

**ENVIRONMENT**  
network



# **Health & Safety Policy and Procedures Manual**

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# Section One: Health and Safety Program & Policies

## Introduction

Environment Network is committed to ensuring the health and safety of employees, volunteers, and program participants. Environment Network will make every effort to provide a safe, healthy work environment and to take all reasonable precautions to protect persons at our sites. For the purpose of this document, the Collingwood Youth Centre has been included. Staff working at the Collingwood Youth Centre will be given a copy of this document.

It is the responsibility of all employees to become familiar with Environment Networks health and safety program. Compliance with the Occupational Health and Safety Policy and procedures is considered a condition of employment.


If staff are unsure about a procedure, or if they do not have the resources necessary to fully implement a procedure, they are encouraged to identify concerns with their Supervisor, or the Executive Director.

In all instances where incongruity may exist between Environment Networks Health and Safety Policy or its procedures and statutory requirements, the *Occupational Health and Safety Act of the Province of Ontario (R.S.O. 1990 c.O.1)* [herein referred to as “**the Act**”] or its successor legislation, as well as any other applicable legislation, shall take precedence.

Any project or event-specific health and safety plans developed by Environment Network departments or collaborative programs also must be in compliance with all statutory applicable requirements, as well any related Environment Network policies or procedures.

### **Note on roles:**

Throughout this manual, the language of Employer, Supervisor, and Worker is used. This is done to ensure consistency with the *Act*, which defines and employs these terms. In our case, the Employer is Environment Network, Supervisors are those persons in management positions, and Workers are employees or contractors who are not in management positions.

 <b>Operational Policy</b> Occupational Health and Safety	
<b>Effective Date:</b> May 4, 2023	<b>Revision Date:</b> May 4, 2023
<b>Prepared By:</b> Kerri MacDonald	<b>Approved By:</b> Board of Directors
<b>Location:</b> All operational locations of Environment Network	

**Policy Statement**

Environment Network is vitally interested in the health and safety of its employees, volunteers, contractors, and other visitors. All persons performing Environment Network work activities are required to work in the safest manner possible and in accordance with Ontario’s *Occupational Health and Safety Act* and the regulations made under the *Act*.

Environment Network acknowledges it has a duty under the *Occupational Health and Safety Act* to take every precaution reasonable in the circumstances to protect persons working on our sites.


To achieve this, Environment Network will comply with all applicable statutory health and safety requirements and implement such other internal health and safety procedures as are consistent with our needs and position as a non-profit organization.

The Employer, as well as all Supervisors and Workers, must be dedicated to the continuing objective of reducing risk and by implementing accident prevention measures. Supervisors shall be held accountable for the health and safety of Workers, volunteers, contractors, and other visitors under their supervision. Compliance with health and safety procedures will be regularly reviewed. Violations will be recorded and addressed.

It is the responsibility of all Environment Network staff to work together to ensure a safe and healthy workplace.

*Kerri MacDonald*

Kerri MacDonald  
Executive Director

 <b>Operational Policy: Workplace Harassment &amp; Violence Policy</b>	
<b>Effective Date:</b> May 4, 2023	<b>Revision Date:</b> May 4, 2023
<b>Prepared By:</b> Kerri MacDonald	<b>Approved By:</b> Board of Directors
<b>Location:</b> All operational locations of Environment Network	

**Policy Statement:**

Environment Network is committed to the prevention of Workplace Harassment and Violence and promotes a healthy and positive work environment in which all people respect one another and work together to achieve common goals. Any act of Harassment or Violence committed by or against a Worker or member of the public is unacceptable conduct and shall not be tolerated.

The purpose of this policy is to ensure that individuals are aware of and understand that acts of Harassment or Violence are considered serious offences for which appropriate corrective action shall be taken. Those subjected to acts of Harassment or Violence are encouraged to immediately report any related complaint that they may have, to their direct Supervisor or where applicable, the next higher level of management.

**Definitions:**

**Workplace Harassment** means engaging in a course of vexatious comment or conduct against a Worker in a workplace that is known or ought reasonably to be known to be unwelcome. This may be physical or verbal, and many include discrimination based on, but not limited to, race, ancestry, ethnicity, sexual orientation, gender identity, age, marital status, family status, disability, or other areas prohibited by law.

**Workplace Sexual Harassment** means:

- a) engaging in a course of vexatious comment or conduct against a Worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the Worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

**Workplace Violence** means (a) the exercise of physical force by a person against a Worker, in a workplace, that causes or could cause physical injury to the Worker, (b)

an attempt to exercise physical force against a Worker, in a workplace, that could cause physical injury to a Worker, and (c) a statement or behavior that is reasonable for a Worker to interpret as a threat to exercise physical force against the Worker, in a workplace, that could cause physical injury to the Worker.

Acts of Harassment and Violence can take the form of physical or non-physical behaviours. Abuse in any form is an insidious practice that erodes the trust and confidence that are necessary to ensure Environment Networks organizational integrity and success. Acts of Harassment and Violence undermine our dignity, lower morale, engender fear, and break down our relations.

Supervisors must be knowledgeable about and sensitive to the many forms that Harassment and Violence can take. Management will investigate and deal with all complaints or incidents of Workplace Harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed, except as necessary, to protect Workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, Supervisors and Workers are expected to adhere to this policy, and will be held responsible by the Employer for not following it. Workers shall not be penalized or disciplined for reporting an incident or for participating in an investigation involving Workplace Harassment.

Environment Network supports all persons working on or visiting its premises in reporting any acts of Harassment or Violence experienced, witnessed, or which they have become aware, and is committed to:

- investigating reported incidents of Harassment or Violence in an objective and timely manner;
- taking necessary action; and,
- providing appropriate support for those directly impacted.

*Kerri MacDonald*

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Kerri MacDonald  
Executive Director

## Section Two: Responsibilities

### Employer

Environment Network is committed to the responsibilities as outlined in sections 25 and 26 of the *Act*. The duties of Employers are as follows:

- Ensure that equipment, materials, and protective devices are available and employed as prescribed.
- Ensure that the equipment, materials, and protective devices provided are maintained in good working condition.
- Ensure that the measures and procedures prescribed are carried out in the workplace.
- Ensure that equipment, materials, and protective devices provided are used as prescribed.
- Provide information, instruction, and supervision to a Worker to protect the health or safety of the Worker.
- In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the Employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed.
- When appointing a Supervisor, appoint a competent person.
- Afford assistance and co-operation to the Joint Health and Safety Committee in the carrying out of their functions.
- Only employ in or about a workplace a person over such age as may be prescribed.
- Take every precaution reasonable in the circumstances for the protection of a Worker.
- Post in the workplace a copy of the *Act*.
- Review, at least annually, the occupational health and safety policy and program.
- Post at a conspicuous location in the workplace a copy of the occupational health and safety policy and a copy of the harassment and violence policy.



## Board of Directors

As per Section 32 of the *Act*, every Board member of Environment Network shall take all reasonable care to ensure that the organization complies with:

- The *Act* and relevant regulations;
- Internal health and safety policy and procedures;
- Orders and requirements of a Ministry of Labour inspector, director or the Minister.

