



2.0 RIGHTS AND RESPONSIBILITIES POLICY

2.1 Policy

“Insert Company Name Here” is committed to ensuring the health and safety of all their employees and visitors to their sites. All levels of employees have certain responsibilities when it comes to ensuring the health, safety and welfare of themselves and their fellow employees.

2.2 Employer Responsibilities

1. Provide a safe and healthy workplace;
2. Develop, initiate and maintain a comprehensive Occupational Health and Safety Program;
3. Appoint a company Safety Representative;
4. Ensure that regular safety inspections are conducted, and appropriate follow up action is taken as necessary to correct all unsafe conditions;
5. Ensure accident/incident investigations are conducted and appropriate follow up action is taken as necessary to correct all unsafe conditions;
6. Ensure all employees are adequately trained and educated in all company safe work procedures, safe operating procedures and policies;
7. Ensure that regular management and safety meetings are held;
8. Provide personal protective equipment and conduct training in the use and maintenance of such equipment;
9. Maintain safety records, documents and statistics; and
10. Provide First Aid and its facilities.

2.3 Supervisor Responsibilities

1. Ensure that all new employees receive a safety orientation when they start employment with “Insert Company Name Here”;
2. Ensure compliance by all employees and outside contractors under their supervision with the company’s safe work procedures, safe operating procedures and policies;
3. Ensure that all employees under their supervision are adequately trained and are properly instructed in the safe performance of their tasks;

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	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.

8.6 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.



9.0 OCCUPATIONAL FIRST AID POLICY

9.1 Purpose

The purpose of this policy and procedure is to provide employees with prompt, easily accessible, and appropriate first aid treatment and to keep a record of each treatment. All of the following shall be required at “Insert Company Name Here” to effectively provide first aid treatment:

1. Occupational First Aid Attendant(s) with appropriate level of training.
2. First Aid kits with appropriate level type and quantities of supplies.
3. First Aid record keeping system.
4. Appropriate means of transporting an injured worker to a first aid facility or a hospital.
5. Effective means of communication between First Aid Attendant(s) and workers who may need their help.

9.2 Requirements for Provision of First Aid

1. First aid equipment, supplies, and services shall be readily accessible to employees during working hours and to visitors, customers and contractors through “Insert Company Name Here” first aid services.
2. Signs clearly indicating the location of and how to call for first aid shall be:
 - a. Posted conspicuously throughout the workplace, and
 - b. Effectively communicated and educated to all “Insert Company Name Here” employees.

9.3 Reporting Injuries

1. All employees covered by WorkSafeBC insurance are required to report all work-related injuries or disabling occupational disease immediately to their Supervisor and/or First Aid Attendant.
2. All employees who are injured on the job must report all injuries on the day of the incident regardless of the severity, unless symptoms of injury or illness is delayed due to mechanism and cause of injury.

9.4 Summoning First Aid in an Emergency

1. Ensure accident scene is safe to avoid further danger to injured person or self.



18.4 Policy

1. If safe to do so rectify or remove any hazard(s) or unsafe condition(s) immediately. Examples of these hazards can be from tripping, slipping, and/or blocked access or egress. Ensure the hazard being rectified can be done so in a safe manner, where the health and safety of an employee(s) is not at risk.
2. If the hazard, unsafe condition and/or unsafe behavior is not rectifiable in a safe manner, the hazard should be reported to their Supervisor immediately and/or the store Safety Representative.
3. If a hazard is IDLH (immediately dangerous to life or health) ensure your own safety and secure the area until the Supervisor has been contacted and measures have been taken to rectify the hazard.
4. Hazards, unsafe conditions and/or unsafe behaviors can be reported to their Supervisor verbally or by filling out the **“Insert Company Name Here” Incident Investigation Report** form and forwarding to their Supervisor.
5. This policy does not preclude employees from exercising their right to refuse unsafe work as mentioned in ‘right to refuse unsafe work’ **“Insert Company Name Here”** policy and the Occupational Health and Safety Regulation and Workers Compensation Act.

18.5 Supervisor Responsibility

1. The Supervisor must ensure that all hazard reports are responded to and investigated immediately.
2. Ensure work does not resume until the hazard is controlled and rectified and no longer presents an unacceptable risk to the health and safety of employees.
3. Ensure all applicable sections of the **“Insert Company Name Here” Incident Investigation Form** are filled out.
4. All hazard reports and incident investigation reports will be reviewed and discussed on a monthly basis by the Supervisor and the Safety Representative.

