To fulfill this commitment, the Township of Matachewan will:

- Meet or exceed all applicable laws and regulations
- Maintain a safe and healthy working environment
- Establish and communicate the health and safety responsibilities of all workplace parties, contractors and visitors.
- Ensure employee accountability for safe and healthy behavior and to work in accordance with legislation, corporate policies and procedures
- Require all levels of supervision to ensure that safe and healthy working conditions are provided and maintained
- Provide adequate training to employees in order to carry out their duties safely
- Require contractors and their workers to meet or exceed Corporate health and safety standards
- Promptly report, eliminate or control any health or safety hazards identified
- Develop safe and healthy procedures that are easily accessible and understood
- Review health and safety measures at least annually in light of current practice, knowledge and science.



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

HEALTH AND SAFETY PRINCIPLES

All Matachewan operations will strive to be a model of high quality health and safety practices. The following principles have been established to guide management and all employees in their daily activities. We believe that:

- A safe and healthy environment is a benefit to employees, visitors and the community
- All injuries and occupational illnesses are preventable
- Safe work practices are a job requirement for every position in the Township of Matachewan and must be integrated into every activity
- Off the job safety and health is important
- Employees must be trained adequately
- To achieve excellence, management must demonstrate leadership and set the example in its commitment to health and safety
- Involvement in health and safety practices develops knowledge, increase awareness of hazards, and helps prevent incidents of illness, injury and environmental harm.

CRITICAL OR FATAL INJURY RESPONSE

POLICY STATEMENT:

To establish a consistent method of reporting work related critical or fatal injuries involving employees of the Township of Matachewan, including contracted employees to ensure compliance with the Occupational Health and Safety Act (OH&S Act) and Regulations.

1. DEFINE CRITICAL INJURY

Critical Injury

For the Purposes of the Occupational Health and Safety Act and Regulations, Regulation 834 "critical injury" means a work related injury of a serious nature that,

- (a) places life in jeopardy;
- (b) produces unconsciousness;
- (c) results in substantial loss of blood;
- (d) involves the fracture of a leg or arm but not a finger or toe;
- (e) involves the amputation of a leg, arm hand or foot but not a finger or toe;
- (f) consists of burns to major portion of the body; or
- (g) causes the loss of sight in an eye



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

2. COMMUNICATIONS – MEDIA

In the event of a critical injury as defined by the Occupational Health and Safety Act and Regulations, or in the event of a fatality, township employees shall **NOT** make any comments, statements or have communication regarding the critical injury or fatality with either the general public or media. The CAO will provide a press release to the media upon confirmation of the accident and in conjunction with communication guidelines.

There shall be no other communication with the media until investigations by police officials, fire officials, Ministry of Labour inspectors and Corporate Health Services are completed.

Any information that is subsequently released will be through the CAO and if necessary, Legal Council. Any questions should be referred to the CAO.

3. ROLES AND RESPONSIBILITIES

The individuals listed below have specific roles and responsibilities when the nature of injury is critical or fatal. The specific roles and responsibilities are outlined for the following persons:

- Person in Charge at Time of Incident
- Supervisors / Managers or Delegate

4. CRITICAL OR FATAL INJURY RESPONSE PROCEDURE

Section 51(2) of the OH&S Act: Where a person is critically injured or dies at a workplace, no person shall interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of, or connected with, the occurrence until permission to do so has been given by a Ministry of Labour (MOL) Inspector, except for reason of:

- a) saving a life or relieving human suffering;
- b) maintaining an essential public utilities services or a public transportation system; or
- c) preventing unnecessary damage to equipment or other property.

PERSON IN CHARGE AT TIME OF INCIDENT

1. Immediately obtain appropriate medical attention for the injured employee as required.
2. Secure the scene where the accident occurred by posting a person or barricading the area with caution tape or rope (with the exception of OH&S Act 51(2) (as stated above)).
3. Obtain basic information for purpose of notifications



THE CORPORATION OF THE TOWNSHIP OF MATAHEWAN

4. If the person in charge is not the responsible supervisor/manager, immediately contact the supervisor/manager or delegate.

SUPERVISOR/MANAGER OR DELIGATE

1. Make witnesses available to collect statements for investigations by the Ministry of Labour inspector.

2. Complete and submit the manager/supervisor section of the Township of Matachewan Employee Incident Report to the Occupational Health Nurse within 24 hours.

