

## Ingersoll Support Services Inc.

<b>Policy: Health and Safety Related Training</b>	<b>Policy # HS 5</b> <b>Section: Health and Safety</b>
<b>Reviewed and Effective: June 27 2018</b> <b>Date of Origin: March 19 2009</b>	<b>Ministry requirement - OHSA</b>
<i>In order to provide a truly safe workplace, Ingersoll Support Services will provide training in accordance with the Ontario Health and Safety Act (OHSA) for all of its staff members.</i>	

### **Procedure:**

#### **General**

Health and Safety training contributes to the Wellness of all persons in the workplace including the health and wellness of the people we support. Training is considered workplace safety training and is viewed as complementary to the employee's personal and work life-skills.

It is the responsibility of the employer that all employees have orientation, training and knowledge of their responsibilities. Those acting in a supervisory capacity are competent to perform duties related to health and safety, qualified to organize the work place, and familiar with applicable legislation.

The OHSA and its regulations assign duties and responsibilities to different persons in a workplace, depending on their levels of responsibility. Each person has a unique role and this ensures that every individual is working towards the same purpose; that of a healthy and safe working environment. Supervisors and workers all have various roles to ensure health and safety and these are set out in the *Occupational Health and Safety Act*.

A health and safety culture requires that all workplace parties (that is, supervisors, and workers) work together and pay constant, appropriate attention to workplace health and safety. All workplace participants must work in a collaborative manner on health and safety issues and solve problems and make improvements on an on-going basis to health and safety matters. The goal is to develop a sustainable health and safety culture in the workplace where everyone is committed to the prevention of injuries and illness and the reduction of risk.

## **Training Content Requirements**

The following are the content requirements of training that will be provided to workers and supervisors, as per the OHSA.

### Workers

The following are the minimum content requirements for worker training:

- The duties and rights of workers under the Occupational Health and Safety Act (OHSA)
- The duties of the employer and supervisors under the OHSA
- The roles of health and safety representatives and the JHSC under the OHSA
- The roles of the Ministry of Labour, the Workplace Safety and Insurance Board (WSIB) and health and safety system partners (entities designated under section 22.5 of the OHSA)
- Common workplace hazards
- The requirements set out in Regulation 860 (Workplace Hazardous Materials Information System (WHMIS)) with respect to information and instruction on controlled products
- Occupational illness, including latency

### Supervisors/Managers

The following are the minimum content requirements for supervisor training:

- The duties and rights of workers under the Occupational Health and Safety Act (OHSA)
- The duties of employers and supervisors under the OHSA
- The roles of health and safety representatives and the JHSC under the OHSA
- The roles of the Ministry of Labour, the Workplace Safety and Insurance Board (WSIB) and health and safety system partners (entities designed under section 22.5 of the OHSA).
- How to recognize, assess and control workplace hazards, and evaluate those hazards
- Sources of information on occupational health and safety. What are "common workplace hazards"? Are they general hazards or workplace specific?

## **Responsibilities**

The following are the responsibilities of all individuals to ensure a safe and healthy workplace:

## Employer

As per the OHSA, Ingersoll Support Services will take every precaution reasonable in the circumstances for your protection. Ingersoll Support Services will do everything possible to prevent workers from being injured or becoming sick while working. Ingersoll Support Services will:

- Ensure that all individuals in the workplace know about hazards and how to perform their work in a safe way
- Ensure that supervisors know about their duties in regards to health and safety
- Develop health and safety policies and procedures
- Ensure that everyone is aware of the policies and procedures and follows them
- Ensure that workers are wearing and using the proper personal protective equipment

## Supervisors/Managers

A supervisor is defined as any person who has charge over a workplace or authority over a worker. Supervisors also have the responsibility of doing everything reasonably possible to prevent workers from injury or illness while at work. Supervisors shall:

- Inform workers about any hazards that they may come across while on the job and instruct them on how to do their job safely
- Ensure that workers are following the policies and procedures of the workplace and the law
- Ensure that workers are wearing and using the proper personal protective equipment

## Workers

The OHSA requires that all workplaces comply with the law and follow the policies and procedures as applicable to that workplace. All workers shall:

- Follow all health and safety policies and procedures as set forth by the employer and the JHSC
- Perform all work and act in a manner that will not cause harm to oneself or to another
- Inform their supervisors immediately about any hazard that they find
- Be aware of their health and safety rights (see below)

All workers have the following three rights under the OHSA:

1. The right to know – Ingersoll Support Services will inform all workers of any hazards that may be present at work. Training and information will also be provided on what can be done to avoid these hazards and be safe. All workers shall be told

about any hazards prior to starting work. If a worker has any questions or is unsure about a job that he or she is asked to perform, the worker must ask questions and receive instruction on how to be safe.

2. The right to participate – all workers have the right to take part in health and safety related activities. Workers may become involved in the process of identifying and resolving dangerous situations or hazards, ask questions about safety, volunteer to be members of the JHSC, and work safely at all times and watch for situations that might lead to an accident.

3. The right to refuse unsafe work – all workers have the right to refuse unsafe work with limitations. Please see the Policy on Right to Refuse Unsafe Work (HS 8c).

## **Timelines**

ISSI will adhere to the following timelines from Ontario's Ministry of Labour:

- Basic occupational health and safety awareness training must be completed by all employees upon hire and annually thereafter
- Once a person takes on a supervisory role, they need to complete supervisory-specific training within one (1) week of performing their new role
- Ingersoll Support Services will maintain training records and proof of training