

TABLE OF CONTENTS

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
9.7FIRST AID RECORD FORM.....
9.8 FIRST AID RECORDS
9.9 EMPLOYERS REPORT OF INJURY OR OCCUPATIONAL DISEASE.....
9.10 AUTHORITY OF FIRST AID ATTENDANT

9.11 RESPONSIBILITIES
9.12 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 POLICY.....
13.6 ABUSIVE AND DIFFICULT CLIENTS / VISITORS.....
13.7 ROBBERY AND ASSAULT
13.8 UNWELCOMED MEMBERS OF THE PUBLIC
13.9 RISK ASSESSMENTS

13.10 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 SAFE WORK PROCEDURES POLICY

15.1 PURPOSE.....

15.2 POLICY.....

16.0 MANAGEMENT MEETINGS POLICY

16.1 PURPOSE.....

16.2 POLICY.....

17.0 RECORDS AND STATISTICS POLICY

18.1 PURPOSE.....

18.2 POLICY.....

18.0 EMPLOYEE SAFETY ORIENTATIONS POLICY

18.1 INSTRUCTION AND SUPERVISION: PURPOSE

18.2 POLICY.....

18.3 PURPOSE.....

18.5 DEFINITIONS

18.4 POLICY.....

18.5 SUPERVISOR RESPONSIBILITY

18.6 INSTRUCTION AND SUPERVISION: RIGHT TO REFUSE UNSAFE WORK

18.7 POLICY.....

OHS POLICY.....

SAFETY REPRESENTATIVE

SUPERVISOR(S) CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION.....

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM 2015 (WHMIS) & GHS.....

SAFETY DATA SHEETS.....

FIRST AID PROCEDURES.....

EYE WASH STATIONS & SAFETY SHOWER

EMERGENCY EVACUATION PROCEDURES.....

MUSTER STATION

PPE - EYE/FACE/BODY/FEET PROTECTION

RESPIRATORY PROTECTION.....

HEARING PROTECTION

HAZARD REPORTING.....

WARNING SIGNS

HOUSEKEEPING

TOOLS, MACHINERY & EQUIPMENT

RIGHT TO REFUSE UNSAFE WORK.....

RIGHT TO PARTICIPATE

RIGHT TO KNOW.....

SAFE SHARPS DISPOSAL.....

NO SMOKING (TOBACCO & E-CIGARETTE).....

DRUG AND ALCOHOL USE.....

VIOLENCE IN THE WORKPLACE

ABUSIVE AND DIFFICULT CUSTOMERS

ROBBERY AND ASSAULT.....

UNWELCOMED MEMBERS OF THE PUBLIC.....

TRAVELING TO AND FROM WORK.....

BULLYING AND HARASSMENT.....

WORKING ALONE

HORSEPLAY

MUSCULOSKELETAL INJURIES (MSI).....

BACK SAFETY – HEAVY LIFTING

SAFETY BULLETIN BOARD.....

YELLOW CAUTION TAPE / RED DANGER TAPE.....

EXTENSION LADDER SAFETY.....

STEP LADDER SAFETY

19.0 SUB-CONTRACTOR HIRING POLICY

19.1 PURPOSE.....

19.2 CONTRACTOR SAFETY PROGRAMS

19.3 CONTRACTOR SITE SAFETY PLAN

19.4 EMPLOYER AND CONTRACTOR RESPONSIBILITIES

19.5 RESPONSIBILITIES

19.6 COORDINATING MULTIPLE EMPLOYER WORKPLACES

19.7 CONTRACTORS RESPONSIBILITIES.....

19.8 INSURANCE REGISTRATION.....

19.9 CONTRACTOR WORKERS

19.10 ACCIDENT/INCIDENT INVESTIGATIONS

19.11 CONTRACTOR SAFETY MEETINGS

19.12 CONTRACTOR SITE ORIENTATION

19.13 WORKER TRAINING AND ORIENTATION.....

19.14 GENERAL SITE SAFETY RULES

20.0 PREVENTATIVE MAINTENANCE POLICY

20.1 POLICY.....

20.2 EQUIPMENT INVENTORY.....

20.3 INSPECTION.....

20.4 MAINTENANCE RECORDS

20.5 PREVENTATIVE MAINTENANCE

20.6 DEFECTIVE TOOLS AND EQUIPMENT

21.0 EMERGENCY RESPONSE PLAN POLICY

21.1 PURPOSE

21.2 POLICY.....

21.3 EMERGENCY RESPONSE COORDINATOR (ERC)

21.5 POTENTIAL EMERGENCIES.....

21.6 MUSTER STATION (ASSEMBLY POINT)

21.7 COMMUNICATION

21.8 EVACUATION PROCEDURES

21.9 EMERGENCY RESPONSE COORDINATORS

22.0 JOINT HEALTH AND SAFETY COMMITTEE POLICY.....

22.1 PURPOSE

22.2 ORGANIZATION OF THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

22.3 DUTIES

22.4 POLICY.....

22.5 TERMS OF REFERENCE

22.6 PURPOSE OF THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

22.7 COMMITTEE MEMBERSHIP

22.8 CO-CHAIR DUTIES.....

22.9 TERMS OF OFFICE.....

22.10 DECISIONS OF THE JHSC

22.11 ASSISTANCE IN RESOLVING DISAGREEMENTS

22.12 RECOMMENDATIONS TO "INSERT COMPANY NAME HERE"

22.13 SUPPORT FOR THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

22.14 MEETINGS

22.15 AGENDAS AND MEETING MINUTES.....

22.16 POSTING COMMITTEE INFORMATION

22.17 RECORDS.....

22.18 EDUCATIONAL LEAVE ENTITLEMENT

22.19 AMENDMENTS.....

23.0 ANNUAL PROGRAM REVIEW POLICY

23.1 PURPOSE.....

23.2 POLICY.....

23.3 PURPOSE OF THE REVIEW

23.4 FOCUS OF THE REVIEW

23.5 SAFETY PROGRAM AUDIT

24.0 COVID-19 SAFETY POLICY

24.1 POLICY.....

24.2 CLEANING AND SANITIZING

24.3 DISINFECTION SOLUTION

24.4 HANDSHAKING

24.5 WORKPLACE DISTANCING.....

24.6 PERSONAL PROTECTIVE EQUIPMENT

24.7 DISPOSAL OF CONTAMINATED PPE.....

24.8 FACE TOUCHING

24.9 FOOD AND BEVERAGE SHARING

24.10 SNEEZING AND COUGHING

24.11 TRAVEL

24.12 EXPOSURE OR SYMPTOM REPORTING

24.13 CONTACT WITH A CONFIRMED CASE OF COVID-19

24.14 COVID-19 SIX STEP PROCESS (REDUCING EXPOSURE)

25.0 WORKING FROM HOME POLICY

25.1 PURPOSE.....

25.2 POLICY.....