Health and Safety is a regular agenda item at Board meetings throughout the year.

Annually, the Board of Directors will review Environment Networks Health and Safety Policy Statement.

Updates will be brought to the Board to ensure members remain aware of health and safety issues, concerns, or initiatives.

## Executive Director

The Executive Director shall be accountable to the Environment Network Board of Directors for ensuring overall health and safety compliance in the workplace.

Specifically, the Executive Director shall:

- Ensure that all Supervisors are competent, as defined in the *Act*.
- Review departmental adherence to the Environment Networks Health and Safety Policy and programs to determine its effectiveness.
- During annual performance review of Supervisors, evaluate whether or not safety procedures are followed within their departments and hold Supervisors accountable for specific health and safety performance standards.
- Ensure that all hazardous situations are addressed and corrected and/or a plan is made to reduce the hazard.
- Review scheduled inspections for hazards and ensure individuals act to immediately to correct substandard conditions and practices.
- Consider the recommendations of the Joint Health and Safety Committee that pertain to safety in the workplace and refer these recommendations to the appropriate Supervisor.
- Review record of safety activities and performance and regularly update the Board of Directors on health and safety matters.

## Supervisors

Supervisors are committed to the responsibilities as outlined in section 27 of the *Act*. The duties of Supervisors are as follows:

- Ensure that Workers work in a safe manner utilizing the protective devices, measure and procedures, as required by the *Act* or Environment Network.
- Advise Worker of hazards in the workplace, or of any potential or actual danger to the health and safety of the Worker of which the Supervisor is aware.
- Promptly investigate any incidents resulting in personal injury or property damage. Determine immediate and underlying causes, initiate corrective action, and report results of the investigation using the appropriate Environment Network report form.
- Enforce all Environment Network safety procedures, and report hazardous conditions that require improvement.
- Review the health and safety manual with each new Worker and instruct them in the safety requirements for their particular job. Ensure each new Worker receive proper instructions on all assigned or mandated personal protective equipment.
- Ensure all Workers use only the proper tools for the jobs performed.
- Investigate any work refusal situations immediately, in conjunction with the Health and Safety Representative.
- Take every precaution reasonable in the circumstances for the protection of the Worker.

## Workers

It shall be the responsibility of all Workers to work safely and follow legislated and established safe work procedures and practices. It is also the responsibility of all Workers to report unsafe or unhealthy conditions.

According to section 28 of the *Act*, there are several duties of the Worker:

- Work in compliance with the provisions of our health and safety program and the *Act*.
- Use or wear the equipment, protective devices, or clothing that the Environment Network or relevant legislation requires to be used or worn.
- Report to his or her Employer or Supervisor the absence of or defect in any equipment or protective device of which the Worker is aware and which may endanger them or another Worker.
- Report all unsafe acts, conditions, hazards, or contraventions of the *Act*.
- Not to use or operate any equipment, machine, device that you are not qualified or licenced to operate.
- Never remove any safety guards or other protective devices unless otherwise authorized.
- Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

## Joint Health and Safety Committee (JHSC)

As an employer that does not regularly employ more than 20 people, Environment Network is not required to have a Joint Health and Safety Committee. However if there comes a time the Environment Network does employ more than 20 people regularly the committee would include two people, a person who represents the workers (Health and Safety Representative) and a person that represents the employer (Management Representative). Both members are co-chairs. Members of the JHSC will be provided with any/all training required by law, and may be provided with additional training, as required

Their duties would be to:

- Identify actual and potential workplace hazards.
- Make recommendations to the Employer about health and safety in the workplace.
- Make recommendations to the Employer about health and safety experiences, practices, and standards at similar organizations.
- Make recommendations about any material, equipment, environmental, or hazard testing needed to ensure occupational health and safety.
- Ensure the H&S Representative is present at the beginning of health and safety-related testing in the workplace, if applicable.

## Health and Safety Representative

The Health & Safety Representative is selected by employees within Environment Network who do not exercise managerial functions. They represent works on the Joint Health and Safety Committee. The Health and Safety Representative will be provided with any/all training required by law, and may be provided with additional training, as required.

There duties are to:

- Be present and participate in the activities of the JHSC.
- Inspect the workplace at least once a month or, if that is not practical, inspecting the workplace at least once a year and at least part of the workplace each month in accordance with a schedule agreed upon by the Representative and the management representative(s).
- Be consulted about and be present at the beginning of health and safety-related testing in the workplace, if applicable.
- Participating in investigations, as may be required by law.

## Section Three: Communications

### Workplace Postings

The Employer and the JHSC, as necessary, will communicate all information concerning occupational health and safety. Health and safety information will be posted in a high traffic areas on a bulletin board or on a wall. The JHSC will work to ensure that all health and safety information is fully accessible to all employees.

#### **Postings will include, but are not limited to:**

- Environment Networks Occupational Health and Safety Policy
- Environment Networks Harassment and Violence Policy
- *The Act*
- Ministry of Labour health and safety explanatory material
- Form 82 (the In Case of Injury poster)
- Emergency contact information, including the Health and Safety Representative name and contact
- Staff First-aid certificates
- Workplace safety inspection assessments and/or reports
- MOL orders
- Workplace incident summaries

### Record Keeping

The Employer will maintain accurate records of all health and safety report forms. Violations/infractions reports will be kept in the appropriate employee file.

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## **Emergency Contact Information** **In an emergency, CONTACT 911**

### **Additional contacts:**

**Environment Network Office:** 705-446-0551

**Environment Network Executive Director, Kerri MacDonald**

- (cell): 705-441-4372

**Collingwood Police** (non-emergency):

705-445-4321 **Collingwood Utilities:** 705-445-1800

**Collingwood Public Works:** 705-445-1351 ext

4210 **Animal Control:** 705-445-9334

## Section Four: Procedures

### 1. General Emergency Procedure

- a. Each site has staff persons who have completed First Aid and CPR training. Their completion certificates will be posted in a visible location at their primary site so that they can be identified.
- b. First aid kits are located:
  - Pavillion at Sunset point for camp as well as each camp group will carry a first aid kit
  - In the hall closet at the Collingwood Youth Centre
- c. Fire Extinguishers are located:
  - There are three spots at the Collingwood Youth Centre. One in the kitchen, one at each emergency exit
- d. In emergency situations where there is a related procedure, this protocol is to be followed. In situations where the appropriate course of action is less clear, the Executive Director, Supervisor, or Health and Safety Representative should be contacted immediately for guidance.
- e. All critical issues and serious occurrences must be reported to the Executive Director or site Supervisor immediately. The Director or Supervisor assumes responsibility for critical issues and serious occurrences and shall coordinate a response.



## 2. Workplace Hazards

It is the responsibility of all employees to be knowledgeable of workplace hazards and to identify, report, or manage hazards or hazardous situations as they arise.