18.6 Instruction and Supervision: Right to Refuse Unsafe Work

1. The purpose of this policy is to ensure that every **“Insert Company Name Here”** employee has the right to refuse work if he or she feels it is unsafe.
2. **“Insert Company Name Here”** will continue to maintain a safe work environment for its employees in order to prevent occupational injuries and illnesses.
3. All **“Insert Company Name Here”** employees are responsible for complying with **“Insert Company Name Here’s Occupational Health & Safety Program, OH&S Regulation, and Workers Compensation Act.**



- a. Let the machine do the movement by moving with it as a unit
- b. Grip machine with neutral wrist posture
- c. Control direction by raising and lowering the handles
- d. Use a cart when transporting the machine to avoid lifting it

Changing the Pads:

- a. Lock the handle in an upright position
- b. Tilt the machine to place it on the floor
- c. Place the pad on the floor near the machine and lower the machine onto the pad

Emptying Garbage Cans

Emptying the Cans:

- a. Always wear gloves.
- b. Check the weight of the can by tilting or pushing it.
- c. Look over the contents of the can for sharp points or protrusions.
- d. Grasp the lip around the rim of the can; use two hands if the can is heavy and avoid bending your wrists.
- e. Change hands to pick up and lower trash cans.
- f. Empty trash cans frequently to avoid accumulating heavy loads. Bend your knees and keep your back straight as you pick up or lower the cans.
- g. Position the can on the barrel rim before you empty the contents and replace the lining.
- h. Do not stoop over to line the can.

Pulling Garbage Bags

Repeated heavy lifting is more difficult when the contents of the bag have been pushed down to avoid extra trips to the dumpster. A strong suction is generated and extra force is needed to pull the bag out.



Suction Effect:

- a. Garbage bags fit tightly against the walls of the container and create a suction effect. This makes it difficult to remove the bags by increasing the force required.
- b. In order to remove the bag, air must enter the space between the bag and container.

To reduce the suction:

Place a loosely fitting false bottom in the container (i.e., a light piece of foam, empty box placed upside down)

Maintaining Garbage Cans:

- a. Empty cans before they are half full
- b. Do not overfill or compact trash in the barrel
- c. Ask for help when the bag is overfilled and too heavy

Pulling the Bag:

Tilt and Pull Put the container on its side and use a pulling motion to get the bag out to avoid awkward lifts above your shoulders.

Yellow Caution Tap

1. Caution tape has yellow and black as the predominant background color with the words "CAUTION" all along the tape. This tape is used to warn against potential hazards inside the area that is barricaded off. Only after clearly understanding what the hazards are should anyone cross through or go into an area that has been caution tape barricaded off. Never remove any caution tape or tags without the permission from an authorized member of the crew who is responsible for work being done within the caution taped off area.

Extension Ladder Safety

1. Fall protection is required when working at heights greater than 1.8 meters (6 feet), or from a lesser height from which an unusual risk of injury may occur. You must remain 6.5 feet away from any unguarded edge.
2. The bottom of a ladder must be placed on a firm level surface.
3. The top part of a ladder must rest on a surface that is able to support the load imposed on it.
4. The top part of a ladder (other than stepladders) must extend approximately 1 m (3 feet) above a safe landing or parapet wall.
5. The bottom of a ladder must be secured to prevent it from kicking out.



1. All “Insert Company Name Here” employees while at work, will never contact blood and/or certain body fluids that can spread HIV and the hepatitis B and C viruses. However, employees must be aware of some basic precautions. This is important since it is possible to become infected from a single exposure incident, following harmful contact with infected blood or body fluids.
2. Hepatitis B vaccine is the only vaccination currently specified in the WorkSafeBC Regulations for hepatitis B virus.

23.4 Policy

1. Under normal working conditions contact with blood or other biohazardous materials is not anticipated. However, as bloodborne pathogens are communicable, any surface or object covered with blood or body fluids must be treated as if it is infectious.
2. Every effort must be made to avoid direct contact with such surfaces or objects and appropriate personal protective equipment must be worn (e.g. Nitrile gloves) if contact is possible.
3. Needles must always be handled using tongs or forceps; never by hand.
4. Hands and other soiled or contaminated surfaces must be washed thoroughly with soap and water.
5. Contaminated surfaces such as tables, counter tops must also be wiped with a disinfecting solution (e.g. 9 parts water to 1 part household bleach by volume).
6. If an individual has been exposed to a bloodborne pathogen, a post exposure protocol must be implemented. Post exposure to a potential bloodborne pathogen becomes a medical issue.
7. In situations where workers may have been exposed to a hepatitis B virus or another bloodborne pathogen, immediate medical evaluation and treatment is required.
8. Obtain immediate medical assistance from your first said attendant and then immediately report to the closest Hospital Emergency Department.

They will be able to:

- a. Provide 24 hours assistance
- b. Draw blood from the injured person as well as from the person involved
- c. Administer HIV preventative post exposure drugs (e.g. anti-retrovirus)
- d. Provide follow-up information to a worker’s family physician.



24.0 SAFE SHARPS DISPOSAL POLICY

24.1 Purpose

The purpose of this policy is to ensure the health and for all employees to be educated and trained in this policy and procedure to prevent accidental needle stick injuries and emergency action to take in the event of a needle stick injury.

