

POLICY # HS 40.01

SECTION:	HEALTH AND SAFETY	EFFECTIVE DATE:	May 26, 2008
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POLICY STATEMENT The Management of Community Living Peterborough is vitally interested in the health, safety and well being of every person working at CLP. Consequently, it is the policy of this Agency to take prudent and reasonable efforts to maintain the workplace in such a way that it is a safe and healthy place in which to work. This commitment is embodied within the core values of the Agency. The provisions of the Ontario Occupational Health and Safety Act (OHSA) and any pertaining Regulations or Codes which affect the workplace will be adhered to. To this end, we will endeavour to reduce the possibility of a loss occurring to any person, equipment or facility.

PROCEDURES:

1. Community Living Peterborough will fulfill its responsibility for adequate safeguards against loss due to personal injuries, property damage, hazardous acts or conditions and any other potential loss situations by providing proper facilities, equipment, materials and methods; by ensuring that the provisions of the OHSA; and any pertaining Regulations or Codes are adhered to.
2. The Agency holds all Program Managers responsible for complying with this Policy and it shall be their responsibility to monitor that those operations under their jurisdiction are performed in such a manner as to afford adequate protection for all employees, visitors, contractors, contractor's employees and sub-contractors. Program Managers are responsible for providing adequate training and instruction to their employees, the performance of safe work procedures, the maintenance of safe and healthy conditions and for maintaining good housekeeping practices.
3. Everyone working for the Agency, whether at the workplaces or elsewhere has a responsibility for their own safety by adhering to or exceeding the provisions of the Ontario Occupational Health and Safety Act and any pertaining Regulations, Codes, this Policy and any associated instructions or procedures, as well as reporting any unsafe or unhealthy conditions. Additionally, each person has a responsibility for their fellow workers so that everyone returns to their home and family free of injury to person or to health.

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4. Managers shall comply with this Policy and it shall be their responsibility to monitor that those operations under their jurisdiction are performed in such a manner as to afford adequate protection for all employees, visitors, contractors, contractors' employees and sub-contractors.

5. Managers are responsible for providing adequate training and instruction to their employees, the performance of safe work procedures, the maintenance of safe and healthy conditions and for maintaining good housekeeping practices.

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POLICY STATEMENT Community Living Peterborough will endeavour to find solutions for potential health and safety risks via analyzing of completed Staff Health and Safety Report (SHSR) forms recording accidents, injuries, near misses, potential hazards, physical harm, emotional harm and occupational illness.

PROCEDURES:

1. All accidents or injuries that involve medical treatment or work time lost shall be reported for Compensation reasons.
2. Each employee shall report any accident or injury, near misses, potential hazards, physical harm, emotional harm or occupational illness, no matter the level of seriousness, as soon as possible after it happens.
3. This report shall be made to the Manager who will assist the employee in completing a Workers' Compensation Report.
4. The first priority will be to ensure that the employee is removed from harm and is receiving the appropriate care (First Aid, medical attention, etc.).
5. Once this is completed and/or in process, the following procedures shall be followed to report the incident.

Staff Health and Safety Report

1. In the event a staff person is involved in an incident (accident, injury, near injuries, near miss, potential hazard, physical harm, emotional harm or occupational illness), the employee will report the same to their manager as soon as possible (usually no later than the end of their shift on the day the incident occurs). If the manager is not available, the Human Resources Manager or On Call Manager shall be notified.
2. The reporting employee will be required to provide detailed information to the Manager as outlined in the SHSR form, Section A.
3. Copies of the completed form will immediately be forwarded by the employee (or the Manager taking the information) to the Secretary,

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Joint Health & Safety Committee, who will distribute copies, again immediately, to the Program Manager, Co-Chairs Joint Health and Safety Committee, and the Chief Executive Officer.

Manager Health and Safety Debriefing Report (MHSDR)

1. The Manager will follow up and complete this report (Section B) within 24 hours of receiving the Staff Health and Safety Report (Section A).
2. Follow-up will include contact with the employee involved and working through the checklist of best practices re: incident debriefing.
3. The results of this debriefing may require the completion to WSIB forms, a Serious Occurrence Report to the Ministry, and/or a discussion with the C.E.O.
4. The Manager will forward the completed MHSDR to the Health and Safety Co-Chairs and the C.E.O.

Worker's Safety and Insurance Board (WSIB) Report

1. Whenever medical intervention is required for a work-related injury, the employee will seek First Aid and/or the appropriate medical support required to ensure prompt attention and the least possible aggravation to the person's injury.
2. Within 24 hours (but preferably before the end of the shift), the employee or a witness shall report to their Manager, On Call Manager, or Human Resources Manager all incidents that will result in an employee seeking medical attention and/or has the potential for work time lost and/or the need to replace essential personal items such as eyeglasses.
3. Employees unable to complete or return to their shift or report to work following a work-related injury will contact their Manager or On Call. All claims of lost time shall require a Doctor's certificate. Such certificates shall indicate the name of the attending physician as well as an address and telephone number at which the employee can be reached should more information be required to the Manager.

