

## SAMPLE

### Parish \_\_\_\_\_ HEALTH & SAFETY POLICY

The Parish recognizes the dignity and worth of every individual and is therefore vitally concerned about health and safety. As a result, we recognize that we have the responsibility to take all reasonable precautions to ensure safe and healthy conditions for our workers and everyone having access to our premises. We take seriously our responsibilities for health and safety and as a minimum standard we comply with the *Occupational Health and Safety Act, WHMIS* and other related legislation.

The commitment of the Parish is that, through good management practices and active worker involvement, we will work towards a workplace free of personal injuries, occupational illnesses, damage to property and harm to the environment.

Churchwardens and their delegates will be competent and held accountable for the health and safety of the workers under their supervision. Wardens are responsible for ensuring that all ministry practices are safe and that workers comply with legislative requirements and established safe work procedures. Workers are entitled to adequate training in their specific work assignments for the purpose of protecting their health and safety and that of others.

Each person will be held accountable for his or her safety performance. All workers, without exception, must make a personal commitment to fulfill this policy. It is our hope that everyone will do their part to eliminate the potential for accidental injuries, illnesses and losses so our ministry can be accomplished without harm to our workers or those who come to us for care.

Signed: \_\_\_\_\_  
Churchwarden

Date: \_\_\_\_\_

\_\_\_\_\_  
Churchwarden

Date: \_\_\_\_\_

*(Each parish must design a program to suit their specific needs. The information provided in the sections below may or may not be appropriate and the procedures are offered only as suggestions, so please modify the material to make it suitable.)*

## **The Parish \_\_\_\_\_**

### **HEALTH & SAFETY PROGRAM**

The Parish recognizes that one of our primary responsibilities is the provision of the safest possible conditions for our workers and everyone having access to our premises. We take seriously our responsibilities for safety and compliance with the *Occupational Health and Safety Act, WHMIS* and other related legislation. As a result, the Parish has a defined plan designed to prevent accidents and occupational illnesses.

For the purpose of this policy, the term “worker” refers to anyone who receives remuneration for ministry, service or work. The term “supervisor” refers to anyone who oversees the work of another person.

While volunteers are not covered by the Occupational Health and Safety Act or its regulations, the Parish is also committed to fulfilling its responsibilities concerning the health and safety of its volunteers, and the Parish believes this policy helps facilitate that objective. Volunteers are responsible for conducting themselves in a manner which is consistent with the Parish’s health and safety policy and shall be given appropriate training to do so where necessary. Depending on the circumstances, volunteers who fail to meet these responsibilities may not be permitted to continue in their role and ministry.

This policy and program is to be reviewed every year by the Churchwardens.

#### **1. Education Policy**

1.1 All supervisors will participate in health and safety training to ensure that all workers are aware of and engage in safe work practices, in order to minimize the risk of occupational injury and illness.

1.2 Workers are expected to apply the knowledge gained in order to reduce the risk of occupational injury or illness to themselves or their co-workers.

##### **1.A Education Program**

1.A.1 All supervisors shall participate in training covering, but not limited to, these occupational health and safety topics:

- a) Health and Safety Responsibilities of Supervisors
- b) Health and Safety and the Law
- c) Hazard Recognition and Control
- d) Workplace Inspections
- e) Conducting an Accident Investigation
- f) WHMIS

1.A.2. Participants shall be required to demonstrate competency in the subject matter in order to successfully complete each module

##### **1.B Education Procedures**

1.B.1 The Churchwardens will be responsible for maintaining a health and safety educational program.

1.B.2 The Churchwardens shall keep a record of all supervisors who have completed Occupational Health and Safety education training and shall place a copy of this record in the individual's personnel file at the Parish.

## **2. Health and Safety Representative**

*(This section is only required for Parishes that have more than 5 workers, including managerial staff)*

2.1 The Parish shall ensure the election of a Health and Safety Representative and facilitate the operation of this Representative, as required by the Occupational Health and Safety Act.

### **2.A Health and Safety Representative Program**

2.A.1 A Health and Safety Representative shall be elected from those workers who do not hold managerial positions. A record of the election, name and work location of the Health and Safety Representative shall be posted on the Health and Safety bulletin board and maintained in the Health and Safety file.

2.A.2 A Health and Safety Representative shall complete the Parish educational program listed in 1.A.1.

2.A.3 It is the function of the Health and Safety Representative to:

- a) identify situations that may be a source of danger or hazard to workers,
- b) make recommendations to the employer and workers for the improvement of health and safety,
- c) conduct monthly inspections,
- d) recommend to the employer and workers the establishment, maintenance and monitoring of programs, measures and procedures,
- e) review, analyze and make recommendations arising from an accident investigation,
- f) identify, evaluate and recommend in writing to appropriate senior management, a suggested resolution of any matters pertaining to health and safety in the workplace, and
- g) evaluate the sufficiency of the education and training program and whether all workers are thoroughly knowledgeable of their rights, restrictions, responsibilities and duties under the Act and other regulations, including WHMIS.

