



Title: Health and Safety in the Workplace Policy	Policy No.:
	Pages: 11
Originator(s): Human Resources	Initial Issue Date: September 1, 1992
Owner: Human Resources	Next Review Date: September 25, 2023
Key Words: Health and Safety, Joint Health and Safety Committee (JHSC), Health and Safety Representative (H&S Representative), Critical Injury, Violence, Harassment, Internal Responsibility System	Effective Date: October 24, 2022
Reviewed by: Health and Safety Team	Approved by: President and CEO

1.0 Purpose

Provide guidelines for maintaining a safe work environment at the YMCA.

2.0 Persons Affected

This policy applies to all employees, volunteers, contractors, and others working at or providing services to the YMCA at its premises including interns (student placements) and trainees (hereinafter “workers”). This policy also applies to all visitors to YMCA premises such as members of the public, suppliers, clients, etc. (“third parties”).

3.0 Policy

The YMCA is vitally interested in providing a safe, healthy work environment for its employees. Protection of workers from injury or occupational disease is a major continuing objective. Supervisors and employees must play an active role in this effort. Supervisors must share in the YMCA commitment to promote safety awareness attitudes and skills by emphasizing prevention of accidents, workplace violence, workplace harassment and illness and ensuring that their employees have the information and instruction they need to protect themselves.

4.0 Definitions

Worker: is all employees, volunteers, contractors and other working at or providing services to the YMCA at its premises including unpaid secondary school placement students and trainees (hereinafter “employees”). This policy also applies to all visitors to YMCA premises such as members of the public, suppliers, clients, etc. (“third parties”).

Workplace: is defined to include all premises, locations or things at, near or upon which YMCA employees are required to be directed to in order to perform work or services for or on behalf of the YMCA.

Joint Health and Safety Committee (JHSC): Composed of worker and employer representatives. Together, they should be mutually committed to improving health and safety conditions in the workplace. Committees identify potential health and safety issues and bring them to the employer’s attention and must be kept informed of health and safety developments in the workplace by the employer. As well, a designated worker member of the committee inspects the workplace at least once a month.

Health and Safety Representative (H&S Rep): Where the number of workers regularly exceeds five and where no JHSC is required, employers must ensure that workers select a H&S representative. The representative should be committed to improving health and safety conditions in the workplace, and has responsibilities such as investigating incidents and identifying potential hazards, as well as making recommendations to management to address said hazards.

Internal Responsibility System: a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of his or her job. It does not matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis. They do this both singly and co-operatively with others.

Critical Injury: is defined under OHSA means an injury of a serious nature that:

- Life-threatening;
- Produces unconsciousness;
- Involves the fracture of a leg or arm but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- results in substantial loss of blood;
- Consists of burns to a major portion of the body;
- Causes the loss of sight in an eye.

Disabling Injury: means any injury or occupational illness that disables a worker from doing their usual work.

Occupational Illness: An occupational illness is a health condition or disorder that is caused by the work environment or related activities.

Violence: is defined under the Occupational Health and Safety Act as the exercise of physical force by a person against a worker, in a workplace that could cause physical injury to a worker; attempt to exercise physical force against a worker in the workplace that could cause physical injury; a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker that causes physical injury to a worker.

Threats: Threats of violence or harassment are considered serious and will be treated accordingly. Threatening behaviour includes the utterance of threatening remarks or gestures; creation of a reasonable fear of injury; subjecting another individual to emotional distress; damaging employer or employee property; the possession of a firearm or dangerous weapon. Threats of violence are considered incidents of workplace violence.

Workplace Harassment is engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome. Harassment includes, but is not limited to communications that are demeaning, offensive, insulting, intimidating, embarrassing, humiliating, or bullying, targeting an individual with differential treatment of an annoying nature, excluding/shunning, impeding work performance/sabotaging, spreading gossip and rumours, and cyberbullying.

If a person does not explicitly object to harassing behaviour, or appears to be going along with it, this does not mean that the behaviour is acceptable. Harassment includes behavior that ought reasonably to be known to be unwelcome.

Harassment does not include performance management, operational requirements or instructions, a disagreement or misunderstanding, work related change e.g. change of location, co-workers, job assignment; disciplinary action, a single comment or action unless it is sufficiently serious enough to create a poisoned work environment.

5.0 Responsibilities

5.1 **Manager Responsibilities:**

- Maintain the Health and Safety Board being accessible and up to date.
- Ensure that each work location has an appropriate number of trained Health and Safety Representatives (H&S Representatives), monthly safety inspections are carried out, and Joint Health and Safety Committees (JHSCs) are operating where required
- Notify Human Resources of any provincial Health and Safety authority visits

5.2 **Supervisor Responsibilities:**

- Supervisors will be held accountable for and are responsible for the health and safety of employees under their supervision.
- Under Ontario's Occupational Health and Safety Act (OHSA), supervisors must inform employees of potential hazards, instruct and ensure that employees are aware of YMCA's policies and procedures, ensure that employees are using all required protective devices, wearing required personal protective equipment, and are following all safety procedures.
- Ensure workers are wearing required footwear that is appropriate for their duties and responsibilities.
- Ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. See *Safe Work practices – for employees (and volunteers)* available on YMCA's intranet – Information Y-way that include steps for hazard prevention and control, along with ***Workplace Violence and Harassment Policy***
- Ensure First Aid Kits are well stocked and stored in an accessible location to all staff, and that a first aid log book is maintained. Also, that the appropriate number of employees are trained in First Aid and First Aid equipment (in accordance with program requirements and *Safety & Emergency Procedures for YMCA Staff & Program Volunteers*).
- Ensure emergency contact phone numbers and emergency evacuation plans are posted and readily accessible.