3. Have the employee complete and submit the employee section of the Township of Matachewan Employee Incident Report (if possible or as soon as the employee is able) to the Occupational Health Nurse within 24 hours.

4. Complete a written report according to section 5(1) of the Industrial Regulation or the Health Care & Residential Facilities Regulation or section 8 of the Construction Regulations. The supervisor/manager or delegate must sign the report as well as the co-chairs or designates of the JHSC or the health and safety representative. Submit the report to the Ministry of Labour within 48 hours as stated in the OH&S Act 51(1). See Appendix B for a sample report of required information required by legislation. Consult with the Corporate Health and Safety Coordinator for assistance.

5. A workplace fatality or other critical injury may require employee assistance intervention for other employees or their families who witnessed the incident. You can contact the CAO who will arrange for support to employees.

6. Supervisor/Manager or Delegate will participate in accident investigation for all contracted employee related critical/fatal injuries.

EMPLOYEE INCIDENT REPORTING PROCESS

"EMPLOYEE INCIDENT REPORT" AND "TREATMENT MEMORANDUM AND FUNCTIONAL ABILITIES REPORT" FORMS SHOULD BE MADE READILY ACCESSIBLE FOR ALL EMPLOYEES ON ALL SHIFTS.

Employee incident reporting is a critical component of a comprehensive health and safety strategy designed to prevent accidental injuries/illnesses, property damage and/or the interruption of work processes.



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

The immediate reporting of all hazardous situations or near miss incidents will allow supervisory staff to investigate and take corrective action to remedy identified workplace hazards before losses occur, thus ensuring a safer workplace and a more efficient use of Corporate resources.

If an employee becomes injured or ill during the course of and as a result of their employment, they have an obligation to immediately report the hazard and/or incident and any medical follow up needed to their supervisor or their supervisor's delegate. The employee shall complete their section of the "Employee Incident Report" form and if applicable provide a completed Treatment Memorandum and Functional Abilities Report form from their Health Care Practitioner. Wherever possible the employee will meet with their supervisor to investigate the incident.

A summary report of incidents and reported hazardous situations will be provided to the Occupational Health and Safety Committees (through the Co-chair positions) in accordance with the provisions of the Occupational Health and Safety Act.

DEFINITIONS

1. "Supervisor" - under the Occupational Health and Safety Act "means a person who has charge of a workplace or authority over a worker.
2. "Critical Injury" – means an injury of a serious nature that, places life in jeopardy; produces unconsciousness; results in a substantial loss of blood; involves the fracture of a leg or arm but not a finger or toe; involves the amputation of a leg, arm, hand or foot but not a finger or toe; consists of burns to a major portion of the body; or causes the loss of sight in an eye.

EMPLOYEE RESPONSIBILITIES

1. Employees are responsible under the Occupational Health and Safety Act to report any hazard they identify to their supervisor or the employer.
2. Employees must work in compliance with the Occupational Health and Safety Act, the Workplace Safety and Insurance Act and standard operating procedures/policies of the corporation.
3. Employees must document any incident or hazards in writing using the Employee Incident Report form.



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

4. Employees must co-operate in any investigations or corrective actions deemed appropriate by their supervisor.
5. Employees are expected to co-operate and participate in early and safe return to work as per the provisions of the Workplace Safety and Insurance Act (WSIA) and the Corporate Temporary Transitional Work Program.
6. Employees claiming Workplace Safety and Insurance Board (WSIB) benefits will provide a copy of their WSIB form 6 to the employer as per the WSIA.
7. Employees claiming WSIB benefits must sign to file a claim (through either a form 7 or form 6) and by doing so consents to the release of functional abilities information.
8. Employees must submit a completed Treatment Memorandum and Functional Abilities Report to the attention of the Occupational Health Nurse within 24 hours of receiving medical attention.

SUPERVISOR RESPONSIBILITIES

In addition to the supervisor responsibilities under the Occupational Health & Safety Act, the Regulations made under the Act, and the Workplace Safety and Insurance Act the supervisor will:

1. Ensure that Employee Incident Report and Treatment Memorandum and Functional Abilities forms are readily accessible to all employees on all shifts.
2. Require immediate reporting of all incidents and hazards.
3. Investigate to identify the root or underlying cause(s) of the incident /hazard and take immediate corrective action to eliminate or minimize the hazard.
4. Report to the Department Director or Commissioner any incident or hazardous situations over which they have no control or authority to take corrective action.
5. Complete the investigation within 24 hours and distribute all incident forms with any other pertinent documentation and information to the Occupational Health Nurse.
6. Issue or make available to the injured/ill employee a Treatment Memorandum and Functional Abilities form if the employee requires, or may require, medical attention or



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

time away from work as a result of the reported incident.