2.A.4 All workers should discuss their safety concerns with their immediate supervisor before bringing them to the attention of the Health and Safety Representative. It is, however, recognized that there may be occasions when circumstances will prevent this.

2.A.5 The Health and Safety Representative shall conduct a monthly workplace inspection. A copy of the inspection form shall be forwarded to the Churchwardens.

2.A.6 The Health and Safety Representative shall investigate all incidents, accidents and critical injuries, in accordance with the requirements of the Occupational Health and Safety Act and Regulations.

2.A.7 The Health and Safety Representative shall prepare a written report of the investigation. This report shall be submitted to Diocesan Human Resources Department, the Incumbent and the Churchwardens.

2.A.8 The investigation report shall be reviewed at the next regularly scheduled Parish Council meeting.

2.A.9 Work Refusal investigations shall be undertaken in accordance with the provisions of the Occupational Health and Safety Act.

2.A.10 All recommendations of the Health and Safety Representative shall be sent in writing to the Churchwardens for action.

2.A.11 The Churchwardens shall respond to the Health and Safety Representative in writing within 21 days of receipt of the written recommendations.

2.A.12 The response shall contain schedules for completion, reasons for any delay or non-concurrence with the recommendations or alternate proposals which the Churchwardens believes will resolve the problem satisfactorily.

2.A.13 All time spent in activities as provided for in this policy, shall be paid for at the Health and Safety Representative's current rate of pay, including any premiums, if applicable.

### **2.B. Health and Safety Representative Procedures**

2.B.1 The Health and Safety Representative shall forward a copy of the formal recommendations to the Regional Dean if the recommendations are not addressed after three months

## **3. Workplace Inspections**

*(This section is only required for Parishes that have more than 5 workers, including managerial staff)*

3.1 The Parish shall facilitate workplace inspections by a Health and Safety Representative as required under the Occupational Health and Safety Act.

3.2 The Parish shall encourage ongoing safety reviews of the workplace by all workers as a means of promoting general safety awareness. All workers are required to report hazardous situations to their supervisors immediately when they detect such situations.

### **3.A. Workplace Inspections Program**

3.A.1 A Health and Safety Representative shall inspect the physical condition of the workplace, at least once a month.

3.A.2 If it is not practical to inspect the entire workplace at least once a month, a schedule will be provided where at least part of the workplace shall be inspected each month so that the entire workplace is inspected at least once each year.

3.A.3 Regular inspections of the workplace shall be carried out as part of the ongoing routine responsibility of supervisory staff, who because of their training and experience should be aware of and alert to unsafe working conditions and practices. When such situations are discovered, they will be corrected within a reasonable time frame.

3.A.4 Inspections should be scheduled well in advance with a copy of the schedule including the location and dates provided to the Churchwardens.

3.A.5 An inspection report shall be developed by the Churchwardens. This inspection report will be revised and kept up to date, as required.

3.A.6 Following the inspection, the inspection report shall be completed, signed and forwarded in a timely fashion to the Churchwardens and a copy shall be placed in the Health and Safety file in the parish office.

3.A.7 Many of the items observed and recorded during an inspection will be of a minor nature and could be corrected "on the spot". For this reason, the inspector(s) should be accompanied by a supervisor with authority over the workplace who can ensure that the minor problems are attended to promptly. The supervisor does not direct the workplace inspection; the supervisor's presence is intended to add to the inspector(s) knowledge of the workplace. The supervisor's in-depth knowledge and understanding of the workplace layout, the work process, equipment, use and care of personal protective equipment, maintenance and use of tools, types of hazards and emergency plans can facilitate and maximize the inspection process.

- 3.A.8 In order to facilitate a complete and thorough inspection, the inspector should follow these steps:
- a) Always refer to previous inspection reports and information about illnesses, injuries and accidents that have occurred since the previous inspection.
  - b) Follow an established route when performing an inspection, this route should be the same as the process flow.
  - c) Take time to observe the types of tasks being performed.
  - d) Identify, classify and record any unsafe conditions or action using the inspection recording form.
  - e) When an unsafe condition or action exists which requires immediate attention, always ask the supervisor to correct it and inform appropriate workers of the corrective action taken.
  - f) Ensure that the exact location of any deficiency is described and use block diagram if needed to pinpoint the area.
  - g) With a minimum of disruption, discuss health and safety concerns with the supervisor and workers.
  - h) Using the inspection report highlight any uncorrected or repeated hazards reported during previous inspections.
  - i) Recommend corrective actions.
  - j) One copy of the inspection report shall be posted on the Health and Safety bulletin board in the inspected workplace.

3.A.9 On receiving a copy of the inspection report, the Churchwardens may bring it to the Parish Council who will recommend corrective action to eliminate the identified hazards. The Churchwardens shall inform the Health and Safety Representative in writing within twenty-one (21) days of the corrective action to be taken

3.A.10 Where no action is planned the Churchwardens must also report this decision and the reasons for it to the Health and Safety Representative.