A hazard is any changing set of circumstances that has a potential to cause injury or illness or property damage. There are safety hazards and health hazards, which can include, but are not limited to:

- Equipment Hazards
  - Use of equipment without authority or training
  - Use of equipment improperly
  - Use of defective equipment
  - Failure to use improper protective equipment
- Physical Hazards
  - Dangerous terrain
  - Dangerous facilities
  - Obstruction of first aid or safety equipment
- Biological Hazards
  - Insect bites (bees, wasps, ticks, etc.)
  - Animal bites or attacks
  - Allergic reaction to plants (poison ivy, giant hogweed)

### Hazard Reporting, Correction, and Mitigation

Hazard reporting is an integral part of Environment Networks health and safety program. Potential hazards at all locations will be identified and inventoried as part of health and safety inspections, undertaken by the Health and Safety Representative and or the site Supervisor on an agreed upon schedule, using the Workplace Inspection Form. Corrections and mitigations will be suggested on this form.

However, it is the responsibility of all employees to report hazards. When an unsafe/hazardous condition/situation is noticed, it must be reported immediately to prevent an accident or property damage from occurring.

Legislation requires that all Workers report to their Supervisor:

- any defect in equipment;
- any defect in protective equipment;
- violations of any safety procedure or policy; and,
- the existence of any known hazard that may endanger themselves or another employee or client.

Any individual aware of an unsafe/hazardous condition/situation shall:

- ensure others affected are made aware of the conditions/situation while waiting for appropriate help;
- if relevant, must remove participants from the hazardous site or situation; and,
- immediately notify the Supervisor in charge of the area.

The Supervisor must take corrective action as soon as possible to prevent an unnecessary accident or injury. In the event that the hazard cannot be corrected immediately, the Health and Safety Representative must be notified and should propose possible solutions and/or make the necessary recommendations to eliminate or reduce the hazard.

The Worker who identified the hazard will complete a Hazard Report Form and provide a copy to their Supervisor. The Supervisor, after corrective action has been taken and documented, will forward a completed copy to the Health and Safety Representative.

The JHSC or the supervisor will review all reports to ensure corrective action is appropriate and make recommendations to the Employer as required.

## **Equipment Hazards**

It is the responsibility of the Employer to ensure that equipment, materials, and protective devices are provided and/or used as prescribed.

It is also the responsibility of the Employer to ensure that the equipment, materials, and protective devices provided are maintained in good working condition.

It is the responsibility of all Workers to:

- operate all equipment in a safe proper manner;
- identify and report all absent or defective equipment, materials, and protective devices;
- not operate any machinery or equipment that you are not qualified or licensed to operate; and,
- wear all protective equipment, as required.

## **Tools**

Tools shall only be used for the job that they are designed to be used for, and must be maintained in good condition.

- Defective tools must not be used.
- All guards and other safety devices must be properly fitted and in good condition at all times.
- Appropriate personal protective equipment must be worn at all times.
- Only competent Workers authorized by the site Supervisor may operate power tools.

All legislative requirements for the use of power tools and equipment shall be met.

## **Electrical**

Electricity can be a source of potential danger. Employees must always consider electrical wires and equipment live until they are tested, and must:

- only use plugs and cords that are in good working condition;
- never cut off, bend back, or cheat the ground pin on three-prong plugs;
- make sure that extension cords are the right gauges for the job to prevent overheating, voltage drops, and tool burnout;
- not use extension or tool cords that are defective or have been improperly repaired.

## **Lockout**

Environment Network will take all reasonable measures to protect people from injury due to accidental exposure to the starting or moving of machinery/equipment, or to power supplies in equipment.

Lockout means shutting off or disengaging all applicable energy sources by locking them in the off position with an approved safety lock and applying any additional securing devices required.

Safety locks must be used when performing lockout on any type of machinery/equipment that may endanger the safety of the Worker or others, should the machinery/equipment be started.

Only qualified Workers are to perform lockout. The Supervisor will maintain a list of Workers who are approved to complete a lockout procedure.

## **Physical Hazards**

It is the responsibility of all employees to ensure that physical hazards are identified and addressed, or that an alternative approach is put in place to minimize exposure.

In an indoor environment, physical hazards can often be controlled. In an outdoor environment, physical hazards are present and risk or exposure should be managed or limited, as reasonably required.

In cases where children are involved, managing the risk presented by physical hazards involves ensuring that levels of exposure or risk are appropriate to the children's age and stage of development and that reasonable supervision is provided.

In outdoor environments where children's programming will occur, employees should check the areas and any related equipment in advance to identify potential hazards and to develop a modified program to reduce risk or exposure, as required.

An example of a modified program might involve moving a program space away from the shoreline if spring waters are fast moving, or cordoning off a section of the program space if a slippery mud pit is noticed.

If a Worker is uncertain about how to reasonably modify a program to limit exposure to a physical hazard, the site Supervisor will offer corrective or alternative action or will contact the Health and Safety Representative for guidance.

## **Biological Hazards**

Biological hazards could include, but are not limited to:

- poisonous insects, animals;
- biting or attacking insects or animals; and,

- poisonous or irritant plants

Our exposure to biological hazards can sometimes be managed by addressing an infestation or by having a potentially hazardous plant or animal removed from the space or site.

If an infestation occurs or a potentially aggressive or disease-carrying animal is noted in the area or workspace, the site Supervisor should be notified immediately.

It is the responsibility of the Supervisor to identify the most appropriate corrective action, which may include accessing pest or contacting animal control services.

In Collingwood, the animal control phone number is **705-445-9334** .

If an employee, volunteer, participant, or visitor has a known plant or animal allergy/sensitivity that would place them at greater risk, they should be notified as soon as possible, to ensure they are able to take necessary precautions.

### 3. Work Refusal

One of the major rights Workers have under the *Act* is the right to refuse unsafe work.

Under Section 43 of the *Act*, a Worker may refuse to work where they have reason to believe that:

- Any equipment, machine, device or thing the Worker is to use or operate is likely to endanger them or another Worker.
- The physical condition of the workplace or the part thereof in which they work or are to work is likely to endanger them.
- Workplace violence is likely to endanger them.
- Any equipment, machine, device or thing they are to use or operate or the physical condition of the workplace is in contravention of the *Act* or related regulations and is likely to endanger them or another Worker.

Reason to believe is a gut feeling or fear. It does not require any other evidence. Therefore, the Worker does not have to prove that danger exists. No penalty can be applied if the Worker is exercising this right in good faith and is proven wrong. The fact that someone genuinely fears for their safety or health is reason enough to refuse work.

### **First Stage Refusal:**

1. Upon refusing to work, the employee shall promptly report the circumstances of their refusal to their Supervisor.
2. The Supervisor must immediately investigate the report in the presence of the Worker and the Health and Safety Representative.
3. The Health and Safety Representative must be made available and must attend the investigation without delay; and time spent by the Representative is deemed to be work time, for which the person shall be paid at their regular or premium rate, as may be proper.
4. Until the investigation is completed, the Worker must remain in a safe place near as reasonably possible to their workstation and be available to the Employer or Supervisor for the purpose of the investigation.
5. If action can be taken to resolve the complaint without need for further investigation, the Supervisor will carry out the action and complete the Work Refusal Form.
6. During the investigation, the Supervisor must record as many details as possible regarding the refusal, using the Work Refusal Form.
7. If the Worker is satisfied with the corrective action they can return to work and sign the Work Refusal Form.

