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<b>Revision:</b> 2.0	<b>Policy:</b> Employee Occupational Health & Safety Rights	<b>Date Prepared:</b> 10-Dec-14
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**Policy:** Employee Occupational Health and Safety Rights

**Purpose:** The purpose of this policy is to explain the rights that all pt Health employees have in accordance with Occupational Health and Safety regulations.

**Scope:** This policy applies to all regular full and part-time employees, summer students, interns and other temporary employees.

**Guidelines:**

pt Health is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. pt Health will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. pt Health is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees.

pt Health is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, pt Health will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. pt Health understands the importance of safety to the well-being and productivity of its people, and strives to safeguard the workplace from injury.

pt Health will act in compliance with all Municipal, Provincial, and Federal workplace health and safety legislation.

**Our Shared Responsibilities**

*Board Members and Executives*

- These company officials are responsible for supplying an effective strategy that can manage the occupational health and safety concerns of pt Health.
- They must ensure that resources are allocated and governed properly to achieve the health and safety requirements of employees, and that their policies comply with pt Health's legal obligations.
- Foster a workplace culture of safety, with appropriate leadership.
- Review the policies efficacy on an annual basis, and revise where necessary.

### *Managers*

- Responsibilities include their assistance in developing, implementing, and enforcing pt Health policies and procedures.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Utilize the process of hazard identification, risk management and incident investigation.
- Ensure occupational health and safety inspections of the workplace are completed to identify and control any and all hazards to employees.
- Held accountable for the health and safety of workers under their supervision.
- Ensure that equipment in the workplace is safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Ensure health and safety meetings are conducted in accordance the *Occupational Health and Safety Act*.

### *Human Resources*

- Liaison with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to management on safety and health policy issues.
- Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Develop training for best practices.
- Design and develop accident / incident reports and investigation procedures.
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.
- Design and develop company policies and procedures on workplace safety and health issues.
- Review injury and illness trends, and identify problem areas and solutions.

### *All Staff Are Responsible for the Following:*

- Compliance with occupational health and safety policies and procedures.
- Completion of required occupational health and safety training.
- Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.
- Use appropriate personal protective equipment (PPE) as required.
- Must notify managers of any health and safety concerns, so that they may be dealt with promptly.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager or Human Resources.

- Report any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promote health and safety practices, including a hazard-free workplace.
- Learn the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.

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***\*We are all responsible for health and safety at pt Health.***

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## **Employee Rights**

All employees at pt Health have the right to the following:

### *The Right to Know about Danger*

pt Health will disclose information on potentially hazardous materials or equipment, potentially dangerous and/or violent situations or people. All employees have the right and must know, understand and comply with proper standards and procedures when interacting with potentially dangerous materials, equipment or people.

### *The Right to Participate in Making the Workplace Safe*

Employees are an important part of workplace safety. Employees must report all unsafe conditions, potential hazards, or suspicions of violence or harassment in the workplace, as well as domestic violence to their supervisors immediately. These potential risks must be documented on a *FORM001 Incident Report*, regardless of severity.

### *The Right to (Limited) Refusal of Unsafe Work Conditions*

Our employees have a responsibility to help vulnerable populations. As such, there may be potential risks that are inherent in our workplaces. Employees cannot refuse potentially unsafe work if it is a normal part of their job. However, if employees are not provided with the appropriate material or conditions to perform said potentially unsafe work in a manner in which they are comfortable, refusing work is every employee's right. For example, a physiotherapist cannot refuse to treat a patient with a highly infectious virus. However, a physiotherapist can refuse to treat such patient if they are not provided with the appropriate personal protective equipment, such as gloves or a mask. We will evaluate every work refusal in accordance with the appropriate provincial *Occupational Health and Safety Act*.

### **pt Health's Joint Health and Safety Committee**

The joint health and safety committee has four principal functions: to identify potential hazards, to evaluate these potential hazards, to recommend corrective action, and to follow up on implemented recommendations. To carry out its functions, the joint health and safety committee is required to hold meetings and carry out regular inspections of the workplace.

All joint health and safety committee members should be available to receive worker concerns, complaints and recommendations; to discuss problems and recommend solutions; and to provide input into existing and proposed health and safety programs.

The Joint Health and Safety Committee will work in cooperation with Worker Health and Safety Representatives across all pt Health locations to ensure National alignment and maintenance of a healthy workplace.

### *Worker Health and Safety Representatives*

A health and safety representative has the same responsibilities and powers as a joint health and safety committee member. These include the responsibility to inspect the workplace at least once a month, and the power to:

- Identify workplace hazards;
- Be consulted about workplace testing;
- Make recommendations to the employer; and
- Investigate work refusals and serious accidents.

### *Communication*

pt Health encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment. Employees that voice or identify a health and safety concern will not be subject to retaliation. Health and safety comments will be reviewed by the Joint Health and Safety Committee (JHSC) or Human Resources and an investigation will be initiated on each reported and/or potential hazard. Employees are encouraged to inform their supervisor, Human Resources or the JHSC of any matter they perceive to be an actual or potential workplace hazard. Communication can be written or oral, and may be anonymous, if so desired.

Please refer to the related policies for further information:

- HR3002 Violence and Harassment - Zero Tolerance Policy
- HR3003 Harassment Violence or Discrimination Complaint Procedure
- HR3004 Injury and Illness at Work
- HR3006 Incident Reporting
- HR3008 Inclement Weather

**Additional Resources**

- HS0001 – Clinic Hygiene
- HS0002 – Infection Control
- HS0003 – Safety at Work
- HS0004 – Hazards in the Workplace
- HS0005 – Workplace Violence Prevention Guidelines
- HS0006 – First Aid
- HS0007 – Infection Control
- HS0008 – Emergency Evacuation Plan
- HS0009 – Fire Emergency Procedures
- HS0010 – Clinic and Equipment Maintenance

*All policies and training resources listed above can be found Knowledge Bank on the Cornerstone Training Centre.*