TABLE OF CONTENTS TEMPLATE I

1.0 HEALTH, SAFETY & ENVIRONMENT POLICY
1.1 POLICY
1.2 RESPONSIBILITIES
1.3 COMMITMENT STATEMENT
2.0 RIGHTS AND RESPONSIBILITIES POLICY
2.1 POLICY
2.2 Employer Responsibilities
2.3 Supervisor Responsibilities
2.4 Worker Responsibilities
2.5 Contractors Responsibilities
2.6 Employee Rights
2.7 RIGHT TO REFUSE UNSAFE WORK
2.8 Unsafe Work Refusal Procedures
3.0 WORKPLACE INSPECTIONS POLICY
3.1 PURPOSE
3.2 POLICY
4.0 ACCIDENT – INCIDENT INVESTIGATIONS POLICY
4.1 Purpose
4.2 DEFINITIONS
4.3 POLICY
4.4 FATAL INVESTIGATIONS
5.0 EMPLOYEE COMMUNICATIONS SYSTEM POLICY
5.1 Policy
5.2 SAFETY BULLETIN INFORMATION BOARD
5.3 SAFETY MEETINGS
5.4 Crew Tool Box Talks
6.0 NO SMOKING POLICY
6.1 PURPOSE

- 6.2 POLICY
- **6.3 DESIGNATED SMOKING AREAS**
- 7.0 DRUG AND ALCOHOL USE POLICY
 - 7.1 PURPOSE
 - 7.2 POLICY
 - 7.3 MEDICATIONS
 - 7.4 PROHIBITIONS
- 8.0 WHMIS 2015 & GHS POLICY.....
 - 8.1 PURPOSE
 - 8.2 GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELLING OF CHEMICALS (GHS)
 - 8.3 LABELING: SUPPLIER LABELS (1988)
 - 8.4 SUPPLIER LABELS (2015)
 - 8.5 LABELING: WORKPLACE LABEL (1988 & 2015)
 - 8.6 HAZARD SYMBOLS (1988)
 - 8.7 PICTOGRAMS (2015)
 - 8.8 SAFETY DATA SHEETS (1988)
 - 8.9 SAFETY DATA SHEETS SDS (2015)
 - 8.10 RESPONSIBILITIES
 - 8.11 Worker Training & Education
 - 8.2 Environmental Protection
- 9.0 OCCUPATIONAL FIRST AID POLICY
 - 9.1 PURPOSE
 - 9.2 REQUIREMENTS FOR PROVISION OF FIRST AID
 - **9.3 REPORTING INJURIES**
 - 9.4 SUMMONING FIRST AID IN AN EMERGENCY
 - 9.5 TRANSPORTING INJURED PERSONS
 - 9.6 FIRST AID KITS
 - 9.7 FIRST AID RECORDS
 - 9.8 EMPLOYERS REPORT OF INJURY OR OCCUPATIONAL DISEASE
 - 9.9 AUTHORITY OF FIRST AID ATTENDANT
 - 9.10 RESPONSIBILITIES

9.11	HEPATITIS B	VACCINES
------	-------------	----------

10.0 WORKING ALONE OR IN ISOLATION POLICY
10.1 Purpose 10.2 Definition 10.3 Policy
11.0 DISCIPLINARY ACTION POLICY
11.1 PURPOSE 11.2 RESPONSIBILITIES 11.3 POLICY
12.0 BULLYING AND HARASSMENT POLICY
 12.1 PURPOSE 12.2 DEFINITION 12.3 RESPONSIBILITIES 12.4 POLICY 12.5 REPORTING PROCEDURES 12.6 INVESTIGATION PROCEDURES 12.7 FOLLOW UP 12.8 TRAINING 12.9 EXAMPLES OF BULLYING AND HARASSMENT
13.0 WORKPLACE VIOLENCE POLICY
 13.1 Purpose 13.2 Definition 13.3 Policy 13.4 Risks from Robbery Assault or Confrontation 13.5 Purpose 13.6 Policy 13.7 Abusive and Difficult Clients / Visitors 13.8 Robbery and Assault 13.9 Unwelcomed Members of the Public 13.10 Risk Assessments

13.11 MUTUAL RESPECT

14.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY.....