The Ministry of Labour is only called if the refusal progresses to the second stage.

### **Second Stage Refusal:**

1. If the employee is dissatisfied with the results of the investigation and has reasonable grounds to believe that the circumstances are still such that the work is continues to be dangerous, then they may continue to refuse work.
2. Upon the continuance of the Worker's refusal to work, the Worker or Supervisor or the Health and Safety Representative shall immediately notify a Ministry of Labour Officer. The management representative will conduct internal notifications, as needed.

3. The Ministry of Labour Officer will investigate the work refusal in consultation with the Employer or person representing the Employer, the Worker, and if there is such, the Worker's representative.
4. After the investigation, the Ministry of Labour inspector will decide whether the work being refused is likely to endanger the employee or another person. This inspector's decision will be given in writing, as soon as practicable, to the Employer and the Worker.
5. Pending the investigation and decision of the inspector, the Worker must remain, during the normal working hours, in a safe place that is near as reasonably possible to their workstation and available to the inspector of the purpose of the investigation.
6. Pending the investigation, no other Worker shall be assigned to the work that is being investigated unless that Worker has been advised of the other employee's refusal and reasons for it, in the presence of the Health and Safety Representative.
7. The Worker should sign a statement of being advised of the refusal.
8. Supervisors will not penalize any employee for exercising, or seeking to exercise their rights under the *Act*.
9. If the Minister of Labour inspector determines the work is unsafe they will order corrective actions. The Worker will not return to work until the corrective actions are in place. Once compliance is achieved the Worker will return to work.
10. If the Ministry of Labour inspector does not consider that the work is likely to endanger, the Worker is expected to return to work. If however, no reasonable grounds exist for ongoing refusal, the Worker may be subject to disciplinary action by the Supervisor/Employer.
11. During the investigation, the Supervisor must record all matters relating to the work refusal and ensure these are maintained on file and provide copies to management and the Health and Safety Representative.
12. When the corrective actions are achieved, the Worker will return to work and sign the Work Refusal Form.

## Work Refusal Flowchart

### First Stage

Worker considers work unsafe.



Worker reports refusal to their Supervisor or Employer.  
Worker may also wish to advise the Health and Safety Representative.  
Worker stays in safe place.



Employer or Supervisor investigates issue(s) in the presence of the Worker.



Issue(s) Resolved  
Worker goes back to work.



Issue Not Resolved  
Proceed to the Second Stage

### Second Stage

With reasonable grounds to believe work is still unsafe, Worker continues to refuse and remains in safe place.

Worker or Employer or someone representing Worker or Employer calls the  
Ministry of Labour.



Ministry of Labour Inspector investigates in consultation with the Worker,  
Health and Safety Representative, and Supervisor or  
management representative.



Inspector gives decision to Worker, management rep./Supervisor and  
safety rep. in writing.



Changes are made if required or ordered.  
Worker returns to work.



## 4. Harassment and Violence

No Worker shall cause or participate in harassment or violence towards another Worker, volunteer, contractor, or participant. Workers are encouraged to address alleged incidents with the alleged offender. If the Worker does not feel safe or comfortable in addressing the alleged incidents, they should seek assistance from their Supervisor or manager.

Any person subjected to workplace harassment or violence should, where appropriate, go to a safe location at the workplace and report the incident to their Supervisor as soon as practicable. Acts of harassment or violence will be investigated immediately in order to protect employees from danger and minimize anxiety concerning their welfare.

### Reporting the Harassment and Violence

- All complaints and incidents are to be recorded in writing by the reporting person and then forwarded to the Supervisor. The date, time, location, potential witnesses, and nature of the incident should be documented.
- In all cases, the report should be made as soon as possible.
- In emergency situations, the reporting employee should first call 911 and then report the incident to their immediate Supervisor.
- In non-emergency situations, workplace violence should be reported first to an immediate Supervisor. If the immediate Supervisor is the instigator of the workplace violence, the incident should be reported to the Executive Director or to the Board's HR Representative.
- In situations where a person witnesses an instance of workplace harassment or violence, they should contact the Supervisor of those involved.
- The Supervisor will provide the report to the Executive Director, and an investigation will be started.
- Outlining the effect of the violence or harassment is key in coming to a resolution.

### Investigating a Report

- All complaints or incidents of workplace harassment or violence will be promptly investigated by the Executive Director and, if appropriate, the site Supervisor.
- Where the perpetrator is a Environment Network employee, the investigation will be conducted as quickly and confidentially as possible in the

circumstances. Complete confidentiality is not possible in all circumstances and cannot be guaranteed.

- If an incident of workplace violence involves a person who is not an employee of the Environment Network, the Executive Director will report the incident to that person's employer and/or such other person as the Environment Network determines is appropriate in the circumstances

The investigation will include:

- a documented interview with the complainant and/or victim;
- a documented interview with the alleged perpetrator(s);
- a documented interview with any witnesses with relevant information to provide; and
- any other step the investigator(s) deems necessary to fully and fairly investigate the complaint or incident.

At the conclusion of the investigation into an incident or complaint, the Executive Director and/or site Supervisor will prepare a written report of the findings of fact, and after evaluating existing policies, procedures, physical premises, and employee training, suggestions will be made to prevent a recurrence.

Where the perpetrator is a Environment Network employee, the Supervisor of the perpetrator, in consultation with the Executive Director, will take any necessary disciplinary action. The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness or frequency of the conduct.

Every effort should be made to resolve the situation.

### **No Reprisal**

Workplace harassment and violence and this policy are serious matters. This procedure prohibits reprisals against employees who have made good faith complaints or provided information regarding a complaint or incident of workplace violence. Employees who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment. Reprisals include:

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace violence;
- Intentionally pressuring a person to ignore or not report an incident of workplace violence; and

- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace violence.

An employee who makes a false complaint or otherwise abuses this policy may be disciplined up to and including dismissal from employment. Such discipline is not a reprisal or breach of this policy.

## **Record Keeping**

The Employer will keep records of the investigation including:

- a copy of the complaint or details about the incident;
- a record of the investigation including notes;
- a copy of the investigation report (if any);
- a summary of the results of the investigation that was provided to the Worker who allegedly experienced the workplace harassment or violence and the alleged perpetrator, if a Worker of the Employer; and,
- a copy of any corrective action taken to address the complaint or incident of workplace harassment or violence.

All records of the investigation will be kept confidential and stored in a locked file cabinet. The investigation documents, including the report, should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment or violence, take corrective action, or otherwise as required by law.

## **5. Emergency Protocols**

### **Emergency Response Plan**

The Emergency Response Plan is an organization-wide plan that guides the organization and resources during a major emergency.