### **3.B. Workplace Inspection Procedures**

3.B.1 The Health and Safety Representative shall remind the Churchwardens if the recommendations are not addressed after two months and notify the Regional Dean after three months.

### **3.C Work Refusal Procedure**

3.C.1 If a worker believes that a hazard exists which is dangerous to themselves or others, he/she can initiate a work refusal process according to the *Occupational Health and Safety Act*. The procedure for a Work Refusal is:

- a) a worker refuses to work because he/she believes the work endangers the health and safety of others,
- b) the worker reports the problem to the supervisor,
- c) the Health and Safety Representative is notified,

- d) the supervisor investigates the situation, in the presence of the worker and the Health and Safety Representative,
- e) if the supervisor agrees that the situation endangers the health and safety of others he/she fixes the problem and work is resumed,
- f) if the Health and Safety Representative and/or the worker are not satisfied with the supervisor's solution the Diocesan Human Resources Department is contacted,
- g) in no circumstances is the work to commence.
- h) the Health and Safety chair investigates in the presence of the worker and the Health and Safety Representative and the supervisor,
- i) the chair gives a written decision.
- j) corrective action is taken

#### **4. Incident Report and Hazard Notification**

4.1 The Parish shall ensure that thorough investigations of all reported workplace incidents and hazards are undertaken. The investigation process attempts to determine the cause(s) of incidents and hazards, and ensures that appropriate corrective actions are taken to prevent recurrences.

4.2 The investigation process is not to be a "fault finding" procedure, but a fact finding and problem solving exercise. No matter what the cause(s) may be, for an incident or hazard, it should not be used to apportion blame. Where human error is established as the cause of an incident or hazard, it shall be dealt with objectively.

##### **4.A. Incident Investigation and Hazard Notification Program**

4.A.1. The worker (with the assistance of the Health and Safety Representative, if desired) will document the incident or hazard, identify symptoms, and report the problem(s) to the supervisor.

4.A.2. The supervisor (or H&S Representative for parishes of more than 5 workers) makes recommendations for preventing the incident or removing the hazard.

4.A.3. The supervisor shall ensure that corrective action is taken.

4.A.4. The worker cooperates with all corrective action taken (and a Health and Safety representative monitors the situation and records it in future workplace inspections).

##### **4.B. Incident Investigation and Hazard Notification Procedures**

4.B.1 The Churchwardens shall develop a Parish Incident Form and make sure it is accessible to the workers.

#### **5. Accident Investigation**

5.1 The Parish shall ensure that thorough investigations of all reported workplace accidents are undertaken. The investigation process attempts to determine the cause(s) of accidents and ensures that appropriate corrective actions are taken to prevent recurrences.

5.2 The investigation process is not to be a "fault finding," but a fact finding and problem solving exercise. No matter what the cause(s) may be, for an accident, it should not be used to apportion blame. Where human error is established as the cause of an accident, it shall be dealt with objectively.

5.3 The Parish shall also ensure that proper notification of immediate families is made unless the injured person requests otherwise.

**5.A. Accident Investigation Program (Non-critical Injury Investigation)**

5.A.1. The first consideration is always the well being of the injured worker. The first worker to arrive on the scene shall call for emergency service and secure the area to prevent further injury or damage. If required, the first worker qualified to administer First Aid should provide first aid to the injured worker.

5.A.2 Where the injured worker is unable to resume regular duties, the supervisor shall ensure that the worker is provided transportation to a hospital, a physician, or to the worker's home, as is necessary. In cases of serious injury, and where possible, another worker should accompany and remain with the injured worker.

5.A.3 If there is a possibility that any circumstances surrounding the accident may constitute an imminent danger to anyone, action shall be taken immediately by the supervisor to remove the apparent hazard or temporarily discontinue the work under investigation without awaiting the outcome of the investigation.

5.A.4 The supervisor shall immediately notify the Churchwardens and rector.

5.A.5 The supervisor or designate, with authority over the workplace shall perform an accident investigation for each accident occurring in the workplace. (A Health and Safety Representative shall also perform an investigation of the accident.)

5.A.6 The supervisor with authority over the workplace is responsible for:

- a) inspecting the scene of the accident and all tools and equipment being utilized at the time of the accident, obtaining and reviewing all pertinent work procedures and safety measures, training and equipment maintenance records and for interviewing and documenting as accurately and completely as possible the chronology of events and actions taken by those involved before, during and after the accident;
- b) assessing all the information at hand and determining as far as possible the cause of the accident and all contributing factors;
- c) recommending and implementing immediate corrective actions where possible which will prevent or reduce the risk of a recurrence of a similar accident; and recommending additional corrective actions, as required, for approval and implementation at a later date.

