



Occupational Health and Safety POLICY AND PROCEDURE

Policy Statement

The PORT CREDIT SKATING CLUB ("PCSC" or "Club") is committed to providing a healthy and safe work environment, and eliminating the risk of occupational injury and illness in the workplace.

The Club has zero tolerance for unsafe work practices. Every worker has a right to refuse or to stop work where she/he/they has reason to believe that the work is unsafe or hazardous to health and safety.

The Club shall comply with all legal obligations, including those set out in the *Occupational Health and Safety Act* ("OHSA") and its regulations, and shall take every precaution reasonable in the circumstances to protect the health and safety of its workers.

All Club workers, managers, supervisors, contractors, consultants, coaches, or other affiliates (collectively, "workers") must abide by this Policy. Ensuring workplace health and safety is a shared obligation.

The Club acknowledges that no aspect of this Policy shall interfere with a worker's rights to pursue complaints under other available processes (e.g. under the *Human Rights Code* or *Occupational Health and Safety Act*).

Application

This Policy applies to all of the Club's workers across Ontario and at every Club workplace.

Definitions

1. Incident

In this Policy, an incident is a work-related event in which an injury or illness (regardless of severity) or fatality could have occurred. This includes incidents of violence and harassment.

2. Joint Health and Safety Committee ("JHSC")

In this Policy, a JHSC is an advisory body required under the OHSA. A JHSC consists of representatives of workers and the Club tasked with monitoring and promoting health and safety in the workplace.

3. Occupational Illness

In this Policy, an occupational illness is an illness that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.

4. Supervisor

In this Policy, a supervisor is a person who has charge of a workplace or authority over a worker.

5. Worker

In this Policy, a worker is any person who performs work or supplies services to the Club for monetary compensation.

6. Workplace

In this Policy, a workplace is any land, premises, location or thing at, upon, or in which a worker performs work or supplies services to the Club.

Zero Tolerance

The Club will not tolerate unsafe work practices. All such practices constitute violations of this Policy ("Policy Violations").

If the Club becomes aware of any Policy Violations, the Club may take corrective action as appropriate, including:

- (a) discipline, up to and including dismissal;
- (b) termination of contract(s);
- (c) removal of the perpetrator from the Club's workplace by security or the police; and
- (d) reporting the conduct of any other person to her/his/their employer and/or supervisor and/or principal and/or the police.

Responsibilities

Of the Club

- To understand and promote effective health and safety practices in the workplace
- To know and understand the hazards and potential hazards in the workplace
- To develop, implement, monitor, evaluate, and revise a health and safety management system in accordance with the OHSA
- To develop, implement, monitor, evaluate and revise appropriate measures and procedures to protect against workplace incidents and minimize workplace hazards or potential hazards

- To assess the risks of workplace incidents and to develop procedures to address such risks
- To establish a process for reporting and responding to safety hazards, workplace incidents, contraventions of the OHSA or its regulations, Policy Violations, and the absence of, or a defect in, required safety equipment/devices and/or personal protective equipment
- To develop, implement, monitor, evaluate, and revise a Workplace Violence and Harassment Policy and Program
- To provide appropriate safety equipment/devices and/or personal protective equipment to workers, and to provide workers with appropriate training regarding the use of same
- To provide such training programs for workers as may be required under the OHSA, including a basic occupational health and safety awareness training program
- To advise and educate workers about workplace hazards and potential hazards
- To establish, support, train, maintain, and consult with a JHSC on an ongoing basis and as required by the OHSA and its regulations
- To provide reasonable accommodations for workers
- To take prompt and appropriate corrective action in response to Policy Violations
- To ensure that this Policy is communicated to all workers
- To ensure that a copy of this Policy is posted conspicuously at every Club workplace
- To ensure that this Policy is reviewed at least annually or when revisions/updates are identified