The purpose of the Environment Networks Emergency Response Plan is to establish protocols and an organizational structure to respond to

emergencies. The plan contains clear roles played by various employees during the initial response and throughout the emergency. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. The plan and

organization shall be subordinate to Town of Collingwood Plans (or other Government or Government Agency directives) during a disaster declaration by the authorities.

In any emergency, the foremost concern is for the protection of human life, health, and welfare. Protection of property and the protection of the integrity and reputation of the Environment Network are also critical; however, they are always secondary to protection of life, health, and welfare.

In the event of a medical emergency requiring transport, staff should provide immediate first aid and call 911 as appropriate. Transport should be done by ambulance, or other emergency response vehicle, and in no circumstances should staff drive injured persons in their own vehicles.

### **Roles & Responsibilities**

In an emergency situation, responsibilities will be as follows:

- **Executive Director**
  - Serve as overall coordinator during emergency;
  - Respond to the scene of the emergency to stabilize and direct the initial response;
  - Ensure that the Board Chair, management team and the Health and Safety Representative are notified and kept up to date;
  - Serve as liaison with community emergency team (fire, police and EMS departments) and stakeholders;
  - Communicate names of any employees, volunteers, or visitors who are unaccounted for to emergency response teams;
  - Serve as liaison with medical response teams and hospitals;
  - Direct any follow-up, as required;
  - If necessary, act as the liaison to the news media and provide news releases and other information; and,
  - Complete the Injury/Incident Report Form.
- **Supervisors**
  - Ensure that all staff members, volunteers and/or students are aware of all Emergency Protocols and any additional information related to handling a crisis;
  - Contact all members of their department to ensure that they are in a safe location; and,
  - Support the coordination of the emergency response, in concert with the Executive Director.

- If the Executive Director cannot be reached, or is off-site, the site Supervisor will coordinate the emergency response until the Executive Director is available or on-site.
- **Workers and Volunteers**
  - Follow Emergency Protocols to report emergencies that require immediate attention;
  - Be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action; and,
  - Evacuate buildings (except when otherwise instructed) in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

### **Debriefing/Post-Crisis Analysis**

After a reasonable interval following the incident, the Executive Director, Supervisors, and the Health and Safety Representative will meet to evaluate its role and to assess the outcome of and response to the crisis.

The team will analyze the effectiveness of the implementation of the Emergency Response Plan and will make recommendations for future implementation of the plan. The team will provide feedback on the recommend changes in policies and procedures as necessary to avoid or minimize a repeat of the crisis situation.

### **Evacuation Response**

In non-fire emergencies, a decision to evacuate should be based on the worst case scenario. Consideration will be given to the specific threat (bomb threat, explosion) its context (time of day, its likelihood etc.) and the recommendation of public safety officials.

## **Roles and Responsibilities:**

- **Workers**

- Vacate their office or work site immediately, ensuring that visitors and volunteers accompany them;
- Leave office doors closed;
- Leave the building or site in an orderly manner, do not stop to collect valuables or personal belongings;
- Go to the primary meeting location for their site. If the primary meeting site is unsafe or cannot be safely accessed, go to the secondary site. If an indoor site is required, go to the indoor meeting location for your site;
- Stay with the department, so that the department Supervisor can easily assess if all staff are accounted for;
- Inform the Executive Director of any details of the emergency that you may have, or the names of any missing employees, visitors, or volunteers; and,
- Await direction from your immediate Supervisor.

- **Supervisors**

- Ensure that all staff, visitors, and volunteers exit the building or site in an orderly fashion;
- Ensure that all rooms, including washrooms, are cleared and doors are closed;
- Open any closed office doors to check for staff, then close the door;
- Bring first aid equipment to the emergency gathering site;
- Advise the Executive Director when all staff are accounted for, or the name(s) of any person(s) unaccounted for; and,
- Support the Executive Director and/or staff, as required.

- **Executive Director**

- Once at the Emergency Gathering Site, coordinate next steps according to the Emergency Response Plan.

## Fire Response

During orientation, all employees will receive information applicable to each work site, including how to report the outbreak of a fire, location of exits and fire extinguishers, and how to use them.

### Fire Equipment

- The location of smoke detectors should be known to all employees;
- Fire Extinguishers shall be readily available and in proper working condition as required by the Ontario Fire Code;
- Exits and emergency lights shall be clearly marked and checked regularly to ensure lighting is working;
- Exit doors shall be kept in proper working order and kept free from obstacles which might impede escape;

### Fire Alert Process

- The fire alarm will be activated automatically when there is fire;
- Call 911;
- If you discover the fire and it is safe to do so, attempt to distinguish the fire;
- If it is not safe to extinguish the fire, leave the room and close the door; and commence evacuation of the building immediately. Refer to the Evacuation Resource for the procedure.

## 6. Search

A known search protocol is critical for our on-site children's programming for Explorations Green Day Camp.

If a child is missing, keep all of the campers together and distracted with 2 councilors. One councilor will call the Executive Director Immediately. Before calling 911 one councilor will reach out to all councilors to see if the missing child is with them, or when the last time they were with a counselor.

If the child is still not found the counselor must call 911 immediately. This counselor will follow the directions of the 911 dispatcher. The Executive Director will contact parents and then head to where the campers and counselors are located.

## 7. Working Alone

When employees are required to work alone or in isolation, Environment Network is committed to providing and maintaining procedures that promote a safe and healthy work environment. For Workers or positions that regularly work alone, a safety plan will be developed. The Health and Safety Representative, Supervisor, and employee(s) who work alone will be involved in the development of the Plan.

An employee may not work alone on-site when leading children's groups, camps, or youth programs.

### **Safety plans shall include:**

- **identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done;**
- **procedures to eliminate or minimize the identified risks;**
- **methods of communication by which the Workers can secure emergency assistance, and how emergency assistance will be provided in the event of incidents or accidents;**
- **the length of time a Worker may be out of contact with a Supervisor (i.e. the frequency of regular communications);**
- **confirmation where and when working alone is permitted.**

The level of precaution will depend on the risk, including:

- the tasks and associated hazards involved in the work to be performed;
- the consequences resulting from a worst case scenario;
- the likelihood for other persons to be in the area;
- the possibility that a critical injury or incident could prevent the employee from calling for help or leaving the workplace;
- the emergency response time;
- the Worker's training and experience;
- the time or shift when the job is to be done; and
- whether the Worker is accustomed to working alone

Written safety plans should be up-dated at least annually when they are time sensitive. The intention of the collaborative plan development is to promote ongoing dialogue about working-alone and personal safety issues.



## 8. Personal Protective Equipment

All employees and visitors to Environment Network shall wear proper personal protective equipment necessary for their protection, in accordance with prescribed health and safety standards in the *Act* or as instructed by their Supervisors. Supervisors are responsible to educate and train Workers in correct use, limitations, and assigned maintenance of the equipment. Supervisors are also responsible to ensure Workers wear the required protective devices and to take disciplinary action if the Worker fails or refuses to wear protective equipment.

## Section Five: First Aid

### General First Aid

First aid stations will be made available and located within quick and easy access for all employees. The contents of the first aid station will be on the lid of the box, and will be consistent with the First Aid Kit Inspection Form.

