

Ingersoll Support Services Inc.

Policy: Health and Safety in the Workplace	Policy # HS 1 Section: Health and Safety
Reviewed and Effective: June 28 2017 Revision Date: June 28 2017 Date of Origin: May 2012	Ministry Requirement – Ontario Health and Safety Act (OHSA)
<p><i>Protection of employees from injury or occupational disease is a major continuing objective. Ingersoll Support Services will make every effort to provide a safe and healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.</i></p> <p><i>Ingersoll Support Services as the employer is ultimately responsible for worker health and safety. Supervisors will be held accountable for the health and safety of workers they supervise. Supervisors are responsible to ensure that equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety. Every worker 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 ISSI. It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, for all members.</i></p> <p><i>Ingersoll Support Services will adhere to the Occupational Health and Safety Act and applicable regulations. Ingersoll Support Services will take every reasonable precaution for the protection of workers. Employees will receive the necessary training as outlined in the Act and are expected to comply with safe work practices established by the agency. Health and Safety Policies will be reviewed annually by the Joint Health & Safety Committee.</i></p>	

Procedure:

1. Ingersoll Support Services will develop policies and procedures for the following:
 - Health and Safety Duties and Responsibilities (HS 2)
 - Joint Health and Safety Committee (HS 3a)
 - Joint Health and Safety Committee Terms of Reference Guidelines (HS 3b)

- Workplace Inspections (HS 4)
 - Health and Safety Related Training (HS 5)
 - Infectious Diseases (HS 6a)
 - Safe Disposal (HS 6b)
 - WHMIS and Safe Storage (HS 6c)
 - Workplace Harassment and Violence Prevention (HS 7)
 - Risk Assessment and Job Hazard Analysis (HS 8a)
 - Right to Refuse Unsafe Work (HS 8b)
 - *Emergency Response – Disaster Plan (HS 9) [re-located to QAM 24b]*
 - Accident Investigation (HS 10a)
 - Critical Injury Reporting (HS 10b)
 - Reporting Workplace Injuries (HS 10c)
 - Early and Safe Return to Work (HS 11)
 - Safe Transfers and Lifts (HS 12)
 - *Fire Safety (HS 13) [re-located to QAM 24c]*
 - Safe Driving (HS 14)
 - Smoking and the Workplace (HS 15)
2. Policies and procedures will be reviewed annually by the Joint Health & Safety Committee and dated with their review and/or revision date to ensure compliance under the Occupational Health and Safety Act.