7. Offers, provides and facilitates temporary transitional work for injured/ill employees as per the Corporate Temporary Transitional Work Program and WSIB guidelines.
8. Documents any offer of temporary transitional work made to an employee.
9. Maintains contact (minimum weekly) with employees who as a result of a workplace incident, require time off work or temporary transitional work.
10. Be familiar with the legislated, departmental & corporate policies and procedures not limited to but including the “Blood Borne Pathogen Policy” (C3.B05), “Health Records and Claims, Employees” (C3.H02) & “Temporary Transitional Work Program” (C3.M02.0) policies.
11. Identifies incidents that are “reportable” to the WSIB using the following guidelines:
 - _ The employee requires medical attention beyond first aid.
 - _ The employee requires time from work and/ or incurs a loss of earnings.
 - _ The employee requires temporary transitional work for greater than 7 days.
12. Identifies and Reports to the Coordinator of Health and Safety or their designate any incidents that have resulted in a Critical Injury as defined under the Occupational Health and Safety Act.

COORDINATOR CORPORATE HEALTH AND SAFETY

1. Will review reported incidents and hazards where appropriate and will assist the supervisor with the investigation and correction of hazards when required.
2. Will identify trends and will make recommendations to the supervisor and departmental Director or Commissioner.
3. Provides summary reports of incidents to the Joint Health and Safety Committee co-chairs on a monthly basis.



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

HEALTH AND SAFETY RESPONSIBILITIES

POLICY STATEMENT:

It is the policy of the Township of Matachewan to perform all work safely, consistent with recognized safe work practices and current safety legislation. All individuals in the organization have a level of responsibility for health and safety in the workplace

1. DEFINITIONS

As defined under the Occupational Health and Safety Act:

Competent Person – means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance,
- b) is familiar with the Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace

Employer – means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services

Prescribed – means prescribed by a regulation made under the Act

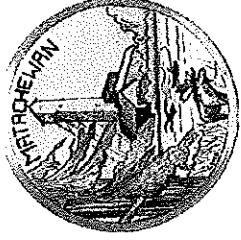
Regulations – means the regulations made under the Act

Supervisor – means a person who has charge of a workplace or authority over a worker

Worker – means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program.

Workplace – means any land, premises, location or thing at, upon, in or near which a worker works

2. LEGISLATIVE REFERENCE



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

Occupational Health and Safety Act

Regulations under the Occupational Health and Safety Act include, but not limited to:

Construction Projects (Reg. 213)

Control of Exposure to Biological or Chemical Agents (Reg. 833)

Critical Injury – Defined (Reg. 834)

Designated Substances (Reg. 835 to 846)

Health Care and Residential Facilities (Reg. 67)

Industrial Establishments (Reg. 851)

Workplace Hazardous Materials Information Systems (WHMIS – Reg. 860).

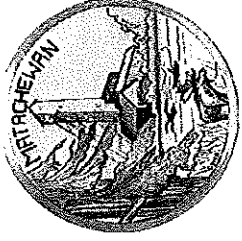
First Aid Requirements under the Workplace Safety and Insurance Act – Regulation 1101

Bill C-45 - Criminal Liability for Health & Safety Negligence

3. RESPONSIBILITIES

Chief Administrative Officer

- Will ensure that the requirements of this policy are carried-out throughout the Corporation
- Oversee the Occupational Health and Safety activities of the Township
- Hold all levels of the organization responsible and accountable for their safety performance
- Ensure the corporation complies with the Corporate Occupational Health and Safety Policy, as well as all relevant health and safety legislation
- Ensure appropriate standards in safety training and orientation are established and that compliance to these standards is on-going
- Monitor the health and safety program to ensure compliance with existing policy, regulations, and standards and that appropriate commendations and/or corrective measures are applied
- Ensure Joint Health and Safety Committee and health and safety representative establishment and functions are carried out as prescribed
- Shall take all reasonable care to ensure that contractors, visitors and general public comply with their health and safety responsibilities
- Take every precaution reasonable in the circumstances for the protection of a worker