5.A.7 The supervisor shall complete the, " Accident Investigation Form" which is to be forwarded to the Churchwardens. The form includes:

- a) injured person: name, address, telephone number, occupation, work unit, work telephone number;
- b) date, time and exact location of the accident;
- c) concise description of the injury; if first aid was administered, record the actions taken and the time, the name and phone number of the person providing aid, obtain copy of Accident Investigation Form
- d) if injured worker was taken to physician/hospital, record time, where taken, how they were taken and name of person accompanying them;
- e) concise description of any and all property damage or material loss;
- f) a record which outlines the condition of the work area, tools and equipment in use at the time of the accident and note the environmental conditions at the worksite using photographs or sketches where possible;
- g) a review all work and safety procedures to be utilized in the work area, or related to the operation being undertaken at the time of the accident;

- h) a record of what training, personal protective equipment, etc. is required to perform the work. Obtain copies of all relevant, regular maintenance and/or testing requirements, schedules, etc.;
- i) records of interviews with all the parties directly involved in the accident first; then of interviews with co-workers involved with the operations or located in the immediate vicinity of the accident and any other witnesses. The purpose of the interview is to try to obtain an accurate and complete chronology of events and facts pertaining to the accident.

5.A.8 The investigating supervisor shall identify and document immediate corrective action taken to prevent similar occurrences.

5.A.9 The Churchwardens should review the report at their next regular meeting or at a special meeting if required. Where appropriate, additional recommended corrective actions must be taken..

#### **5.B. Accident Investigation Procedures**

5.B.1 The Churchwardens must develop an Accident Investigation Report.

5.B.2 The Churchwardens must ensure the supervisors know what to do in the case of an accident and that the supervisors have trained their workers to follow these procedures.

### **6 Critical Injury Report and Investigation**

6.1 Where a worker or any other person is critically injured or dies at the Parish as a consequence of a workplace accident, the Parish shall ensure that prompt medical attention is provided, that a thorough investigation to identify causes is completed, and that appropriate corrective measures are implemented.

6.2 The Parish shall also ensure that proper notification of immediate families and appropriate ministries are made unless the injured person requests otherwise.

#### **6.A. Critical Injury Report/Investigation Program**

6.A.1 A critical injury as defined by *Ontario Regulation 834* under the Occupational Health and Safety Act is an 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 or arm, hand or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

6.A.2 The first consideration should always be the well being of the injured person. The first worker to arrive on the scene shall call for an emergency service (911) to provide health care and shall secure the area to prevent further injury if necessary. The worker must then notify their immediate supervisor, or designate, of the accident.

6.A.3 The first worker who is qualified to administer First Aid to arrive on the scene should provide First Aid to the injured person.

6.A.4 The most senior supervisor in attendance, at the scene of a critical injury shall be responsible for cordoning off the area, to ensure that, no person interferes with, disturbs, destroys, alters or carries away any wreckage, article or thing at the scene of or connected with the occurrence.

6.A.5 The supervisor with authority over the workplace in which the critical injury has occurred shall immediately notify the Churchwardens and Director of Human Resources.

6.A.6 The supervisor, or their designate, will notify the injured worker's immediate family or other persons if so directed by the injured worker.

6.A.7 The supervisor with authority over the workplace shall immediately commence an accident investigation.

6.A.8 In the case of parishes that have more than 5 workers, the supervisor shall inform a Health and Safety Representative who shall perform his/her accident investigation. The Health and Safety Representative's report must be sent by the Diocesan Human Resources Director and the Churchwardens, within forty-eight hours from the time of the occurrence of the accident.

6.A.9 Workers of the Parish are expected to co-operate fully with police, Ministry of Labour Investigators or other authorized personnel when questioned.

6.A.10 The supervisor shall ensure that a Notice of Critical Injury or Death is completed and posted.

6.A.11 The supervisor shall complete a Critical Injury Report and forward it to the Churchwardens (and the Health and Safety Representative) within twenty-four 24 hours. The Churchwardens shall review the supervisor's report for accuracy and completeness and forward it to the Director of Human Resources within forty-eight (48) hours of the critical injury or death.

6.A.12 The Critical Injury Report and the Notice of Critical Injury shall include:

- a) name and address of the employer and contractor, if appropriate;
- b) the nature and the circumstances of the occurrence and the bodily injury sustained;
- c) a description of the machinery or equipment involved;
- d) the time and place of the occurrence;
- e) the name and address of the person who died or was critically injured;
- f) the names and addresses of all witnesses to the occurrence; and
- g) the name and address of the physician or surgeon, if any by whom the person was or is being attended for the injury.

#### **6.B. Critical Injury Investigation Procedures**

6.B.1 The Churchwardens must develop a Critical Injury Investigation Report.

6.B.2 The Churchwardens must ensure the supervisors know what to do in the case of a critical injury and that the supervisors have trained their workers to follow these procedures.