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4. The Manager receiving the call will complete the required WSIB documentation and submit it to payroll.
5. Payroll must submit WSIB documentation within 72 hours of the injury occurring.
6. Failure to comply with these instructions may cause complications in the processing of a compensation claim.

Serious Occurrence Reports

1. The Ministry, as our funding agent, requires notification within 24 hours of any major incidents. For purposes of this procedure, the incidents that may need to be reported would include:
 - i. Any complaint concerning the operational, physical or safety standards of the service;
 - ii. Motor vehicle accidents involving an agency vehicle or a staff owned vehicle used to transport individuals in service;
 - iii. Any incident involving emergency response by police, fire, or ambulance services; or
 - iv. Any other occurrence judged by an employee to be sufficiently serious.
2. Employees are required to read the complete procedure related to Serious Occurrences (*see ER 20.02*) annually.
3. Any incident that may be deemed a Serious Occurrence must be reported to a Manager by phone as soon as possible.
4. The Manager receiving the call will determine whether a Serious Occurrence Report must be filed and will act according to the procedure.

Report Flow (see Appendix 40.02 Accident Reporting Flow Chart)

Employees have a responsibility to report in a timely manner any accident, injury, near miss, potential hazard, physical harm, emotional harm or occupational illness. This will be documented on the SHSR form and forwarded to the Manager, the Joint Health and Safety Co-Chairs, and the Chief Executive Officer (C.E.O).

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The Manager will de-brief the employee(s) involved using the Manager Health and Safety Debriefing Report which will be forwarded to the Co-Chairs and the C.E.O. The Manager will also, where appropriate, complete WSIB forms required and forward them to payroll, file Serious Occurrence reports with the Ministry, and/or work out a Plan for Prevention, which will be shared with the staff team and the C.E.O. The Manager may request that an Accident Investigation be initiated through the Health and Safety Committee Co-Chairs.

The Co-Chairs will process SHSR and MHSDR forms. These will be summarized and brought to the Joint Health and Safety Committee for review and recommendations. The Co-Chairs may initiate an Accident Investigation by certified members of the committee (one Manager and one Employee).

The Joint Health and Safety Committee will review the information provided by the Co-Chairs regarding accidents, injuries, near misses, potential hazards, physical harm, emotional harm and occupational illness, and propose recommendations to the C.E.O. to improve the health and safety of employees.

The C.E.O. is responsible to consider Health and Safety Committee recommendations and respond on behalf of the Employer within 21 days. The C.E.O. may also request that an Accident Investigation be initiated through the Health and Safety Committee Co-Chairs.

Definitions

Accident: an unintended happening that results in injury or loss.

Injury: physical harm to a person.

Near Miss: an incident that could easily have resulted in an accident or injury, including intervention in aggressive situations.

Potential Hazard: any circumstance that poses a risk or danger to an individual's health and safety.

Physical Harm: hurt or injury to the body by another person.

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Emotional Harm: harassment or situations causing emotional strain whether intentional or accidental.

Occupational Illness: health impairment due to workplace exposure to a physical, chemical or biological agent.

Biological Agent: natural organisms or products of organisms that present a risk to humans (e.g. bacteria – salmonellosis, viruses – hepatitis B, HIV).

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POLICY STATEMENT It is the intent of Community Living Peterborough to comply with all Provincial Occupational Health and Safety Legislation. Community Living Peterborough will conduct formal accident investigations for:

- All critical injuries and fatalities as defined in Section 51 of the Occupational Health and Safety Act,
- All employee injuries (first aid, medical aid, lost time) deemed necessary by the Joint Health and Safety Co-Chairs and/or Committee
- Near miss/hazards with the potential of causing serious injury.

Employees It is the responsibility of all employees to co-operate fully in the investigation and to report accidents, injuries, hazards, etc. as outlined.

Managers It is the responsibility of the Manager to co-operate fully in the investigation and to ensure that all required reports are completed and forwarded to the appropriate parties.

Joint Health and Safety Co-Chair and Committee
It is the responsibility of the Co-Chairs and committee members to analyze all HIS reports, determine whether an accident investigation is required, and to make recommendations to the Employer to prevent further occurrences. All investigations will be conducted by at least two (2) certified members of the committee with at least one employee member.

Chief Executive Officer (CEO)
The CEO is responsible to consider the recommendations of the H&S committee and respond for the Employer within 21 days.

