



1.0 HEALTH, SAFETY & ENVIRONMENT POLICY

1.1 Policy

“Insert Company Name Here” is committed to ensuring the health, safety and welfare of all their employees, contractors, customers, and visitors to *the* site. It is also committed to maintaining environmentally friendly operation practices and to comply with any relevant standards and guidelines. **All levels of employees are to acquaint themselves fully with the contents of this policy statement to ensure compliance within their area of responsibility.**

“Insert Company Name Here” Occupational Health and Safety Program is the guide to safe operation for “Insert Company Name Here” This Occupational Health & Safety Program and applicable policies and procedures conform to the WCB Occupational Health and Safety Regulation, Workers Compensation Act, OHS Guidelines and the Canadian Environmental Protection Act.

1.2 Responsibilities

The “Insert Company Name Here” intends to provide a safe workplace by:

- Developing a comprehensive occupational health, safety, environment and welfare program;
- Assigning responsibility to all levels of management for compliance with all aspects of this program;
- Continuously identifying hazards in the workplace and either eliminating them or reducing the risk associated with them;
- Providing appropriate training, instruction and education to all employees; and
- Enforcing this policy equally among employees, contractors, customers and visitors.

“Insert Company Name Here” Supervisors are responsible for:

- Providing a health and safety orientation to new workers;
- Providing ongoing training to workers;
- Taking part in inspections and investigations;
- Reporting any safety or health hazards; and
- Correcting unsafe acts and conditions.

All employees have a duty to maintain vigilance and foresight in identifying and correcting hazards to health, safety or the environment. When necessary, they are to contact their Supervisor to take the appropriate steps to eliminate or reduce mitigate hazards at work. “Insert Company Name Here”, the Employee Safety Representative and Management will be contacted where doubt or uncertainty may exist with respect to appropriate actions to be taken.

1.3 Commitment Statement

By placing my signature below, I personally endorse this policy and expect that all employees have the same high level of commitment that I do to the health, safety and welfare of our employees, contractors, customers, visitors, clients and the general public at large.

Signature: _____

Date: _____



4.0 ACCIDENT – INCIDENT INVESTIGATIONS POLICY

4.1 Purpose

The purpose of this policy and investigating accidents and incidents is to prevent a recurrence of the hazardous condition causing the event. This policy presents a practicable approach to investigating workplace accidents and incidents by emphasizing how to find the root cause(s), conduct an investigation, and make effective recommendations to prevent similar occurrences from ever happening again.

“Insert Company Name Here” will investigate serious accidents as well as any incidents that:

- a. Result in an injury or illness to a worker requiring medical treatment;
- b. Did not involve injury or illness to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury or illness to a worker;
- c. Occur resulting in loss or damage sustained to material, equipment or property.

Accident and Incidents in the workplace will be investigated for the following purposes:

- a. To fulfill legal requirements;
- b. Determine the cause of accidents and incidents;
- c. To ascertain compliance with applicable safety regulations;
- d. To determine the cost of an accident, and
- e. To determine what happened and why, so the steps can be taken to prevent a recurrence.

4.2 Definitions

“Accident” means an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage.

“Incident” means an unexpected event that did not cause injury or damage this time but had the potential. “Near miss” and “dangerous occurrence” are also terms for an event that could have caused harm but did not.

4.3 Policy

1. The Supervisor, employees and/or the Safety Representative with appropriate training in conducting accident investigations must complete an accident / incident investigation.
2. The following steps shall be taken to adequately complete an incident investigation:



7.0 DRUG AND ALCOHOL USE POLICY

7.1 Purpose

“Insert Company Name Here” will ensure to help provide a safe and drug-free work environment for their employees.

7.2 Policy

1. It is the policy of “Insert Company Name Here” that employees do not consume illegal drugs or alcohol while on the company premises and before or during work hours where being under the influence of these substances could affect the safety of work being performed.
2. This policy also enforces and explains the circumstances of the consumption of drugs or alcohol may affect work performance and safety many hours after they were last consumed. This may mean that a worker may still be impaired in the morning following ingestion.
3. “Insert Company Name Here” explicitly prohibits:
 - a. The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on “Insert Company Name Here” premises.
 - b. Being impaired or under the influence of legal or illegal drugs or alcohol at work or away from “Insert Company Name Here” premises, if such impairment or influence adversely affects the employee's work performance or the safety of the employee or of others.
4. If there is a confirmation or a strong suspicion by a Supervisor that an employee is in violation of this policy - the employee will not be allowed to work and sent home **via a taxi service only and paid for by “Insert Company Name Here”**
5. Such an incident will be subjected to appropriate disciplinary action, up to and possibly including discharge from employment.
6. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final disciplinary or employment action becoming effective.

7.3 Medications

In the interest of health and safety, employees who require the use of a Medication that may result in their not being Fit for Duty shall:

- a. Investigate, where appropriate, (through their medical professional) whether the Medication can negatively impact their ability to safely and acceptably perform assigned duties.