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

SUPERVISORS – ALL LEVELS

- Be familiar with and ensure that each worker is fully aware of and complies with the Township's health and safety policies and programs, and applicable Occupational Health and Safety Act and Regulations that pertain to their work
- Ensure that workers wear the appropriate personal protective equipment
- Ensure workers are advised of actual or potential hazards to their health and safety, of which the supervisor is aware
- Establish standard operating procedures for any specific hazardous operations or conditions within their area of responsibility and ensure they are communicated and understood by workers
- Ensure workers receive proper training and instructions prior to work being performed and ensure that workers have demonstrated an understanding of it
- Hold accountable all persons reporting to them, including forepersons, charge staff, lead-hands, team-leaders designates, contractors etc.
- Identify, investigate and correct or inform superiors of all occupational health and safety concerns
- Investigate all accidents and incidents, determine the causes and correct actions as per the Employee Incident Reporting Process Policy
- Know and comply with the Township's policies on Work Refusals and Critical or Fatal Injuries
- Co-operate with the Joint Health and Safety Committee members and health and safety representatives
- Take every precaution reasonable in the circumstances for the protection of a worker

WORKERS

- Understand and work in compliance with the Township's health and safety policies and programs and provisions of the Occupational Health and Safety Act and Regulations
- Learn, understand and practice standard operating procedures
- Report all accidents, injuries and incidents to their supervisor immediately as per the Employee Incident Reporting Process Policy and co-operate in the investigations
- Use or wear the equipment and personal protective devices or clothing that is required



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

- Report all hazards, unsafe acts and any contraventions of the Occupational Health and Safety Act or Regulations to their supervisor
- Refuse unsafe work (for details see Township's Work Refusal Policy)
- Shall not use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself, or any other worker
- Shall not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Co-operate with the Joint Health and Safety Committee members and health and safety representatives

CONTRACTORS

- Contractors are required to comply with all applicable health and safety legislation, Township health and safety policies and programs and specific contractual health and safety requirements
- Upon request the contractor will be required to provide the Township with copies of their health and safety policies or programs and training records
- Contractors are responsible for ensuring all workers including sub-contractors understand and are in compliance with these requirements
- Failure to comply with health and safety legislation and Township policies and programs, on the part of the contractor, would be deemed to be a breach of the contract
- This section will be included in all contracts tendered and proof of the above may be required by the Township at any time from tendering to project completion
- Contractors are required to report all work related incidents/accidents to the Township immediately

CONTRACTORS - SUPERVISORS

- Ensure that workers wear the appropriate personal protective equipment
- Ensure workers are advised of actual or potential hazards to their health and safety, of which the supervisor is aware
- Establish standard operating procedures for any specific hazardous operations or conditions within their area of responsibility and ensure they are communicated and understood by workers
- Ensure workers receive proper training and instructions prior to work being performed and ensure that workers have demonstrated an understanding of it



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

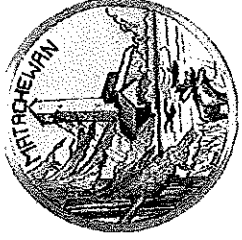
- Hold accountable all persons reporting to them, including forepersons, charge staff, designates, etc.
- Identify, investigate and correct or inform superiors of all occupational health and safety concerns
- Investigate all accidents and incidents, determine the causes and correct actions
- Take every precaution reasonable in the circumstances for the protection of a worker

CONTRACTORS - WORKERS

- Understand and work in compliance with the Township's health and safety policies and programs and provisions of the Occupational Health and Safety Act and Regulations
- Learn, understand and practice standard operating procedures
- Report all accidents, injuries and incidents to their supervisor immediately
- Use or wear the equipment and personal protective devices or clothing that is required
- Report all hazards, unsafe acts and any contraventions of the Occupational Health and Safety Act or Regulations to their supervisor
- Refuse unsafe work
- Shall not use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself, or any other worker
- Shall not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct

VISITORS AND GENERAL PUBLIC

- Visitors and the general public shall not be allowed to enter a work area that requires the use of personal protective equipment or where the operation or use any equipment, materials or things that may endanger their health and safety or that of another person
- In the event that a visitor or member of the general public is required to enter a work area as described above, a "competent" person must accompany the person at all times and is responsible for ensuring the person is aware and complies with the relevant workplace health and safety rules, including the use of personal protective equipment



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

HEALTH AND SAFETY – REGULAR DISCUSSIONS

POLICY STATEMENT:

As required under the OHSA and to raise awareness; ensure a healthy and safe work environment, the Township of Matachewan will engage all levels of staff in regularly scheduled health and safety discussions. Regular health and safety communications with staff will facilitate legislated compliance and a safe environment for all employees, clients, residents and visitors.