### **7. Hazardous Materials**

7.1 The Parish shall ensure that a program for the identification, safe use, storage, transportation, spill cleanup and disposal of all workplace hazardous materials is developed, implemented and maintained in compliance with all applicable legislation.

7.2 The Parish shall ensure that less harmful materials are substituted for hazardous materials being used in the workplace wherever possible.

7.3 A hazardous material is defined as any solid, liquid, or gaseous material that is identified as a controlled product under the Federal Hazardous Products Act, a hazardous material under the Occupational Health and Safety Act, WHMIS and other Regulations.

**7.A. Hazardous Materials Program**

7.A.1 The Parish shall only purchase products after the Material Safety Data Sheets are reviewed and wherever possible, shall only purchase those products deemed the least hazardous.

7.A.2 The Parish shall ensure current Materials Safety Data Sheets (less than three (3) years old) for all hazardous materials are in a binder and available to all workers (and the Health and Safety Representative).

7.A.3 The Churchwardens shall ensure that all hazardous materials entering the workplace are properly labeled with the appropriate WHMIS supplier label or a workplace label where the supplier label is unreadable or missing.

7.A.4 All supervisors shall ensure that workers, working with any hazardous material, have received training in its safe use, handling, storage and disposal.

7.A.5 Training will be provided in accordance with WHMIS Regulations.

7.A.6 Where Consumers' Products are used, instead of WHMIS products, the supervisor shall endeavor to obtain Material Safety Data Sheets for these products and have them placed at the back of the WHMIS MSDS binder.

7.A.7 An assessment and an inventory shall be made of all hazardous materials on site. The assessment shall be retained by the supervisor.

7.A.8 Where the assessment identifies that a worker's health may be affected by inhalation, ingestion or skin absorption, a control program shall be developed by the supervisor.

7.A.9 When a hazardous material spill is discovered by a worker, the worker is to call 911 and if applicable, the Municipality, Province or Environment Canada shall be notified.

7.A.10 A supervisor shall develop a spills contingency plan where there are hazardous materials in the workplace which will include the following information as a minimum:

- a) personal protective equipment to be worn during clean up,
- b) procedures for containment and securing the area,
- c) neutralizing material if one is available for that substance,
- d) waste disposal procedure, and
- e) training of staff responsible for responding to the spill.

7.A.11 The supervisor shall ensure appropriate containment, clean up and disposal of the hazardous material is undertaken.

7.A.12 The supervisor shall complete an Accident Investigation in accordance with the Accident Investigation Program and Procedures above.

**7.B. Hazardous Materials Procedures**

7.B.1 The Churchwardens shall ensure designated workers participate in training sessions in WHMIS.

**8. First Aid**

8.1 The Parish shall ensure that first aid stations are set up and maintained at each work location.

**8.A. First Aid Program**

8.A.1 The Parish shall supply and maintain a first aid station in accordance with Regulation 1101 of the Workplace Safety Insurance Act. The first aid stations shall be located so that they are easily accessible for prompt treatment of workers. Each first aid station shall contain the following:

- a) a first aid box containing supplies consistent with the number of people being served by the station;
- b) a notice board displaying a list of the workers in charge of the station along with a copy of their current first aid certificates, work locations, and phone numbers;
- c) an inspection card indicating the contents of the box;
- d) a record indicating the details of the instances where the station was used

8.A.2 All First Aid Boxes shall contain bandages and other supplies indicated in Regulation 1101, Sections 8, 9 and 10.

8.A.3 The Churchwardens shall appoint First Aid Attendants and ensure that they have certification training.

8.A.4 The First Aid Attendant shall inform the Churchwardens so that he/she can ensure that the First Aid Station is maintained and the contents of the first aid boxes are inspected and stocked appropriately.

8.A.5 The First Aid Attendant shall inform the Churchwardens of any accidents, who will then complete an Accident Investigation Form.

**8.B First Aid Procedures**

8.B.1 The Churchwardens shall ensure the Parish facility has at least one worker trained and qualified in first aid treatment at all times when workers are performing their duties.

**9. Protective Equipment**

9.1 The Parish shall ensure equipment and protective devices are provided as prescribed by the Occupational Health and Safety Act and Regulations.

9.2 The Parish shall maintain its equipment, materials and protective devices in good condition.

9.3 All equipment, materials and protective devices provided by the Parish shall be used as prescribed by the Occupational Health and Safety Act and Regulations.

**9.A. Protective Equipment Program**

9.A.1 The Churchwardens are responsible for ensuring that all protective equipment, material and devices are provided in the workplace, maintained in good condition, and used as prescribed by the Occupational Health and Safety Act and Regulations.

9.A.2 The supervisor is responsible for ensuring that all workers under their authority work with and/or wear the protective devices or clothing, measures, and procedures required by this policy, operational policies of the workplace and the Occupational Health and Safety Act and Regulations.

9.A.3 The supervisor shall identify any potential or existing danger to workers under their authority and advise the worker(s) of the danger.