- PROCEDURES:**
1. Accident and Injury Reporting - (*see policy HS 40.02*).
 2. The Manager, CEO, Co-chairs and/or the H&S committee may initiate an Accident Investigation upon review of the SHSR/ summaries that they are reviewing.
 3. The Certified Members assigned will conduct the investigation. The objectives of the investigation are:

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- To determine all conditions and practices contributing to the accident/incident;
 - To evaluate the severity of the problem and potential for reoccurrence;
 - To communicate the accident/incident control measures to the appropriate team or department(s);
 - To analyze trends for development of appropriate loss control methods, procedures and programs; and
 - To recommend/implement remedial action
4. During the investigation, the Certified Members will:
- Assume control of the site until all preliminary evidence is gathered;
 - Carry out the formal investigation as soon as possible;
 - Complete the **Accident /Incident Investigation Report** form and distribute it to the Joint Health and Safety Co-Chairs, CEO, and Program Manager;
 - Assemble and brief persons involved, if any;
 - Collect all relevant evidence;
 - Conduct interviews of any witnesses and anyone else who may have relevant information;
 - Collect all applicable records, examine all equipment, materials, substances, or tools that may be involved;
 - Analyze evidence to determine the immediate and underlying cause; and
 - Recommend remedial action and alternatives.
5. The Certified Members will complete an Accident Investigation and Prevention Report including the following information:
- Identifying Information – *Program, accident location, Incident type, Employee’s name and contact phone numbers, description of the injury, occupation at the time of injury, total experience in occupation, who reported the incident and to whom, was medical attention required, had the employee had a previous similar disability, and dates for the incident, reports, last worked, and returned to work;*
 - Description - *how the incident occurred;*
 - Cause Analysis – *equipment/ material involved as well as events or conditions contributing to the incident and the action that has been or should be taken;*

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- Risk - *evaluation of loss potential if not corrected, loss severity potential (major, serious, minor), and probability (frequent, occasional, seldom);*
 - Action Plan/Recommendations - *remedial actions (what has been done or should be done to ensure no further injury); and*
 - Signatures and Dates - *signature of Certified Members and date.*
6. The Certified Members will distribute their report to the H&S Co-Chairs, CEO, and the Program Manager involved.

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POLICY STATEMENT Community Living Peterborough will provide modified work for an employee that is temporarily disabled as a result of an accident that arose in and out of the course of employment.

An Early and Safe Return to Work Plan will, when possible, assist in providing suitable temporary work to accommodate occupational restrictions over a planned period of time. This approach is intended to recognize the needs of the injured/ill employee and that of the employer's legal responsibility to participate in effective rehabilitation.

PROCEDURES:

The Employee shall:

1. Contact the accident employer during the recovery period. Contact must occur weekly or as soon as the employee is fit to return to work;
2. Assist in the collection of job information, task analysis, etc.
3. Provide such medical information, as the employer requires, for an early and safe return to work;
4. Participate in the Early and Safe Return-To-Work plan and immediately report any task difficulties;
5. Ensure that ongoing treatment does not interfere with the Early and Safe Return-To-Work Plan; and
6. Work within the established organization rules, procedures and Early and Safe Return-To-Work Plan.

The Program Manager shall:

1. Promote and participate in the objectives of the program and discuss such with the employee(s);
2. Provide Early and Safe Return-To-Work for workers who are in their assigned program;
3. Assist as required in the collection of medical information, job information for task analysis, and the development and implementation of workplace modifications;
4. Monitor the progress of all employees participating in an Early and Safe Return-To-Work Plan; and
5. Maintain records of the employee's progress and up-to-date restrictions.

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The Human Resources Manager shall:

1. Promote and implement an Early and Safe Return-To-Work Plan and ensure the policy is updated as required;
2. Discuss the plan with the employee's Program Manager and ensure the objectives of the plan are understood;
3. Determine the frequency of conducting evaluations of the Plan and the employee's progress in the Plan; and
4. Ensure the employee signs all formal Plans.

Work-Related Injury/Illness

1. If an employee has a work-related injury, he/she is required to notify the Program Manager and complete a Staff Health and Safety Report.
2. If medical treatment is required, the employee must take the following information to his/her Physician or Hospital:
 - a) WSIB Treatment Memorandum - advises the health professional/Hospital that the employee claims to have been injured at work and requests treatment. Further that the employer will send a report to WSIB;
 - b) WSIB Functional Abilities Form for Timely Return-to-Work - to be completed by medical professional to provide medical information to the employer and WSIB for development, where necessary, of an Early Return to Work Plan; and
 - c) WSIB Worker's Claim/Consent Form - authorizes the health professional to provide employer and WSIB with information about functional abilities on the WSIB Functional Abilities for Timely Return to Work form.
3. If the health professional authorizes:
 - a) Return to Work immediately - employee must inform the Program Manager and return for regular duties immediately or as scheduled. Doctor's written authorization must be brought in approving the return to work.
 - b) Modified Duties - employee must inform the Program Manager immediately of the restrictions and duration. Program Manager will inform Human Resources of the health care practitioner recommendations. Employee will bring in Functional Abilities

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Form outlining the restrictions as soon as possible to Human Resources. Return to Work procedure will be followed.