First aid kits are located:

- Pavilion at Sunset Point as well as with each camp group
- At the Collingwood Youth Centre there is one located in the kitchen

All first aid treatments administered will be recorded in the First Aid Treatment Record and shall include all the details surrounding the incident as described by the injured employee.

The First Aid Treatment Record will contain the following information:

Name of Injured person	
Date of injury	
Time of Injury	
Name of Witness (if applicable)	
Nature/Location of Treatment	
Name of First Aider	

The certificates of the first aid trained employees will be in the First Aid Kit. The First Aid kit inspections shall be conducted during the Health and Safety Representative inspections.

## Medication

### **Employee/Volunteer Medication**

If staff or volunteers have regular or emergency medication, for example epinephrine auto-injectors (allergies) or insulin (diabetes), these should be stored in a known location, as indicated on their Employee Health Form, which is posted in the First Aid Kit at each site.

### **Participant Medication**

During camp programs, participant medication will be provided to a camp counselor at the beginning of each day, and will be stored in a secure location. Medications must be provided in a container or bag that is labelled with the camper's name, the name of the medication, and the dosage instructions. If a camper is required to take a medication during the day, parents/guardians will also be asked to complete and sign a Camper Medication Record Form to indicate instructions (frequency and dosage) and to give consent for administering.

Parents or guardians of campers who require emergency medication (i.e. Epi-Pens or Inhalers) will also be asked sign-off at drop-off every day to confirm that the medication is in their child's bag. Emergency medications will remain with the child throughout the day.

## Section Six: Inspections

Inspection, which involves detection and corrective action, is one of the best tools available for assessing potential problems before a loss occurs.

Physical inspections and program audits are carried out to meet such goals as:

- listening to concerns of others (through Worker contact during inspections);
- gaining further understanding of jobs and tasks;
- identifying potential problems;
- determining underlying causes of hazards;
- identifying equipment deficiencies;
- identifying inadequacies in remedial action; and,
- Recommending corrective action(s) both short term and long term.

### Role of Inspections

The role of the workplace inspection is not solely to meet a legislated requirement. An effective inspection process allows Environment Network to integrate other health and safety program objectives including the following:

- proactively identify potential hazards;
- set standards and related procedures;
- measure performance against established standards;
- evaluate health and safety performance; and,
- correct deficiencies and commend success.

To be effective, inspections must be conducted on a regular basis. They will be conducted at all our locations each month when the location is being used.

### Conducting Inspections

In addition to identifying defective and non-conformance items, the inspections should be concerned with identifying and correcting the basic reasons or causes for the specified item, particularly when the same defective item(s) and non-conformance(s) occur repeatedly.

When conducting inspections, follow these basic principles:

- use the appropriate checklist and add to each checklist as necessary;
- familiarize yourself with the site and the designated areas and departments for location descriptions of any specific hazards that are identified;
- review any previous inspection reports and inspect any previous corrective measures for completeness and effectiveness;
- draw attention to the presence of any immediate danger – other items can await the final report;
- do not operate equipment/machinery - ask a qualified operator for a demonstration, if it is necessary; and,
- Be methodical and thorough
  - clearly describe each hazard and its exact location in your notes
  - ensure all observations are recorded before they are forgotten
  - record what you have or have not examined in case the inspection is interrupted
  - draw sketches and take pictures where necessary for clarification and proof of hazards.

## **Documentation**

The use of a standard Workplace Inspection Checklist is required. This contains a specific area for recommendations and requires sign off from the person responsible to action the identified hazard.

A copy of the Workplace Inspection Checklist will be forwarded to the Supervisor and Executive Director within 3 days of the inspection by the Health and Safety Representative. If a Supervisor is asked to action an item, they will have 21 working days to address the hazards brought forward and advise how they will be corrected, or, provide rationale for why they will not be corrected.

## Section Seven: Injury/Incident Reporting & Investigation

Environment Network is sincerely concerned with injury/incident prevention. Our goal is to take a pro-active approach in preventing injuries/incidents at our workplace.

It is our policy to care for any victim(s) first, by providing immediate first aid and emergency transportation, if necessary, and to ensure that all other personnel are safe. In accordance with the *Act*, all Workers are to be instructed to report all injuries/incidents. All such situations must be investigated to determine why the situation occurred and identify the hazards, which should be eliminated or minimized.

Injury/incident investigation is a vital part of the health and safety program. It provides the process by which to properly assess a situation and care for the people, the property, and the physical environment. It also ensures that the appropriate remedial action has been taken and followed-up to ensure the possible prevention of a recurrence.

### **The following types of injuries/incidents require immediate investigation:**

- Fatalities
- Critical Injuries, including injuries that
  - places life in jeopardy
  - produces unconsciousness
  - results in substantial loss of blood
  - involved the fracture or amputation of a leg or arm
  - consists of burns to major portions of the body, or
  - causes loss of sight
- Lost time (employees require time off work to recover) injuries
- Occupational illness
- Property damage
- Fire/explosion, and
- Violence and Harassment Injury

## **The purpose of an injury/incident investigation is as follows:**

- to prevent future injuries/incidents;
- to reduce needless pain and suffering;
- to identify actual and potential hazards;
- to evaluate objectively and critically, existing control mechanisms;
- to comply with the law;
- to improve the injuries/incident prevention program;
- to increase awareness of hazards;
- to protect staff and visitors; and,
- to conserve resources.

The intention is prevention, not to assign blame or discipline Workers or Supervisors. In all cases, the goal is to identify what needs to take place to eliminate or reduce the possibility of similar injuries/incidents from occurring.

## **Responsibilities**

- **Health and Safety Representative**
  - The Health and Safety Representative, Executive Director or Supervisor shall participate in the investigation of all critical injuries and be offered the opportunity to participate in all other injury/incident investigations, as appropriate.
  - Any health care reports, WSIB reports, first aid reports or incident reports will be reviewed quarterly to determine any follow-up investigation needs.
- **Supervisor or Manager Present**
  - Investigate the circumstances of the accident and the accident scene.
  - Complete all required forms including the Environment Network Injury/Incident Report and the WSIB Form 7 if any of the following circumstances exist:
    - The Worker loses time from work;
    - The Worker seeks medical attention;
  - WSIB Form 7 can be completed and submitted online. A copy must be given to the worker.
  - Forward a copy of the accident report to the Executive Director.
- **Workers**
  - Report any work related personal injury, illness or accident to a Supervisor immediately either verbally or in writing.

- If medical attention is necessary after work hours because of a work-related injury or illness, the Supervisor must be notified right away. If the Worker returns to work the next day, the Supervisor is to be notified immediate upon arrival at work. If it is a lost time injury, the Supervisor is to be notified that medical attention was sought, when calling in to the office.
- Provide and review all details of the accident with the Supervisor.
- Cooperate with the Supervisor when conducting the accident investigation.

## **Conducting the Investigation**

The investigation can be broken down into several steps. These steps include: gathering information, interviewing witnesses, analyzing data and writing the report. When conducting an investigation there are many questions in which answers must be established.