- Take every precaution reasonable in the circumstances for the protection of a worker.

5.3 Worker Responsibilities:

- Work in compliance with OHSA provisions which include a worker's right to refuse unsafe work without fear of reprisal.
- Follow *YMCA safe work practices* and policies, including the use of equipment, protective devices or personal protective equipment, and/or clothing that the YMCA requires to be used or worn. All workers must wear appropriate footwear for their role and responsibilities – workers must not wear shoes without traction on the sole, or footwear that may contribute to slips & falls in the workplace.
- Complete all required health and safety training within required timeframes.
- Report to their supervisor the existence of any hazard of which they are aware, or any defect in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker.
- Report all incidents of workplace violence or harassment as defined in the procedure and *Workplace Violence and Harassment Policy*.
- Not remove or make ineffective any protective device required, nor use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or another worker.

5.4 Visitor Responsibilities:

- Follow instructions of supervisor on duty or person escorting them, as well as, wear any required personal protective equipment.

5.5 Contractor Responsibilities:

- Working in accordance with, or exceeding, the work location's health and safety standards and procedures

6.0 Procedures

- 6.1 Supervisors and workers must play an active role in providing a safe and healthy work environment. Employees can refer to the YMCA Health & Safety Notice, this policy, and the YMCA Workplace Violence and Harassment Policy posted at their workplace. Supervisors shall ensure the YMCA Health & Safety Notice, this policy and the YMCA Workplace Violence and Harassment Policy are posted at each YMCA location. These policies and corresponding programs are reviewed annually in September each year.
- 6.2 Supervisors must arrange/provide orientation and all required training for employees after hire or a position change. Examples of training include, but are not limited to, job-specific training on safety and health hazards of the job, safe work practices including the use of personal protective equipment, policies and procedures related to workplace violence and harassment, accident/incident reporting procedures, reporting of hazards, Workplace Hazardous Materials Information System (WHMIS), JHSC certification, etc. See Safe Work Practices for YMCA employees and volunteers available on the YMCA intranet - Information Y-Way. If there are hazardous substances in the workplace supervisors must ensure employees receive training in WHMIS 2015 (Workplace Hazardous Materials Information System) and that WHMIS training is reviewed annually. See Workplace Violence and Harassment Policy 2.S.2, and Human Rights in the Workplace policies, and Workplace Concerns and Complaints Guide for Employees.
- 6.3 The internal responsibility system puts in place an employee-employer partnership for collaborative efforts between supervisors, workers, and JHSC or H&S Representatives. Managers and Directors must ensure a JHSC or H&S representative is in place and meets requirements under the Act as follows:
- In workplaces where **20 to 49 workers** are regularly employed, there is a JHSC of not less than two members, and where **50 or more workers** are regularly employed, there is a JHSC of not less than four members. At least half the JHSC members must be workers employed at the workplace who represent workers. At least one worker member and one management member must be certified. Contact Human Resources for more information about arranging JHSC certification.
 - In workplaces where **six to 19 workers** are regularly employed, the workers choose a H&S representative.

6.4 JHSC responsibilities are defined in Guide for Joint Health & Safety Committees and Representatives in the Workplace available on the Ministry of Labour web site at
<http://www.labour.gov.on.ca/english/hs/pubs/jhsc/index.php>

In brief:

- Key role of the JHSC is to identify potential hazards, to evaluate these potential hazards, to recommend corrective action and to follow up on implemented recommendations. To carry out these functions, the committee is available to receive employee health and safety concerns, is required to hold meetings at least every three months, and to perform monthly workplace inspections.
- Members of the committee will also participate in any investigation required regarding a workplace accident, report of violence or harassment. The VP/SVP or General Manager (GM) and Human Resources must receive copies of JHSC meetings and monthly workplace inspection reports.
- Where a H&S representative is required, the representative is available to receive employee health and safety concerns. Representatives also identify hazards and are responsible for inspecting the workplace at least once a month.
- The representative will participate in any investigation required regarding a workplace accident, or report of violence. A copy of inspection reports shall be sent to the GM, VP or SVP for the program or service area.

There are exceptions to the requirement for a JHSC:

- For a child care centre, employment or community program that is located in a YMCA building, a separate JHSC committee is not required for each program. However, directors for these program sites must ensure employees are aware of our health and safety practices, and one representative from each program area must participate in any committee established for the building.
- Seasonal workplaces such as day camp sites do not require a

JHSC. However, a H&S representative is required.

