

<b>Atikokan Literacy Incorporated</b> <b>ADULT LEARNING CENTRE</b> <b>Health and Safety</b> <b>Policy/Procedure</b>
<b>Health and Safety Awareness and Training Policy - Ontario</b>
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: January 19, 2017 (O)
DISTRIBUTION: Staff

**Policy:**

Ontario is committed to improving health and safety in all workplaces and Atikokan Literacy Incorporated is dedicated to meeting this commitment. Education and training are important parts of meeting this commitment. Under the Occupational Health and Safety Act (OHSA), Ontario has laid out specific regulations for Health and Safety Awareness and Training in the workplace. This policy is intended to provide a brief overview of the awareness and training requirements for Atikokan Literacy Incorporated.

*Please note that this policy does not replace any training requirements. All staff must receive, or may be required to take, training and instruction in addition to what is stated in this policy.*

**Procedures:**

The OHSA and its regulations assign duties and responsibilities to different persons in a workplace, depending on their levels of responsibility. Each person has a unique role and this ensures that every individual is working towards the same purpose; that of a healthy and safe working environment. Atikokan Literacy Incorporated, supervisors and workers all have various roles to ensure health and safety and these are set out in the *Occupational Health and Safety Act*.

A health and safety culture requires that all workplace parties (that is Atikokan Literacy Incorporated, supervisors, and workers) work together and pay constant, appropriate attention to workplace health and safety. All workplace parties at Atikokan Literacy Incorporated must work in a collaborative manner on health and safety issues and solve problems and make improvements on an on-going basis to health and safety matters. The goal is to develop a sustainable health and safety culture in the workplace where everyone is committed to the prevention of injuries and illness and the reduction of risk.

## **Training Content Requirements**

The following are the content requirements of training that will be provided to Atikokan Literacy Incorporated workers and supervisors, as per the OHSA.

### Staff

The following are the minimum content requirements for worker training:

- The duties and rights of workers under the Occupational Health and Safety Act (OHSA).
- The duties of the employer and supervisors under the OHSA.
- The roles of health and safety representatives and joint health and safety committees under the OHSA.
- The roles of the Ministry of Labour, the Workplace Safety and Insurance Board (WSIB) and health and safety system partners (entities designated under section 22.5 of the OHSA).
- Common workplace hazards.
- The requirements set out in Regulation 860 (Workplace Hazardous Materials Information System (WHMIS)) with respect to information and instruction on controlled products.
- Occupational illness, including latency.

### Executive Director or Designate

The following are the minimum content requirements for supervisor training:

- The duties and rights of workers under the Occupational Health and Safety Act (OHSA).
- The duties of employers and supervisors under the OHSA.
- The roles of health and safety representatives and joint health and safety committees under the OHSA.
- The roles of the Ministry of Labour, the Workplace Safety and Insurance Board (WSIB) and health and safety system partners (entities designed under section 22.5 of the OHSA).
- How to recognize, assess and control workplace hazards, and evaluate those hazards.
- Sources of information on occupational health and safety. What are "common workplace hazards"? Are they general hazards or workplace specific?

## **Responsibilities**

The following are the responsibilities of all individuals within Atikokan Literacy Incorporated to ensure a safe and healthy workplace.

### Atikokan Literacy Incorporated

As per the OHSA, Atikokan Literacy Incorporated shall take every precaution reasonable in the circumstances for your protection. Atikokan Literacy Incorporated shall do everything possible to prevent workers from being injured or becoming sick while working. Atikokan Literacy Incorporated shall:

- Ensure that all staff in the workplace know about hazards and how to perform their work in a safe way

- Ensure that executive directors/designates know about their duties in regards to health and safety
- Develop health and safety policies and procedures
- Ensure that everyone is aware of the policies and procedures and follows them
- Ensure that all staff are wearing and using the proper personal protective equipment

#### Executive Director/Designate

Atikokan Literacy Incorporated Executive Director/Designate also have the responsibility of doing everything reasonably possible to prevent injury or illness while at work. The Executive Director/Designate shall:

- Inform workers about any hazards that they may come across while on the job and instruct them on how to do their job safely
- Ensure that workers are following the policies and procedures of the workplace and the law
- Ensure that staff are wearing and using the proper personal protective equipment

#### Staff

The OHSA requires that all workplaces comply with the law and follow the policies and procedures as applicable to that workplace. All Atikokan Literacy Incorporated staff shall:

- Follow all health and safety policies and procedures as set forth by Atikokan Literacy Incorporated
- Perform all work and act in a manner that will not cause harm to oneself or to another
- Inform their Executive Director/Designate immediately about any hazard that they find
- Be aware of their health and safety rights (see below)

All staff have the following three rights under the OHSA:

1. The right to know – Atikokan Literacy Incorporated shall inform all staff of any hazards that may be present at work. Atikokan Literacy Incorporated shall also provide training and information on what can be done to avoid these hazards and be safe. All staff shall be told about any hazards prior to starting work. If a staff member has any questions or is unsure about a job that he or she is asked to perform, the staff member must ask questions and receive instruction on how to be safe.
2. The right to participate – all staff have the right to take part in health and safety related activities. Staff may become involved in the process of identifying and resolving dangerous situations or hazards, ask questions about safety, volunteer to be members of the joint health and safety committee, and work safely at all times and watch for situations that might lead to an accident.
3. The right to refuse unsafe work – all staff have the right to refuse unsafe work. This means that if a worker feels that performing a task or using certain equipment will put themselves or anyone else in danger, then they can refuse without fear of reprisal.

#### **Timelines**

Atikokan Literacy Incorporated shall adhere to the following timelines from Ontario's Ministry of Labour:

- Once a person takes on a supervisory role, they need to complete the training within one (1) week of performing their new role.
- New hires need to complete the training as soon as practicable.
- Employers must maintain training records or have proof of training provided.

*The information for this policy has been sourced directly from the [Ontario Ministry of Labour](#)*