Supervisors

- To understand and enforce the requirements of the OHSA and this Policy
- To make this Policy available to all visitors who attend a Club workplace
- To facilitate the Club's implementation and fulfillment of its responsibilities under the OHSA and this Policy
- To communicate and review this Policy with the workers they manage or supervise
- To promote and police against unsafe work practices
- To encourage workers to report safety hazards, contraventions of the OHSA or its regulations, and any other health and safety concerns or Policy Violations
- To encourage workers to report the absence of, or a defect in, required safety equipment/devices and/or personal protective equipment
- To discourage workers from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct in the workplace
- To ensure that there are no reprisals when workers make such reports, and to respond appropriately when reprisals do occur
- To respond to all such reports in a professional manner appropriate to the circumstances
- To ensure the security and safety of all parties involved during an investigation related to the OHSA or this Policy
- To document and maintain appropriate health and safety records; to document and report all workplace incidents; to ensure all notification requirements under the OHSA are satisfied
- To support and cooperate with a JHSC
- To promptly investigate the circumstances of a worker's refusal to work in accordance with the OHSA

Of Workers

- To understand and comply with the requirements of the OHSA and this Policy at all times
- To participate in required training regarding the OHSA, this Policy, and the Club's related practices and procedures
- To use required safety equipment/devices and/or personal protective equipment as prescribed
- To act respectfully towards other individuals while at work and while participating in any work-related activity
- To refrain from removing or making ineffective any required safety equipment/devices and/or personal protective equipment
- To refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct in the workplace
- To immediately notify a Manager/Supervisor if you become aware of a safety hazard in the workplace, if you become aware of a contravention of the OHSA or its regulations, or if you otherwise have a workplace health and safety concern
- To immediately notify a Manager/Supervisor about the absence of, or a defect in, required safety equipment/devices and/or personal protective equipment
- To complete an Employee Incident Report or other required documentation when an incident has occurred or as otherwise required under the OHSA
- To immediately contact the police in case of an extreme or imminent threat of physical harm to yourself or any worker in the workplace
- To fully cooperate as required in any investigation related to the OHSA or this Policy
- To promptly notify a Manager/Supervisor of the circumstances of your refusal to work

Of the JHSC

- To understand and comply with the requirements of the OHSA and this Policy at all times
- To participate in appropriate training as required by the OHSA and its regulations
- To diligently carry out all duties/responsibilities assigned to the JHSC
- To understand and promote effective health and safety practices in the workplace
- To represent the health and safety interests of all workers by making recommendations to the Club and its Managers/Supervisors
- To perform ongoing OHSA compliance and workplace health and safety inspections

No Reprisal

Workplace health and safety is a serious matter. This Policy prohibits reprisals against workers who have made good faith complaints or reports under this Policy. Workers who engage in reprisals or threats of reprisals may be disciplined up to and including termination of her/his/their contract.

Reprisal includes:

- (a) any act of retaliation that occurs because a person has complained of or reported a workplace incident or hazard; and
- (b) intentionally pressuring a person to ignore or not report a workplace incident or hazard; and
- (c) intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or report under this Policy.

Notwithstanding the foregoing, any worker who makes a false complaint or report, or who otherwise abuses this Policy, may be disciplined up to and including dismissal or termination of contract. Such discipline is not a reprisal or breach of this Policy.

Policy Review

This policy will be reviewed whenever deficiencies are identified and no less frequently than once per year. This policy was last revised on June 12, 2019.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand this policy. I agree to adhere to this policy and will ensure that workers working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including the termination of my contract and any punitive legal action incurred.

Name: _____

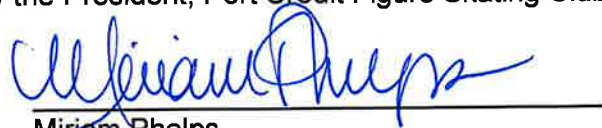
Signature: _____

Date: _____

Witness: _____

Approved by the President, Port Credit Figure Skating Club

Signature:



Name: Miriam Phelps

Date: June 12, 2019