9.A.4 The supervisor is responsible for ensuring workers are instructed in the proper fit, use, maintenance, and storage of all protective clothing and personal protective equipment.

9.A.5 The supervisor is responsible for regular inspection, proper maintenance and proper storage of all such equipment.

9.A.6 The worker is responsible for using or wearing the equipment, protective devices or clothing that the Parish or the supervisor requires be worn or used. When protective equipment is required and provided by the employer and the worker is not using it as prescribed, necessary disciplinary actions will be taken.

9.A.7 Workers shall report to the supervisor the absence of or defect in any equipment or protective device, which they are aware as provided by the Occupational Health and Safety Act and Regulations.

9.A.8 Where a worker is exposed to the hazard of falling and the surface to which he/she might fall is more than three (3) metres (ten (10) feet) below his/her position a safety procedure must be developed which is in compliance with the Occupational Health and Safety Act and Regulations.

9.A.9 The supervisor shall ensure appropriate gloves are provided for workers who are exposed to the hazards of chemicals, infectious agents, cuts, lacerations, abrasions, punctures, burns and harmful temperatures.

#### **9.B. Protective Equipment Procedures**

9.B.1 The Churchwardens shall ensure appropriate personal protective equipment is provided and that workers are trained in the proper use of this equipment required by their position.

#### **10 Workplace Violence – see also Guidelines Section 17, S.A.R.T.**

10.1 Where a worker or any other person is assaulted and/or battered as a consequence of their ministry/work, the parish shall ensure that the individual has access to treatment and services to manage the trauma.

10.2 The Parish recognizes that verbal assault can cause stress in the workplace.

#### **Workplace Violence Definitions**

**Assaulted worker:** Any worker who is reasonably put in fear of being imminently struck by a member of the public, a volunteer, a service provider, a person who accesses the services or another worker, either by a menacing gesture, a sudden move alone or accompanied by a threat.

**Battered worker:** Any worker who experiences actual physical contact from another person (whether or not a physical injury occurred).

#### **10.A. Workplace Violence Program**

10.A.1 Where appropriate, the supervisors shall ensure an educational program is offered on the awareness, avoidance and prevention of violence in the workplace.

10.A.2 The supervisors will instruct workers not to enter locations where they feel unsafe and use a “buddy system” in potentially dangerous situations.

10.A.3 Workers who work away from the office, shall prepare a daily work plan and keep a contact person informed of their location and approximate return time.

10.A.4 Workers must inform their supervisor of all safety and security hazards they observe.

10.A.5 Churchwardens shall ensure an adequate security system is in place in the parish office and other appropriate spaces.

10.A.6 Following an assault or battering, the worker shall notify their immediate supervisors in writing.

10.A.7 The supervisor shall complete an Accident Report.

10.A.8 Following an incident where a worker is battered, prompt medical evaluation and treatment must be provided and the local police department must be contacted.

10.A.9 Following an incident of battering, the supervisor shall arrange for a community meeting to take place including all workers and appropriate volunteers to process the incident as soon as possible.

10.A.10 The supervisor must inform victims of workplace violence of their legal right to prosecute perpetrators.

10.A.11 The supervisor shall periodically gather the community to assess workplace violence risks and to provide an opportunity for monitoring activities and instituting corrective action.

**10.B. Workplace Violence Procedure**

10.B.1 Where it is appropriate, the Churchwardens shall ensure all workers have participated in a program about workplace violence.

**11. Workplace Safety Insurance Program**

11.A.1 Workers are responsible for reporting all injuries, no matter how minor, to their supervisor.

11.A.2 Supervisors are responsible for ensuring that workers are provided with immediate medical attention, that the Churchwardens are immediately informed, that accidents are fully reported and investigated, and for facilitating the worker's return to work.

11.A.3 After the worker has reported an accident, received medical treatment, and the accident is thoroughly investigated, an Accident Report Form shall be completed and signed by the Churchwardens, in consultation with the supervisor.

11.A.4 The Parish is committed to an early return to work program. The supervisor will maintain ongoing contact with all injured workers and provide modified work. Workers must be advised by the Churchwardens that modified work is available. Workers are then responsible to advise their treating physician that the Parish can provide modified work and to request their treating physician to complete a "Return to Work Report".

11.A.5 Should the treating physician find that a worker may return to modified work, or to the pre-injury job, the worker is responsible for advising the supervisor immediately by providing the "Return to Work Report".

11.A.6 While the supervisor ensures regular follow-up with injured workers and persists in an effort to return workers to regular or modified work, the Churchwardens shall maintain contact with the insurer to ensure a timely decision is made with respect to a worker's entitlement to compensation.

11.A.11 Should a claim for benefits be denied by the insurer, eligibility for sick leave benefits may be reviewed according to the parish policy and in consultation with the Churchwardens and the Director of Human Resources.