The basic questions that should be asked are described below:

- **WHO?**
  - Who was involved in the accident? What is their job?
  - What were they doing at the time? Were they sufficiently trained for this job?
  - Who else was present when the accident occurred? Who are they? What were they doing at the time the accident occurred?
  - Who reported it?
- **WHERE?**
  - Where did the accident occur?  
What was the condition of the environment? (Temperature lighting, noise etc.)  
What was the layout of the equipment/people involved? What was the condition of the worksite at the time of the accident?
- **HOW?**
  - How did the accident happen? How you can be sure this is what happened?
  - Can you provide a detailed description of what happened?
- **WHAT?**
  - What equipment was involved in the accident? What was it being used for at the time the accident occurred?
  - Is this how the equipment operates?



- What was the condition of the equipment?
- **WHEN?**
  - When was the accident reported? When did it occur?

### **Corrective Action Follow-up**

Based on facts, legislated requirements, industry standards, internal policy/procedures and/or suggested logical solutions, corrective actions should be identified.

Follow-up should ensure that corrective actions have been applied and are working as intended. This can include workplace Inspections and follow-up investigations.

## Section Eight: Safe Return to Work

Environment Networks Safe Return to Work Program applies to all employees who are injured in the course of employment. It is the policy of the Environment Network to be an active partner, working with injured employees, their physicians, and the Provincial Compensation Board in assisting employees to remain at work or promoting a safe return to suitable, alternative work consistent with the employee's functional abilities.

### Roles and Responsibilities

- **Employer**
  - Will provide suitable work immediately or soon after a Worker suffers a work injury or occupational illness. Under the Workplace Safety & Insurance Act, and/or the Canadian Human Rights Act, Employers have an obligation to re-employ.
  - The offer of work should be specific including such information as the work being offered, nature of the work (tasks/duties), hours of work, remuneration, location of worksite, supervision.
  - The Return to Work Plan will be documented and discussed with Worker during the Return to Work meeting, which is to be conducted prior to the Worker's return to the workplace. The identification of regular, formal review date should be included.
- **WSIB**
  - The WSIB supports the activities of the workplace parties and can include education, case management, dispute resolution, mediation, ensuring co-operation and re-employment and providing labour market re-entry (re-training of injured Workers not able to be accommodated in the workplace).
  - Informs and educates workplace parties about their obligations to cooperate in the Early and Safe Return to Work.
- **Health Professional**
  - The treating health professional is responsible for diagnosing and treating the work-related injury/disease, working with other health professionals involved in the care of the Worker and providing the Worker and WSIB with relevant information regarding limitations, restrictions and prognosis for a return to full duties.
- **Worker**
  - Let their immediate Supervisor or designate know immediately when they have been injured at work and after receiving initial health care treatment.

- Respond to written or telephone contacts from the Employer and be available to communicate with the Employer during regular business hours and attend meetings/appointments with the Employer as it relates to return to work planning.
- Provide the Employer with functional abilities information when requested and discuss how the work or workplace can accommodate available work as well as report any difficulties during the RTW process with his/her Supervisor.

## Section Nine: WHMIS

Employees have the right to know about the chemical hazards that they are or likely to be exposed to. The Workplace Hazardous Materials Information System (WHMIS) Regulation was established under the *Act* to give Employers, Workers, and the public information about hazardous materials used in the workplace.

To ensure that employees are educated and practicing adequate care in dealing with chemicals and biological agents in their work areas, Environment Network will:

- Obtain MSDS on all hazardous materials used in our work place;
- Train all Workers to work safely with hazardous materials and maintain certification records;
- Provide training to Workers in the understanding of WHMIS labels and MSDS and maintain records of such training.

As part of their monthly physical inspections the Health and Safety Representative will randomly check to verify if WHMIS-controlled products are appropriately labeled and that material safety data sheets are available and current.

## Section Ten: Worker Orientation

### **The purpose of workplace orientations is:**

- To introduce Environment Networks Health and Safety program to new and returning Workers.
- To ensure that all Workers are aware of Environment Networks commitment to Worker health and safety and to lay the groundwork for desired attitudes and required skills and knowledge.
- To review the Workers' training requirements and to ensure that they receive proper training before commencing work.

### **Components of the training will include:**

- A review of the Health and Safety Policy Statement
- Review of the Health and Safety Policy Manual
- Job/Task specific training as identified by the Supervisor or Executive Director
- Location of first aid box, Health and Safety Bulletin Boards, First Aid Certified staff, Health and Safety Representative
- Direction on completing required Forms, as may be necessary
- Completion of the Ministry of Labour's Worker or Supervisor e-training Module, and a certificate of completion must be kept in each staff file:
  - Worker Health and Safety Awareness in 4 Steps:  
<https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>
  - Supervisor Health and Safety Awareness in 5 Steps:  
<https://www.labour.gov.on.ca/english/hs/elearn/supervisor/index.php>

In order to verify completion of each component of training, the Worker and the person delivering the training (Supervisor or Human Resource delegate) must initial beside the component on the Orientation Checklist. Upon completion of all the components of the orientations, the checklist must be dated and signed by the Worker and placed in the Worker's training file.

## Section Eleven: Forms

The following forms have been included as part of this manual. Multiple copies of each form must be kept in an accessible and known location at both sites. Ensuring there is a sufficient number of each form will be part of the regular site health and safety inspection process.

- Injury/Incident/Near Miss Report Form
- Injury/Incident Investigation Form
- Hazard Report Form
- Workplace Harassment and/or Violence Report Form
- Work Refusal Form
- Violations/Infractions Report Form
- First Aid Treatment Record Form

## Injury/Incident Report Form

Use this form to report any workplace accident, injury, incident, close call or illness.  
Return completed form to your supervisor or manager.

**This is documenting an:**

Lost Time/Injury

First Aid

Incident

Close Call

Observation

**Details of person injured or involved** (to be filled in by person injured / involved if possible)

Person Completing Report: \_\_\_\_\_ Date: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

**Event Details:** Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Witnesses: \_\_\_\_\_

**Description of Events** (Describe tasks being performed and sequence of events):

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**What did you do to resolve this?** (Describe measures taken to resolve this injury/incident, if any):

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**What measures can be taken to avoid / prevent this injury / incident in the future?**

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**Was event / injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather)?** Please explain:

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**If the event was caused by an unsafe act, was a violations form completed?**

[ ] Yes [ ] No If no, why not? \_\_\_\_\_

TO BE COMPLETED ONLY IF LOST TIME/INJURY OR FIRST AID WAS REQUIRED	
Type of injury sustained:	
Cause of lost time/ injury or first aid:	
Was medical treatment necessary?	Yes_____ No_____
	If yes, name of hospital or physician:

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY MANAGER	
Is an investigation required? [ ] yes [ ] no	Signature:

## Injury/Incident Investigation Report Form

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident: _____	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Other _____

### Step 1: Injured Employee (complete this part of each injured employee)

Name: \_\_\_\_\_  
 Age: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Job title at time of incident: \_\_\_\_\_  
 Part of body affected: \_\_\_\_\_  
 Nature of injury: (most serious one) \_\_\_\_\_