8.7 Pictograms (2015)

Chemicals that fell under the 1988 WHMIS legislation were called “Hazardous products”. However, under the 2015 WHMIS legislation “Hazardous products” will now be called “**Hazardous Products**”. The 2015 hazard symbols are now called **PICTOGRAMS** and will be enclosed inside of a **RED** colored **DIAMOND** shape.

In 2015 three symbols have changed their representation/identity compared to the 1988 WHMIS legislation. These three symbols are “Exploding Bomb”, “Health Hazard” and “Exclamation Mark”. The “Biohazardous Infectious Materials” symbol will still remain the same and will still be enclosed inside of a **BLACK** colored **CIRCLE** shape.

The “Environment” symbol has been added to the 2015 WHMIS legislation which means the hazardous products may cause damage to the aquatic environment (i.e. spray painting, accidental spill, etc.)

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

8.9 Safety Data Sheets – SDS (2015)

Under the 2015 WHMIS legislation, Safety Data Sheets will **NOT** be required to be updated every 3 years. Instead, SDS’s will be updated when significant new data become available.



In the 1988 WHMIS legislation, the minimum sections required in a Safety Data Sheet were 9 sections. In the 2015 WHMIS legislation, the minimum sections required in a Safety Data Sheet will be **16 sections**.

1. Identification (product and supplier)	9. Physical and chemical properties
2. Hazard identification	10. Stability and reactivity
3. Composition/information on ingredients	11. Toxicological information
4. First-aid measures	12. Ecological information*
5. Fire-fighting measures	13. Disposal considerations*
6. Accidental release measures	14. Transport information*
7. Handling and storage	15. Regulatory information*
8. Exposure controls/ personal protection	16. Other information

* Sections 12 to 15 require the headings to be present. The supplier has the option to not provide information in these sections.

The definition of each of the 16 sections are as follows:

1. *Identification*

Product identifier, recommended use and restrictions on use, supplier contact information, emergency phone number.

2. *Hazard Identification*

Classification (hazard class and category), label elements (including hazard pictogram, signal word, hazard statement and precautionary statements) and other hazards (e.g. thermal hazards).

3. *Composition/Information on Ingredients*

For a hazardous product that is a substance: the chemical name, synonyms, CAS No. and the chemical name of impurities, stabilizing solvents and stabilizing additives where classified and that contribute to the classification of the product. For a hazardous product that is a mixture: for ingredients that present a health hazard, the chemical name, synonyms, CAS No. and concentration. Note: Confidential Business Information Rules may apply.

4. *First-aid Measures*

First-aid measures by route of exposure as well as most important symptoms/effects.

5. *Fire-fighting Measures*

Suitable (and unsuitable) extinguishing media, specific hazards, special equipment and precautions for fire fighters.

6. *Accidental Release Measures*

Protective equipment, emergency procedures, methods and materials for containment and clean up.



7. *Handling and Storage*

Precautions for safe handling, conditions for storage, including any incompatibilities.



13.0 WORKPLACE VIOLENCE POLICY

13.1 Purpose

The purpose of this policy is to communicate “Insert Company Name Here” approach to addressing workplace violence and to establish a “zero tolerance” policy for such behavior.

This policy requires that individuals on company premises or while representing “Insert Company Name Here” conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards.

13.2 Definition

“Violence” means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.

13.3 Policy

1. “Insert Company Name Here” will not tolerate any form of intimidation, threats and acts of violence at any time and will make every effort to prevent violence and threats of violence from occurring.
2. People who commit these acts outside the workplace but which impact the workplace are also violating this policy. The health, safety and wellbeing of our employees, is the company’s foremost concern.
3. Any persons who do not comply with this policy will be subjected to disciplinary action.
4. Any employee who has a reasonable cause to believe that he or she is at risk of injury from any form of intimidation, threat and/or act of violence will report to their supervisor immediately to resolve their concern.
5. Management/supervisors (at all levels) will, in strict confidentiality, take immediate and appropriate action of all reports of intimidation, threats, and/or acts of violence.

13.4 Risks from Robbery Assault or Confrontation

13.5 Purpose

1. “Insert Company Name Here” is aware that employees could be at risk from incidents in the workplace. This policy has been developed to warn employees on potential of violence and how to prevent and deal with incidents.
2. Some of these risks from incidents could be the following:



BULLYING AND HARASSMENT COMPLAINT FORM

Name of person making the complaint:		Company:
Name of person complaint is against:		Company:
Date of complaint:	Location:	
Date of investigation:	Person(s) investigating:	

Person interviewed	Other people involved (e.g., alleged bully, witnesses)	Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated)
Based on the investigation, did workplace bullying and harassment occur? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason(s) for this conclusion		
Supervisor/Manager Signature:		Date:
Copies: person making complaint, manager,		



EMERGENCY EVACUATION DRILL FORM

Year	Month	Day		Sector	Scenario	Involves*
			Scenario description: <i>*Involves – Fire Drill Evacuation; Actual Fire; “Supervisor” had a heart attack; “Worker” had heat exhaustion.</i>			
			Debrief – what worked well:			
			Debrief – what needs improvement:			

Corrective Action Log

#		Problem	Required Action	Who	By When	Done

Reviewed By (name/position)
Date