- 14.1 PURPOSE
- 14.2 DEFINITIONS
- 14.3 POLICY
- 14.4 Selection, Use and Maintenance
- 14.5 INSTRUCTION AND TRAINING
- 14.6 SUPERVISOR RESPONSIBILITIES
- **14.7 WORKER RESPONSIBILITIES**
- 14.8 FOOT PROTECTION
- **14.9 Eye Protection**
- 14.10 RESPIRATORY PROTECTION
- 14.11 FIT TEST
- 14.12 SAFETY HEADGEAR
- 14.13 HAND AND BODY PROTECTION
- **14.14 HEARING PROTECTION**
- **14.15 FALL PROTECTION**
- 14.16 HIGH VISIBILITY APPAREL

15.0 ANNUAL PROGRAM REVIEW POLICY.....

- 15.1 PURPOSE
- 15.2 POLICY
- **15.3 PURPOSE OF THE REVIEW**
- **15.4** Focus of the Review
- 15.5 SAFETY PROGRAM AUDIT

16.0 COVID-19 SAFETY POLICY

- 16.1 POLICY
- 16.2 CLEANING AND SANITIZING
- **16.3 DISINFECTION SOLUTION**
- 16.4 HANDSHAKING
- 16.5 WORKPLACE DISTANCING
- **16.6 PERSONAL PROTECTIVE EQUIPMENT**

- 16.7 DISPOSAL OF CONTAMINATED PPE
- **16.8** FACE TOUCHING
- 16.9 FOOD AND BEVERAGE SHARING
- 16.10 SNEEZING AND COUGHING
- 16.11 TRAVEL
- 16.12 EXPOSURE OR SYMPTOM REPORTING
- 16.13 CONTACT WITH A CONFIRMED CASE OF COVID-19
- 16.14 COVID-19 Six Step Process (Reducing Exposure)
- 17.0 WORKING FROM HOME POLICY.....
 - 17.1 PURPOSE
 - 17.2 POLICY

18.0 EMPLOYEE SAFETY ORIENTATION PACKAGE

- OHS Policy Statement
 SAFETY REPRESENTATIVE
 SUPERVISOR(S) CONTACT INFORMATION
 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM 2015 (WHMIS)
 SAFETY DATA SHEETS
 FIRST AID PROCEDURES
 FIRST AID PROCEDURES
 EMERGENCY EVACUATION PROCEDURES
 MUSTER STATION
 EMERGENCY CONTACT INFORMATION
 PERSONAL PROTECTIVE EQUIPMENT
 HAZARD REPORTING
- WARNING SIGNS
- Housekeeping
- RIGHT TO REFUSE UNSAFE WORK
- RIGHT TO REFUSE UNSAFE WORK PROCEDURES
- **RIGHT TO PARTICIPATE**
- **RIGHT TO KNOW**
- NO SMOKING (TOBACCO & E-CIGARETTE)

DRUG AND ALCOHOL USE VIOLENCE IN THE WORKPLACE BULLYING AND HARASSMENT WORKING ALONE HORSEPLAY MUSCULOSKELETAL INJURIES (MSI) BACK SAFETY – HEAVY LIFTING SAFETY BULLETIN BOARD

FORMS

FIRST AID RECORD FORM

ACCIDENT – INCIDENT INVESTIGATION FORM

NEW AND YOUNG EMPLOYEE SAFETY ORIENTATION FORM

CREW TOOL-BOX TALK FORM

TRAINING RECORD FORM

BULLYING AND HARASSMENT REPORTING FORM

EMERGENCY EVACUATION DRILL FORM