## **12. Contractor Requirements**

12.1 The Parish shall require all contractors and their sub-contractors to assume the duties of the contractor and employer in ensuring they comply with the provisions of the Occupational Health and Safety Act, have a WSIB clearance certificate, if appropriate, and proof of liability insurance coverage.

12.2 For the purpose of this policy 'contractor' refers to any person, or persons who provides a service or services to the Parish for reimbursement and is not a worker of the Parish.

### **12.A. Contractor Program**

12.A.1 The Churchwardens shall ensure that the contractors are informed in writing of the expectations of the Parish regarding the provisions of a safe and healthy workplace as well as the duties of employers and contractors under the Occupational Health and Safety Act.

12.A.2 When issuing a tender for the Parish the Churchwardens shall request this information:

- a) Proof of current Workplace Safety and Insurance coverage, if appropriate.
- b) Proof of current liability insurance coverage.
- c) The name of the individual responsible for administering the Contractor's Occupational Health and Safety Program.

### **12.B. Contractor Procedure**

12.B.1 The Churchwardens shall develop and use an independent contractor agreement when contracting for services.

## **13. Ladders**

13.1 The Parish shall ensure appropriate training, instruction and supervision is provided to workers who are required to use a ladder.

13.2 The Parish shall maintain all ladders and ensure they are in good working order. All ladders provided by the Parish shall be used as prescribed by the Occupational Health and Safety Act and Regulations and be Canadian Standards Association (CSA) approved.

### **13.A. Ladder Program**

13.A.1 The supervisor shall ensure workers are instructed and implement best practices in the handling of ladders.

13.A.2 All ladders shall be inspected before and after use. Defective ladders shall be tagged and secured away from general use.

13.A.3 Workers shall use a ladder appropriate for a task by considering the strength, type, length and height of the task.

13.A.4. Workers of the Parish shall not go up a ladder over 3 m (10 ft). For circumstances where a ladder may be required for more than 3 m (10 ft), personal protective equipment must be obtained, a fall arrest system must be developed or professional contractors or equipment may be sought.

13.A.5 When using ladders do not work from the top three rungs as the higher a person goes on a ladder, the greater the possibility that the ladder will slip out at the base; do not use items such as a

chair, barrel or box as a makeshift ladder; do not use a portable ladder when other equipment is available; do not join two short ladders to make a longer ladder; do not paint wooden ladders.

13.A.6 A *stepladder* shall be about 1 m (3 ft) shorter than the highest point it is to reach which gives it a stable base and places the shelf at a convenient working height. The procedure for using a stepladder is:

- a) Open the stepladder spreaders and shelf, fully.
- b) Check stability. Ensure that all ladder feet are on a firm, level and non-slippery surface.
- c) Place a stepladder at right angles to the work, with either the front or back of the steps facing the work.
- d) Keep the stepladder close to the work.

13.A.7 Workers shall not push stepladders from the side since repeated sideways movement can make ladders wobbly and weaker or less stable in those directions.

13.A.8 When climbing up or down a ladder, a worker shall always face the ladder. The worker shall keep his/her body centered between the side rails, maintain a firm grip and use both hands when climbing.

13.A.9 A worker shall not overreach when on a ladder, not climb it when leaned against a wall, not use it on slippery, soft or unstable surfaces, and not use it for a work platform or plank. Ladders should not be used in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Before mounting a ladder, a worker shall clean his/her boot soles and avoid climbing with wet soles. They should not carry objects in their hands while on a ladder but instead, hoist materials or attach tools to their belts. Workers shall ensure that footwear is in good condition.

13.A.10 Workers shall ensure suitable barriers or markers are set up on the ground when using any type of ladder.

13.A.11 Workers shall extend *extension ladders* so that the upper section rests on (e.g., in front of) the bottom section. This means the bottom section "faces" a wall or other supporting surface.

13.A.12 Workers shall place extension ladders so that the horizontal distance between the feet and the top support is no less than 1/4 and no more than 1/3 of the working length of the ladder. Workers shall erect extension ladders so that a minimum of 1 m (3 ft) extends above a landing platform. (See Ontario Regulations 851/90, Section 73)

13.A.13 Workers shall ensure that locking ladder hooks are secure before climbing.

13.A.14 Workers shall tie the top at the support points of the ladder when working 3 m (10 ft) or more off the ground or when working with both hands. All tie-off devices are to be left in place until they must be removed before taking the ladder down. Where a ladder cannot be tied off at the top, station a person at the foot to prevent it from slipping. This method is only effective for ladders up to 5 m (16 ft) long. The person at the foot of the ladder should face the ladder with a hand on each side rail and with one foot resting on the bottom rung.

13.A.15 Extension ladders are not to be used near electrical wire (reference to Aluminum Ladders), not to be set up or taken a ladder down when it is extended, not used on ice, snow or other slippery surfaces without securing ladders' feet, and not to be left unattended. Do not use a ladder in a horizontal position as a scaffold plank or runway.