- 6.5 When reporting an employee injury, incident of workplace violence, harassment or occupational illness, supervisors should make sure a Workplace Accident/Incident report was completed, complete the follow up report for review by their GM, VP or SVP and notify the JHSC, if applicable. Copies of the report must be sent immediately to the Human Resources and Risk Management departments.
- 6.6 In the event of a critical injury, disabling injury or occupational illness, including those occurring as a result of workplace violence, the supervisor shall immediately inform the VP/SVP or GM and Human Resources.
- 6.7 Where an employee is killed or seriously injured in a workplace, the supervisor shall ensure no person shall, unless he or she is authorized to do so, remove or in any way interfere with or disturb the accident scene, until released by appropriate authorities, e.g. a Ministry of Labour Inspector, except to the extent necessary to:
- Save a life, prevent injury or relieve human suffering in the vicinity
 - Maintain an essential public service
 - Prevent unnecessary damage to or loss of property
- 6.8 Human Resources shall inform Ministry of Labour authorities and the JHSC or representative if applicable, as required under OHSA:
- Where an employee (or volunteer or trainee participant) is critically injured or killed from any cause at the workplace, HR will notify **immediately** the Ministry of Labour and the JHSC or H&S representative of the occurrence by telephone, fax or other direct means. HR will, **within 48** hours after the occurrence, send to the Ministry a written report of the circumstances of the occurrence
 - Where an accident or incident, including those caused as a result of workplace violence, causes injury to employees (or volunteer or trainee participant) at a workplace whereby employees are disabled from performing their usual work or requires medical attention, and such occurrence does not cause death or critical injury, the supervisor shall give notice to the JHSC or H&S representative in writing, within four days of the occurrence, describing the circumstances of the occurrence
- 6.9 Human Resources will develop and maintain health and safety policies and a workplace violence and harassment program that will be reviewed yearly in consultation with H&S representatives and committees.

6.10 Training and Education: The YMCA will provide education, resources and tools regarding workplace health and safety awareness to supervisors and employees. This will support the Supervisor's role in maintaining a healthy and safe workplace for all employees and also address appropriate procedures to follow in the event of an accident/incident. Education will be provided regarding the rights and responsibilities, potential hazards/risks in the workplace and actions/processes to follow.

To maintain a safe workplace for employees, Supervisors are responsible for:

- Ensuring that new employees review this policy along with all other YMCA related policies and procedures during an employee's orientation. All employees are educated and trained on the contents of the policy by completing the e-learning module. Following completion of the e-learning module, employees must sign the YMCA Operating Policies and Procedures Acknowledgement Letter

7.0 References and Links / Related Documents including links to Management Practices

For more information on workplace health and safety, supervisors may wish to contact Human Resources, or refer to the following YMCA procedures and resources:

- **YMCA Health and Safety in the Workplace Notice** (enclosed)
- **YMCA Health and Safety Awareness Training Module available on the YMCA'S intranet – Information Y-way and <http://ymcagta.learningyway.org/learning/>**
- **YMCA Safety and Emergency Procedures Manual** available on the YMCA's intranet – Information Y-Way
- **YMCA Safe Work Practices** in YMCA Operating Policies available on the YMCA's Intranet – Information Y-way
- **Workplace Violence Harassment Policy 2.S.2**
- **Human Rights in the Workplace Policy 2.S.3**
- **Incident Reporting Procedure 1.S.3**
- **Universal Precautions/Infection Control Policy 1.VS.3**
- **Workplace Concerns and Complaints Guide for Employees**

For more information about this policy, staff may speak with their general manager or senior/vice president, or staff may wish to contact the Chief People Officer or designate. The following sources provide additional information about

Health and Safety in the Workplace:

- Ontario Ministry of Labour www.labour.gov.on.ca/english/hs/
- Canadian Centre for Occupational Health and Safety has information on workplace hazards and safe work practices at www.ccohs.ca
- Workplace Safety & Prevention Services has health and safety professionals available to answer general questions at a toll-free number 1-877-494-WSPS (9777) the web address is <http://www.wsps.ca/Home.aspx>

8.0 Review/Revision History

Date	Revision No.	Revision Type	Reference Section(s)
September 1992 – September 2019	1	Annual Review	N/A
February 2020	2	Addition of Safe Work Practices appendix	Safe Work Practices is now found in <i>Operating Policies</i>
February 2021	3	Annual Review	N/A
November 2021	4	<ul style="list-style-type: none"> • Added Manager Responsibilities • Updated JHSC & H&S Rep requirements • Updated reporting requirements 	<ul style="list-style-type: none"> • 4. Responsibilities • 5.3, 5.4 Procedures • 5.7 Procedures
September 2022	5	Annual Review <ul style="list-style-type: none"> • Updated responsibilities regarding proper 	<ul style="list-style-type: none"> • 4. Responsibilities • 6. Training and Education



Title: Health and Safety in the Workplace Policy

Policy No.:

Page No.: 11 of 11

		<ul style="list-style-type: none">footwear• Added visitor responsibilities• Added examples of H&S training	
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