APPENDIX 1.7

OCCUPATIONAL HEALTH AND SAFETY PROCEDURES POLICY

Purpose

This procedure outlines safety procedures and how hazards, incidents, injuries and occupational diseases are handled and reported.

Scope

This procedure covers safety procedures and the response and reporting of hazards, incidents, injuries and occupational illness for workers of Grace United Church, Sarnia, Ontario.

Procedures

Safety Procedures and Hazard Identification

The Health and Safety Representative:

- Inspects the physical condition of the workplace at least once a year, inspecting at least a part of the workplace in each month.
- Reviews material safety data sheets (MSDS) for use and storage of chemicals.
- Documents findings and follow-ups on the church inspection form.
- Reviews findings with the Property Committee.
- Reviews hazards and mitigating controls at Grace United staff meetings.
- Files Completed inspection forms at the Grace office.

The Property Committee will identify any required follow-ups to the findings. Grace United Church Council will approve required follow-ups.

Incident, Injury and Occupational Illness Response and Reporting

<u>In case of worker's injury/occupational illness</u>

First responder(s) should immediately:

- Provide First Aid treatment, as necessary and as able
- Cordon off the scene of the incident so no one else can suffer the same injury
- Especially in the case of a serious injury, preserve the scene in case investigation by authorities is required (e.g. Police, MOL)
- Arrange and pay for transportation to a hospital, doctor's office or the worker's home if required

After the first response, subsequent actions are the following:

- The incident is reported promptly to the M&P committee and the H&S representative.
- The M&P committee ensures that the worker's wages are paid for the day of the injury.
- The M&P committee and the H&S representative will select the incident reviewer. Consideration will be given to inviting the Conference Personnel Minister to provide advice/guidance

- The Incident Reviewer will review what happened and look for (immediate, basic, and root) causes (What caused the accident – lack of training, faulty equipment, slippery floor, failure to use safe work practices, improper handling of dangerous materials etc.?)
- The Incident reviewer will recommend follow-up preventative and corrective actions to address the findings of the investigation
- The Incident reviewer will review the incident, causes and follow-ups at Grace staff meetings.
- The M&P committee will begin to plan for the worker's return to work

Reporting employee injury and illness to the Ministry of Labour and to WSIB

- **In the event of a** C**ritical Injury, a representative from Grace United Church immediately contacts the Ministry of Labour Occupational Health & Safety Contact Centre - 877-202-0008**

- **A representative from Grace United Church reports the injury/occupational illness to the WorkPlace Safety and Insurance Board (WSIB) within 3 days using WSIB form 7** (available from web site www.wsib.on.ca) if the injury/illness causes the worker to
    - Get health care treatment , or
    - Lose time from regular work, or
    - Earn less than regular pay
- Do not report to the WSIB if the worker
    - Only needs First Aid, or
    - Receives First Aid and goes back immediately to modified work at regular pay for up to 7 calendar days from the time of the injury, or
    - Does not receive First Aid but requires modified work at regular pay for up to 7 calendar days from the time of the injury

Responsibilities

Employer (Grace United Church Council):
- Takes every reasonable precaution to protect workers;
- Has at least one health and safety representative (one representative required if you have between 5 and 19 workers - Ontario Health and Safety Act);
- Learns about possible safety hazards and makes workers aware of them;
- Approves follow-ups to the findings from the health and safety inspection tour. Removes the hazards or puts controls in place to protect workers from risk;
- Supplies employees with appropriate equipment to protect them from known hazards and makes sure they are trained to use the equipment properly;
- In case of injury/illness, provides immediate response, conducts incident investigation and addresses appropriate follow-up
- Reports injury/occupation illness as required to the Ministry of Labour and to the WSIB.

Health and Safety Representative – Communicates health and safety plan and carries out specific duties such as monthly workplace inspection and participates in accident reporting, investigation and follow-up.

Workers – Promptly report hazards, incidents, injuries and occupational illness. Reporting and group discussion of all near-miss incidents is highly encouraged.

Property Committee - Grace United Church - identify any required follow-ups to the findings from the health and safety inspection tour.

Glossary

First Aid - First Aid includes, but is not limited to, a co-worker, manager or someone trained in first aid

- cleaning minor cuts, scrapes or scratches
- treating minor burns
- applying bandages
- applying a cold compress, cold pack or ice

Critical Injury - means an injury of a serious nature that,

- places life in jeopardy,
- produces unconsciousness,
- results in substantial loss of blood,
- 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,
- consists of burns to a major portion of the body,
- causes the loss of sight in an eye

Critical Injury as defined by:
http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900834_e.htm

Hazard – any practice, behaviours, condition or combination of these that can cause injury or illness in people or damage to property is considered a hazard. Common hazards that result in injuries/illness include faulty or unguarded machinery, using chemicals unsafely, using vehicles unsafely, overexertion (lifting, carrying, repetitive motions), collapsing platforms and equipment, explosions and fires, electrical hazards, confined spaces, falling objects, workplace violence, burns and slippery and cluttered floors that cause trips and falls.

Health Care – Health care includes

- professional services provided by health care professionals such as doctors, chiropractors, physiotherapists etc.
- services provided by or at hospitals and health facilities
- prescription drugs

Health and Safety Representative – required for workplaces with between five and 19 workers. H&S representative is selected by workers to carry out specific duties such as workplace inspection and accident investigations and follow-ups.

Worker – anyone who has entered into, or is employed under, a contract of service or apprenticeship with Grace United Church. Generally, it is Grace United Church who sets the nature and place of work, when and how it is performed. Part-time and full-time workers are covered.