1. LEGISLATIVE REFERENCE

Occupational Health and Safety Act (OHSA)
OHSA, R.S.O. 1990: Sections 25 – 28

2. ROLES

Chief Administrative Officer

- Will ensure that the requirements of this policy are carried-out throughout the Corporation.

.Directors, Managers, Supervisors

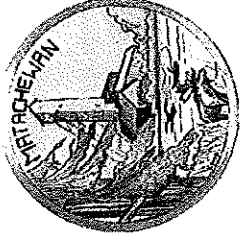
- Will ensure that the requirements of this policy are carried-out within their division(s) and functional team(s).

Employees

- Will participate in and/or review minuted health and safety discussions on a regular basis; at least quarterly.

3. REQUIREMENTS - HEALTH AND SAFETY DISCUSSION

1. “Health and Safety” discussion will be included in regularly scheduled staff meetings, as required to meet the legislative responsibilities of sections 25-28 (Duties of Employers) of the OHSA.
2. If there is currently no formal venue available to discuss health and safety, such a venue (ie. meeting) will need to be established.
3. “Health and Safety”, discussion will occur first on the meeting agenda.
4. Every employee will have the opportunity to participate in regularly scheduled health and safety discussions and/or review minutes of such discussions.



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

5. Documentation (such as minutes or notes) shall be maintained reflecting health and safety discussions and all individuals in attendance.
6. Meeting notes/minutes should be made available at the respective work location(s) to all employees (such as by posting a copy, by email, etc).
7. Employees' not in attendance should be requested to review and sign meeting notes/minutes.

Important Note: Regularly scheduled health and safety discussion does not replace the requirement for unplanned, and at times immediate health and safety discussion/instruction provided to employees to ensure their safety and/or the safety of clients, residents or visitors.

SUN SAFE POLICY

It is the policy of the Township of Matachewan that all employees and those doing work for the township take the necessary steps to protect themselves against harmful UVR rays. Too much exposure to the sun can be detrimental to a person's long term health. Proper sunscreen, including a high SPF number should always be worn when working outside during the summer months.

WORK REFUSAL AND WORK STOPPAGE

POLICY STATEMENT:

It is the policy of the Township of Matachewan to meet or exceed legislative requirements. The Occupational Health and Safety Act extends to all workers a right (or limited right) to refuse unsafe work. The Occupational Health and Safety Act extends to "certified" members of a Joint Health and Safety Committee the power to stop work if it is believed that a dangerous circumstance exists.

1. DEFINITIONS

As defined under the Occupational Health and Safety Act.

Act – Occupational Health and Safety Act (OHSA)

Board – means the Ontario Labour Relations Board

Certified Member – means a committee member who is certified by the Workplace Safety and Insurance Board under the Workplace Safety and Insurance Act

Committee – means a joint health and safety committee continued under the Act



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

Dangerous Circumstances – means a situation in which,

- a) a provision of the Act or the regulations is being contravened;
- b) the contravention poses a danger or a hazard to a worker; and
- c) the danger or hazard is such that any delay in controlling it may seriously endanger a worker

Employer – means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services

Health and Safety Representative – means a health and safety representative selected under the Act

Inspector – means an inspector appointed for the purposes of this Act and includes a Director

Ministry – means the Ministry of Labour (MOL)

Prescribed – means prescribed by a regulation made under the Act

Regulations – means the regulations made under the Act

Supervisor – means a person who has charge of a workplace or authority over a worker

Worker – means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program.

Workplace – means any land, premises, location or thing at, upon, in or near which a worker works

2. LEGISLATIVE REFERENCE

Occupational Health and Safety Act, Sections 43 – 49

3. WORK REFUSAL – Section 43 of the OHS Act



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

Right to Refuse Unsafe Work

A worker may refuse to work or do particular work where he or she has reason to believe that

- a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
- c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Limitations to Refuse Work

The right to refuse work does not apply to a worker:

- a) when a circumstance as described, in 3 (a)(b)(c) above is inherent in the worker's work or is a normal condition of the worker's employment; or
- b) when the worker's refusal to work would directly endanger the life, health or safety of another person.

