



## PLP HS 212 Occupational Health and Safety

Park Lawn Preschool Inc. is committed to complying with all the duties required under the *Occupational Health and Safety Act* to ensure we take reasonable precautions for the protection of the employees in the work place. Protection of workers from injury or occupational disease is a major continuing objective.

Park Lawn Preschool Inc. will make every effort to provide a safe and healthy work environment. The Management team, Board of Directors along with the employees share responsibilities in ensuring success in reducing the risk of injury or illness.

Supervisors, as defined in the *Occupational Health and Safety Act*, include Managers and Centre Supervisors and are held accountable for the health and safety of employees under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that the employees work in compliance with established safe work practices and procedures.

Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by Park Lawn Preschool Inc. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization.

### Internal Responsibility System

Everyone in the workplace plays a role in keeping the workplace safe and healthy. Employees in the workplace who see a health and safety problem such as a hazard or contravention of the *Occupational Health and Safety Act* have a duty to report the situation to the Supervisor or Manager. The Manager and supervisors are, in turn, required to acquaint workers with any hazard in the work that they do.

### Duties of the Employer

Park Lawn Preschool Inc. shall ensure that (OHS 25.1),

- The equipment, materials and protective devices as prescribed are provided;
- The equipment, materials and protective devices provided by the employer are maintained in good condition;
- The measures and procedures prescribed are carried out in the workplace;
- The equipment, materials and protective devices provided by the employer are used as prescribed.

Park Lawn Preschool Inc. shall (OHS 25.2)

- Provide information, instruction and supervision to a worker to protect the health and 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;
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
- Afford assistance and cooperation to a committee and a Health and Safety representative in the carrying out by the committee and the Health and Safety representative of any of their functions;
- Take every precaution in the circumstances for the protection of a worker;
- Post, in the workplace, a copy of the *Occupational Health and Safety Act* and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
- Prepare and review at least annually a written occupational Health and Safety policy and develop and maintain a program to implement that policy;
- Post at a conspicuous location in the workplace a copy of the occupational Health and Safety policy; provide to the committee or to a Health and Safety representative the results of any report respecting occupational Health and Safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational Health and Safety; and
- Advise workers of the results of a report referred to in above section and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational Health and Safety.

### **Duties of the Supervisor**

A supervisor shall ensure that a worker (OCHS 27.1),

- Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
- Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

A supervisor shall (OCHS 27.2),

- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- Take every precaution in the circumstances for the protection of a worker.

## **Duties of Workers**

A worker shall (OHSC 28.1),

- Work in compliance with the provisions of this Act and the regulations;
- Use or wear the equipment, protective devices or clothing that the worker's employer 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 himself, herself or another worker; and
- Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

No worker shall (OHSC 28.2),

- remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

## **Joint Health and Safety Committee**

The *Occupational Health and Safety Act* requires any workplace that regularly employs 20 or more workers in one location to have a Joint Health and Safety Committee. Park Lawn Preschool Inc. is committed to ensuring a healthy and safe workplace for all its employees and has elected to form a Joint Health and Safety Committee.

- Members representing the workers must be chosen by the workers
- An employee who has the authority to discipline, hire and fire or recommends discipline hiring or firing is considered a managerial employee and can serve on the committee, but not as a worker representative.
- Park Lawn Preschool Inc. chooses the managerial members of the committee.
- The names and work locations of the committee members are posted in the workplace.

## **Duties and Responsibilities of a Joint Health and Safety Committee:**

### ***Identify Workplace Hazards***

- Workplace inspections (monthly)
- Job hazard analysis – which involves breaking down a job into basic steps, assessing each step for possible hazards, and recommending controls.
- Observations – e.g. work activities, processes and equipment operation.
- Reports of problems or concerns by workers or supervisors.

- Use of senses to identify potential problems.
- Review of documents such as workplace records and WSIB or MOL reports
- Accident investigation

### ***Make Recommendations to the Employer***

The committee can make recommendations to the employer and to the workers on ways to improve the workplace Health and Safety.

### ***Investigate Work Refusals***

The committee members who represent workers must designate one of their group to be present at the investigation of a work refusal.

### ***Investigate Serious Accidents***

If an employee is critically injured or killed on the job, the accident is investigated. The members of the committee who represent workers should choose one or more of their group to conduct such an investigation.

### ***Obtain Information from the Employer***

The committee can obtain information from the employer:

- About any existing or potential hazards in the workplace.
- About Health and Safety experience and work practices and standards in other workplaces of which the employer is aware; and
- About any workplace testing that is being carried out for occupational Health and Safety purposes.

### ***Meetings***

The Joint Health and Safety Committee shall meet quarterly, with meeting dates agreed on by all participating members.

### ***Reporting***

If there is an emergency occurring in your workplace, call 911 immediately.

To report critical injuries, fatalities, work refusals, health and safety complaints, or suspected unsafe work practices:

- Contact the Ministry of Labour Health and Safety Contact Centre anytime at 1-877-202-0008.  
General inquiries about workplace health and safety are responded to from 8:30am – 5:00pm, Mon-Fri.