This employee works:  Regular full time  Regular part time  Seasonal  Temporary  
 Months with this employer: \_\_\_\_\_  
 Months doing this job: \_\_\_\_\_

### Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break period <input type="checkbox"/> Working overtime	
Other: _____	
Names of witnesses (if any):	

<b>Number of attachments:</b>	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets <input type="checkbox"/>			

### Step 3: Why did the incident happen?



<p><b>Unsafe workplace conditions:</b> (Check all that apply)</p> <p><input type="checkbox"/> Inadequate guard</p> <p><input type="checkbox"/> Unguarded hazard</p> <p><input type="checkbox"/> Safety device is defective</p> <p><input type="checkbox"/> Tool or equipment defective</p> <p><input type="checkbox"/> Workstation layout is hazardous</p> <p><input type="checkbox"/> Unsafe lighting</p> <p><input type="checkbox"/> Unsafe ventilation</p> <p><input type="checkbox"/> Lack of needed personal protective equipment</p> <p><input type="checkbox"/> Lack of appropriate equipment / tools</p> <p><input type="checkbox"/> Unsafe clothing</p> <p><input type="checkbox"/> No training or insufficient training</p> <p>Other: _____</p>	<p><b>Unsafe acts by people:</b> (Check all that apply)</p> <p><input type="checkbox"/> Operating without permission</p> <p><input type="checkbox"/> Operating at unsafe speed</p> <p><input type="checkbox"/> Servicing equipment that has power to it</p> <p><input type="checkbox"/> Making a safety device inoperative</p> <p><input type="checkbox"/> Using defective equipment</p> <p><input type="checkbox"/> Using equipment in an unapproved way</p> <p><input type="checkbox"/> Unsafe lifting</p> <p><input type="checkbox"/> Taking an unsafe position or posture</p> <p><input type="checkbox"/> Distraction, teasing, horseplay</p> <p><input type="checkbox"/> Failure to wear protective equipment</p> <p><input type="checkbox"/> Failure to use the available equipment / tools</p> <p>Other: _____</p>
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Step 4: How can future incidents be prevented?**

**What changes do you suggest to prevent this incident/near miss from happening again?**

Stop this activity  Guard the hazard  Train the employee(s)  Train the supervisor(s)

Redesign task steps  Redesign work station  Write a new policy/rule  Enforce existing policy  Routinely inspect for the hazard  Personal Protective Equipment

Other: \_\_\_\_\_

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets

**Step 5: Who completed and reviewed this form? (Please Print)**

Written by:	Title:
Department:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date:

## Hazard Report Form

Date of Report:	Reported By:
Department:	Supervisor:
Please describe hazard concern:	
Please describe the safety issue:	
Please rate the hazard using the criteria below (circle the appropriate one).	
<b>High</b> – Serious or significant hazard, a high priority for immediate controls or elimination;	
<b>Medium</b> – Moderate hazard, a medium priority for controls as soon as possible	
<b>Low</b> – Minor hazard, a lower priority for controls after higher priorities	
Employee Signature:	
<b>To be completed by Supervisor:</b>	
Corrective Action taken / responses given:	
Supervisor Signature:	
Date:	

Employee – Upon completion of the hazard report please give to your Supervisor.  
 Manager/Supervisor – Complete the form, including corrective actions / response. Provide copies of completed form to the Executive Director and the Health and Safety Representative.

Reviewed by the Health and Safety Representative:    Yes    No
Date:
Signature:
Comments:

## Workplace Harassment and/or Violence Report Form

### Details of the Harassment and/or Violence

Please describe in as much detail as possible the bullying, harassment, or violent incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behaviour and/or words used); (e) any additional details. (Attach additional pages if required)

### Relevant Documents/Evidence

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Work Refusal Form

## Worker Section:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Time Reported: \_\_\_\_\_  
Health and Safety Representative: \_\_\_\_\_

Describe the job, process or act, which you are refusing and the safety issue associated with it: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Supervisor Section:

Supervisor's Investigation and Analysis:

People \_\_\_\_\_  
Equipment \_\_\_\_\_  
Materials \_\_\_\_\_  
Environment \_\_\_\_\_  
Process \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Response (CHOOSE ONE OF THE FOLLOWING ONLY):

1. The job is not safe (employee reassigned and machine/area tagged out pending completion of recommendations listed below)

Signature: \_\_\_\_\_

2. The job is not safe (To be made safe by completion of recommendations listed below)

Signature: \_\_\_\_\_

3. Job is safe

Signature: \_\_\_\_\_

**Recommendations Corrective Action and Action Plan/Timeline:**

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**If the Supervisor has chosen answer 1 or 2 above the Worker will sign one of the following:**

1. I agree that my health and safety concern has been addressed

Signature: \_\_\_\_\_

2. I DO NOT agree that my health and safety concern has been addressed

Signature: \_\_\_\_\_

Has the H&S Representative been notified? Yes/No Time of call: \_\_\_\_\_

Has the Executive Director been notified? Yes/No Time of call: \_\_\_\_\_

Has the Ministry of Labour been notified? Yes/No Time of call: \_\_\_\_\_

Temporary duties assigned to Worker awaiting MOL inspector: \_\_\_\_\_

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Inspector's name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Corrective action ordered (if any): \_\_\_\_\_

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**Completion Section:**

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HS Representative

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Employee

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Supervisor

Copies to:

- Executive Director
- H&S Representative or other Worker representative

## Violations/Infractions Report Form

This report is to be completed by the employee who is identifying the violation / infraction.  
The completed report is to be provided to their supervisor or the Executive Director.

Date of Report:	Reported By:
Department:	Supervisor:
Date/Time of Incident:	Location of Incident:
Please describe the specific act(s):	
Are there others who have witnessed this behaviour or others who have experiences a similar concern or problem? If so, please provide their name(s) and contact information.	
Do you have any suggestions for proposed action to address or resolve the complaint/concern?	
Do you have any additional information or comments?	
<b>To be completed by Supervisor:</b>	
Corrective Action taken / responses given:	
Supervisor Signature:	
Date:	

Employee – Upon completion of the hazard report please give to your Supervisor.  
 Manager/Supervisor – Complete the form, including corrective actions / response. Provide copies of completed form to the Executive Director and the Health and Safety Representative.

Reviewed by the Health and Safety Representative:    Yes    No
Date:
Signature:
Comments:

## First Aid Treatment Record

Name of Injured person	
Date of injury	
Time of Injury	
Name of Witness (if applicable)	
Nature/Location of Treatment	
Name of First Aider	

Name of Injured person	
Date of injury	
Time of Injury	
Name of Witness (if applicable)	
Nature/Location of Treatment	
Name of First Aider	

Name of Injured person	
Date of injury	
Time of Injury	
Name of Witness (if applicable)	
Nature/Location of Treatment	
Name of First Aider	

Name of Injured person	
Date of injury	
Time of Injury	
Name of Witness (if applicable)	
Nature/Location of Treatment	
Name of First Aider	