13.A.16 One person can erect a short extension ladder in the following manner:

- a) Place the bottom of the ladder firmly against the base of a building or stationary object.
- b) Lift the top of the ladder, and pull upward to raise a ladder to a vertical position.
- c) Transfer the ladder to its required position when it is erect.
- d) Keep the ladder upright and close to the body with a firm grip.

13.A.17 When the ladder weighs more than 25 kg (55 lb), or where the conditions of the task are complicated, two persons shall set up a ladder, step by step, as follows:

- a) Lay the ladder on the ground close to intended location.
- b) Brace the ladder base using the helpers' feet.
- c) Grasp the top rung with both hands, raise the top end over your head and walk toward the base of a ladder. Grasp the centre of the rungs to maintain stability.
- d) Move the erect ladder to the desired location. Lean it forward against the resting point.
- e) The method for lowering any ladder is the reverse procedure of erecting it.

13.A.18 Workers shall maintain three-point contact on the ladder by keeping two hands and one foot, or two feet and one hand on the ladder at all times.

13.A.19 Workers shall ensure all ladders are returned to a storage area after use where they are protected from the weather, supported horizontally on racks.

### **13.B. Ladders Procedure**

13.B.1. The Churchwardens shall provide workers with instruction of the safe handling of ladders.

13.B.2 The Churchwardens shall ensure the workers are trained in the safe handling of ladders.

## **14. Emergency Plan**

14.1. The Parish workers shall know the general guidelines for emergency situations to reduce human injury and damage to property in an emergency.

### **14.A. Emergency Plan Program**

14.A.1 In the case of an emergency, an appointed individual shall function as the Emergency Coordinator. This individual shall appoint an alternative when he/she is not at the work site. The Emergency Coordinator:

- a) reports the emergency
- b) activates the emergency plan
- c) assumes overall command
- d) establishes communication
- e) alerts staff
- f) orders evacuation
- g) alerts external agencies
- h) confirms evacuation complete
- i) alerts outside population of possible risk
- j) requests external aid
- k) coordinates activities of various groups
- l) advises relatives of casualties
- m) provides medical aid
- n) ensures emergency shut offs are closed
- o) sounds the all-clear

14.A.2 The Emergency Coordinator shall maintain current list of telephone numbers and addresses of the people they may have to contact in an emergency.

14.A.3 The Emergency Coordinator shall develop a pre-emergency plan which ensures:

- a) evacuation routes are identified, alternate means of escape are determined and shared with staff and all routes are kept unobstructed.
- b) determine specify safe locations for staff to gather for head counts to ensure that everyone has left the danger zone. Assign individuals to assist handicapped workers in emergencies.
- c) first aid treatment of the injured and searches are made for the missing simultaneously with efforts to contain the emergency.
- d) alternative sources of medical aid are offered when normal facilities may not be possible.
- e) containment of the extent of the property loss once the safety of all staff and neighbours has been clearly established.

14.A.4 The Emergency Coordinator shall ensure regular exercises and drills and a thorough and immediate review after each exercise or drill.

#### **14.A. Emergency Procedure**

14.B.1. The Churchwardens shall appoint the Emergency Coordinator and will ensure an emergency plan is developed and the workers are trained to implement the plan.

### **15. Communicable Diseases**

15.1 The Parish shall assist workers in safeguarding themselves from communicable diseases to which they may be exposed in the workplace through the provision of operating procedures, personal protective equipment, education, awareness, and immunization programs as are appropriate.

15.2 The Parish recognizes that there is a risk of exposure to a communicable disease. Accordingly, specific immunization and training programs may be required.

#### **15.A. Communicable Diseases Program**

14.A.1 The Churchwardens shall ensure that safe operating procedures are developed, implemented, and maintained to minimize the exposure of workers to communicable diseases. Such procedures shall include the provision of personal protective equipment where needed and education of workers about these procedures.

15.A.2 The Churchwardens shall ensure workers are trained regarding the universal precautions for diseases spread by blood and certain body fluids such as HIV and hepatitis B.

15.A.3 The Churchwardens shall ensure workers do not clean up or come into contact with blood, vomit or other bodily fluids/wastes without proper protective gloves.

15.A.4 The Churchwardens shall ensure workers know the proper disposal procedures for broken bottles and used needles which are to go directly into approved, puncture-proof containers.

15.A.5 Where advised by appropriate public health professionals, the Churchwardens will develop an appropriate immunization program for high-risk worker groups.

15.A.6 Should a worker choose not to participate in the immunization program they shall indicate this on the consent form provided by Churchwardens.

15.A.7 All costs incurred for the specific immunization program shall be the responsibility of the Parish as the employer.

15.A.8 When the incidence of a particular communicable disease rises or falls, the need for the activities outlined in this policy and program shall be reviewed by the Churchwardens (in consultation with the Health and Safety Representative).

**15.B. Communicable Diseases Procedure**

14.B.1. The Churchwardens will ensure training, the implementation of good practices and immunization programs are implemented if appropriate.