



## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

Royal City Cooperative Preschool is responsible for ensuring that staff are able to perform their duties in a safe and effective manner, in accordance with provisions of the Occupational Health and Safety Act, with a principal objective for the protection of staff from occupational injury or disease. Royal City Cooperative Preschool will make every effort to provide a safe, healthy work environment, and to ensure that staff receive adequate training to enhance their health and safety. Every staff member is responsible for protecting their own health and safety and that of their co-workers by exercising safe work habits, and by working in compliance with the law and with established procedure. Notwithstanding the other duties and responsibilities of Royal City Cooperative Preschool and its staff as set out in the Occupational Health and Safety Act, this policy outlines the procedures which pertain to the staff and Board of Directors.

### **A. Health and Safety Complaints**

1. Any staff member may file a complaint or concern regarding a health and safety issue in any location or work site of Royal City Cooperative Preschool, by submitting a Health and Safety Form to their immediate supervisor.
2. The supervisor will review the problem and the staff member's suggestions and will respond in writing on the same form, indicating the action, if any, to be taken. The supervisor will sign and return the form to the originator and undertake any action as indicated.
3. If the originator is not satisfied with the response provided by the supervisor, they may refer the issue to the Board of Directors for consideration by providing the President with the original form.
4. If the supervisor does not have the authority or ability to address the issue, they will indicate so on the form, sign and return one copy to the originator and the original form to the President for consideration. It is then the responsibility of the Board of Directors to determine the appropriate course of action to be undertaken to address the issue.
5. The Board of Directors will investigate and attempt to resolve all complaints or concerns received. They will respond in writing on the Health and Safety Form with their comments and action taken, if any. A member of the Board of Directors will sign the form and return one copy to the originator and a second copy to the originator's supervisor.
6. The original Health and Safety Form will be retained in the Occupational Health and Safety File at Royal City Cooperative Preschool for a minimum period of two years, unless prescribed otherwise by any forthcoming regulation under the Act.
7. Workplace safety issues which have budgetary or policy implications will be addressed in the form of written recommendations, including proposed implementation date, and

submitted to the President of the Board of Directors.

8. A written response to the recommendations submitted to the President will be made within twenty-one days. The response will include a timetable for implementing the recommendations accepted, and the reasons for disagreeing with those recommendations not accepted, if applicable.
9. If a response to a recommendation submitted to the President is not received within 21 days, the matter will be referred to the Ministry of Labour for resolution.
10. The Board of Directors will attempt to reach all decisions and recommendations for consensus. If consensus cannot be reached, the matter may be referred to the Ministry of Labour for resolution.
11. Recommendations made to the President may be referred back to the Board of Directors for the development of a formal policy.

## **B. Workplace Inspections**

1. The Board Member responsible for Equipment (Equipment Chair) will physically inspect the workplace, in whole or in part, at least once a month and the entire workplace, at least once a year, in accordance with a schedule established by the Board of Directors. Completed inspection checklists will be filed in the Occupational Health and Safety file at the Preschool.
2. The Equipment Chair will forward a written report of their findings to the Board of Directors, providing detailed information on any situation deemed to be a potential source of danger or hazard to members. The Board of Directors will consider the report at their next meeting, determine the action to be taken, if any, and will append a copy of the report to the minutes of the meeting.

## **C. Refusal to Work**

1. A staff member *may* refuse to work or do particular work where they have reason to believe that,
  - (a) any equipment, machine, device, or thing the member is to use or operate is likely to endanger him/herself or another member;
  - (b) the physical condition of the workplace or the part thereof in which the member works or is to work is likely to endanger him/herself; or
  - (c) any equipment, machine, device, or thing the member is to use or operate or the physical condition of the workplace or the part thereof in which he/she works or is to work is in contravention of the Act or the regulations and such contravention is likely to endanger him/herself or another member.
2. Upon refusing to work or do particular work, the staff member shall promptly report the circumstances of the refusal to their supervisor. Where circumstances permit, the supervisor shall forthwith investigate the report in the presence of the member and, if there is such, in the presence of a member of the Board of Directors.
3. Until the investigation is completed, the member shall remain in a safe place at the workplace.
4. Where, following the investigation or any steps taken to deal with the circumstances that caused the member to refuse to work or do particular work, the member has reasonable grounds to believe that one of the circumstances described in subsection 1 continue to apply,

the member may refuse to work or do the particular work. The supervisor will notify the President of the Board of Directors, who in turn shall cause an inspector of the Ministry of Labour to be notified thereof.

5. An inspector shall investigate the refusal to work in the presence of the supervisor, and the member who refuses to work.

6. The inspector is compelled under the Act to provide a written decision regarding the outcome of the investigation as soon as is practicable to the supervisor, the member, and the Board of Directors.

7. Pending the investigation and decision of the inspector, no member will be assigned to use or operate the equipment, machine, device or thing in the workplace being investigated.

#### **D. Training**

1. The Board of Directors is responsible for ensuring all staff members are updated on Occupational Health and Safety, and for ensuring all members are aware of related issues and procedures, including the provisions of this safety policy as well as member's and supervisor's responsibilities under the Occupational Health and Safety Act.

**APPENDIX  
HEALTH AND SAFETY FORM**

DATE: \_\_\_\_\_ ORIGINATOR: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PROBLEM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SUGGESTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR'S COMMENTS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURES OF:

\_\_\_\_\_  
*Originator*

\_\_\_\_\_  
*Supervisor*

\_\_\_\_\_  
*Board Member*

BOARD OF DIRECTORS COMMENTS: \_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

The originator will submit the completed Health and Safety form to their supervisor. The supervisor will review and sign the form. If unable to take corrective action, the form will be forwarded to the Board of Directors for discussion at the next meeting. A copy of this form with the Board of Directors comments and/or recommendations and the action taken will be forwarded to the originator.