The worker referred to above is a person employed:

- a) in the operation of a home for the aged, a nursing home, mental health or rehabilitation centre
- b) an ambulance service or a first aid clinic or station
- c) a laundry, food service, power plant or technical service or facility used in conjunction with an institution, facility or service described (a) and (b)
- d) in other operations that are not applicable to the Township at this time

Work Refusal Process

The following individuals have a role in the work refusal process: worker who refuses to work, supervisor, committee members (one management and one worker representative) or health and safety representative and the Ministry of Labour. Other individuals may be



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

used as a resource to help resolve the work refusal. The supervisor shall advise the Corporate Health and Safety Coordinator of the work refusal at stage one.

4. WORK STOPPAGE – Section 44 - 49 of the OHSA

Power to Stop Work - Bilateral Work Stoppage

The Occupational Health and Safety Act allows dangerous work to be stopped by certified members on a Joint Health and Safety Committee. Currently at the Township it takes two certified members to direct the employer to stop work. One must be a certified member representing workers; the other a certified member representing the employer. Work can be stopped only in “dangerous circumstances”.

In such circumstances as may be prescribed, a certified member who represents the employer shall designate a person to act on his or her behalf when the certified member is not available at the workplace.

Limitations to Work Stoppage

The same limitations noted for a work refusal also apply to a work stoppage.

Unilateral Work Stoppage – Section 47 of the OHSA

Unilateral work stoppage may apply if:

- a) the Board has issued such a declaration; or
- b) advises the committee in writing that the employer adopts the procedure set out for unilateral work stoppages in section 47 of the OHSA

Complaints – Section 49 of the OHSA

An employer or worker at the workplace may file a complaint with the Board if he or she has reasonable grounds to believe that a certified member recklessly or in bad faith exercised or failed to exercise a power under a work stoppage, as per section 49 of the OHSA

WORKING ALONE POLICY

Policy Statement

The Township of Matachewan is committed to providing a safe work environment for its employees. In doing so, the Township will take all reasonable and practical measures to



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

eliminate or minimize risks of injury of workers who are performing their duties in areas or conditions, where they are required to work alone.

1. Definitions

Working Alone – to work alone at any time during and/or outside of normal hours of work where assistance is not readily available from a coworker or expected from a member of the public when needed in the normal course of duties or in the event of an injury, illness or emergency.

2. Legislative Reference and Relevant Standards

Occupational Health and Safety Act and Regulations (R.S.O 1990): Section 25(h) and 27(2)(c)

3. Scope

This policy applies to every department/division, supervisor, and employee of the Township of Matachewan, where protection from probable risk of injury from health and safety hazards is required because of working alone.

4. Rationale

Ideally, it is best not to have people work alone. Sometimes it is possible to schedule work to minimize the time employees spend working alone but it is not always possible to avoid the lone worker situation completely. Working alone is not necessarily hazardous; an assessment for each situation will help determine if control measures are required to help protect the worker's health and safety.

5. Responsibility

Department and Division Management

- Communicate this policy and its procedures to employees who work alone
- Conduct a hazard assessment to identify existing or potential hazards related to the nature of the work or work environment given the circumstances of the work when working alone. Appendix A: Working Alone Checklist will assist with the hazard assessment.
- Take all reasonable and practical steps to minimize or eliminate identified injury or incident risks
- In cases where hazards are identified develop a written plan or procedure which considers the following:



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

- o Name/address/location of workplace
 - o Nature of work – duties and equipment required
 - o Training required to do the work (procedures, aware of hazards and control measures, knows how to determine risks of specific work situations, knows and follows communication plan, etc)
 - o Hours of work
 - o List of possible risks that will be faced by a person working alone. Rate each risk for the likelihood of occurrence, exposure time and severity of outcome
 - o Control measures to minimize each risk such as elimination, substitution, isolation, engineering controls, administrative controls, personal protective equipment, reschedule work for when more people will be available, assigning a second person, removing the high risk elements for the work, increase supervisory contact, setting up a communication plan
 - o Communication Plan outlines an effective means of communication between the employee and persons capable of responding to the employee's needs. Examples are: cell phone, two-way radio, personal alarm, buddy system, etc
 - o Appendix B: Working Alone Safety Plan – sample form
- An effective means of communication between the employee working alone and another designated person must be established when hazards have been identified for a working alone situation
 - Consult with the Joint Health and Safety Committee in conducting the hazard assessment and developing practical steps/procedures to minimize or eliminate identified risks
 - Review at least annually the effectiveness of the hazard controls and procedures and make changes are required