24.2 Risks

1. When a person finishes using a syringe, some of that person's blood may still be inside the needle or syringe.
2. Unsafe handling of used syringes could result in an accidental needle stick injury.
3. Placing your hands in high hazard areas could also result in an accidental needle stick injury (i.e. garbage cans, toilets, etc).
4. If pricked or poked by an open-ended syringe, **you may** contract the following diseases:
 - a. Tetanus
 - b. Staphylococcus Aureus
 - c. Hepatitis B
 - d. Hepatitis C
 - e. HIV

24.3 General Requirements

Do not do the following:

1. Don't pick up sharps with the intention of disposing of them later.
2. Don't attempt to pick up sharps with your bare hands.
3. Don't put a used needle in your pocket unless you have a proper one-needle container to put it in.
4. Don't try to recap needles.
5. Don't try to remove contaminated needles from disposable syringes. Discard them as a single unit.
6. Don't dispose of sharps in regular garbage — this may create a hazard for others.
7. Don't fill sharps containers to the top. When a sharps container is about three-quarters full, replace it with a new one and properly dispose of the old one.
8. Contact your municipality for disposal information

24.4 Safe Work Procedure

1. Do not panic.
2. Cordon off the area (with yellow or red caution tape) so no one else enters into a hazardous situation.



28.0 COVID 19 SAFETY POLICY

28.1 Policy

1. Any “Insert Company Name Here” employee who is ill and/or showing flu like symptoms will remain at home and not come into work as there is a high risk of infecting other. It is recommended to also contact their local health care provider immediately.
2. If an employee falls into one of the categories below, the employee will follow the advice from the Canada Centre of Disease Control and Public Health Authorities across Canada:
 - a. **If you have COVID-19.** If you are sick with COVID-19, you need to stay home. Contact your local health care provider to get advice immediately.
 - b. **If you have traveled internationally.** The Public Health Agency of Canada advises that if you have travelled to Hubei Province, China, Iran, or Italy, you are asked to self-isolate for 14 days after the day you left the area. If you are returning from an affected area, stay home and limit contact with others for a total of 14 days. Monitor yourself daily for symptoms like fever, cough or difficulty breathing for these 14 days. If you develop symptoms speak with your health care provider to discuss any need for testing and follow up.

The Canada Centre for Disease Control is asking people arriving anywhere from outside of Canada to self-isolate, and monitor for symptoms for 14 days after arrival in Canada. People arriving from Hubei Province, Italy or Iran are asked to take extra measures to limit their contact.

If you have travelled outside Canada, monitor yourself and your family closely for symptoms like fever, cough, and difficulty breathing for a total of 14 days from your return. If any symptoms arise, limit contact with others and speak with your health care provider.

- c. **If you have been in contact with a person infected with COVID-19.** If you have had close contact with an infected person you are at high risk of exposure. The Public Health Agency of Canada recommends that in these circumstances, you voluntarily home quarantine (self-isolation), with mandatory quarantine depending on circumstances, and practice hand hygiene, respiratory etiquette, cleaning, and self-monitoring.
3. Employees are to be advised to not mask any symptoms of exposure even if they are mild symptoms or have had to take simple medications such as Tylenol. Workers showing any COVID-19 symptoms are not to come into work under any circumstances.

If an employee is confirmed to have COVID-19, “Insert Company Name Here” will inform the other employees of their possible exposure to COVID-19, without disclosing names or details of the



contractor. If any questions regarding this on a jobsite, please contact the building manager or site representative prior to starting work.

19.6 Contractors Responsibilities

Contractors must:

- a. Ensure workers are properly trained in and follow all aspects of workplace safety and health related to the services in your contract.
- b. Ensure any services provided under contract are carried out in accordance with the Workers Compensation Act, BC OHS regulations and code, and all applicable statutes and regulations.
- c. Provide immediate notice to “Insert Company Name Here” of any damage, injury, or threat of damage or injury to persons or property while working on “Insert Company Name Here” property.
- d. Provide “Insert Company Name Here” with a copy of your current safety program, exposure control plans, training records, due diligence records and safe work procedures, upon request.
- e. Train and educate workers in all aspects of workplace safety, in accordance with the BC Occupational Health and Safety Regulations.
- f. Ensure staff, residents and the public are kept safe at all times
- g. Provide all necessary tools, materials and equipment for workers to perform tasks safely.

19.7 BC Insurance Registration

Contractors under contract to “Insert Company Name Here” must:

- a. Be registered with the WorkSafeBC and be in good standing.
- b. Ensure all overdue or outstanding assessments are paid.
- c. Provide “Insert Company Name Here” with your WorkSafeBC registration number or Certificate of Clearance.

If you are unsure of your registration status with WorkSafeBC, contact the Employer Service Centre at 1.866.922.9221.

Failure to comply with all applicable health and safety requirements will be cause for immediate termination or suspension of a contract, until the deficiency is rectified in a manner that is acceptable to “Insert Company Name Here” and/or WorkSafeBC.

19.8 Contractor Workers

Contractors’ workers are responsible for their own health and safety, as well as their fellow workers, while under their supervisors’ direction.

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1. Discard all gloves and masks into an identified bin solely for medical waste. Ensure the waste bin has a covering lid. Ensure the lid is closed at all times.