- c) Remain off Work - employee to inform Program Manager and Human Resources immediately and discuss the following:
 - i. Status of injury/illness;
 - ii. Name of Physician;
 - iii. Date of visit and subsequent visit(s);
 - iv. Expected length of time off work;
 - v. Treatment received/receiving; and
 - vi. Functional Abilities Evaluation Form to be brought in to Human Resources

(Employee follow-up procedure will be followed.)

Return to Work:

1. The Program Manager and Human Resources Manager will review the following once the employee has been cleared medically for work and restrictions are known:
 - a) Is the regular job suitable?
 - b) Can regular job be modified temporarily?
 - c) If (a) or (b) are not possible, can another job be provided on a part time or permanent basis?
 - d) Can a new job be created temporarily?
 - e) If (a), (b), (c) and (d) are not possible, Workplace Safety and Insurance Board will be asked to provide rehabilitation assistance for the injured / ill employee.

2. The Program Manager and Human Resources Manager will work co-operatively in each case and step of the procedure:
 - a) plan and describe modification;
 - b) obtain Agency, employee and medical approval;
 - c) implement the return to work program;
 - d) monitor and evaluate the injured / ill employee's progress; and
 - e) correct and modify duties where necessary and possible.

3. Human Resources Manager will provide the Program Manager, employee and WSIB with a written Return-To-Work plan which will include:
 - a) Restrictions;

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- b) Modified work including date and time to report to work, work hours, duties; and
- c) plan outline/duration

Employee Follow-Up:

1. If an injured/ill employee is receiving treatment and is not considered fit for work, he/she is required to phone in after each physician's appointment and at least weekly to discuss their condition with the Human Resources Manager. A Functional Abilities Evaluation Form is required to be completed and dropped off after each physician's appointment.
2. Clarification may be requested of physician(s) throughout the process including:
 - a) Is the employee fit for regular work or temporary modified work? Physician will be provided with Physical Demands Analysis and/or a description of physical demands.
 - b) Could employee be referred to a specialist or rehabilitation services if a back injury is involved?
 - c) How will a delay in return to suitable employment assist the employee in their rehabilitation?
3. Once physician authorizes modified duties, Return to work Procedure will be followed.
4. The WSIB may also rule on suitability of employment being offered to the employee if medical approval is not received.
5. After 45 days off work, WSIB will refer the employee's file to a Vocational Rehabilitation Caseworker who will work with the employee, employer and physician in facilitating a return to work.

Definition

Modified work

any job, task or function or combination thereof that an employee who suffers from a temporary disability may perform, on a temporary basis, without risk of re-injury to them or risk to others.

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This work may consist of regular job duties that have been changed or redesigned or physically modified. Work duties must meet the physical restrictions that a health practitioner places on the employee. Modified duties can be performed on a graduated basis in terms of time and volume of work. The work must be productive and the result must have value.

Modified Work Program

a Program which has been developed in accordance with requirements of the Workplace Safety and Insurance Board and in co- operation between Community Living Peterborough and its internal Joint Health and Safety Committee.

The Modified Work Program is a strategy which gives structure and organization to the activity of returning injured/ill employees to the workplace as soon as possible. It recognizes the employee's value and the employer's responsibility in the employee's effective rehabilitation.

The Modified Work Program assists injured/ill employees who need temporary accommodation in duties prior to returning to full duties.

The prime beneficiary of the Modified Work Program is the employee. The objective of the Program is to:

- Reduce the time needed for the rehabilitated employee to return to full work capacity
- keep injured/ill employees active in the daily routines of their job
- allow continuation of income and benefits
- maintain the employee's identity and self-respect
- help the employee maintain contact with fellow employees

The employer benefits because Modified Work Program returns skilled employees to the job as quickly as possible after an occupational injury/illness, thereby

- limiting the effect of absences on the employee's team
- maintaining support of individuals through use of already trained employees
- encouraging a sense of well-being, security and goodwill among all employees

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- eliminating the non-recoverable costs of hiring and training new employees
- effecting a reduction in WSIB experience costs

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POLICY STATEMENT All employees of Community Living Peterborough are protected by WSIB in the event of a work related accident. Community Living Peterborough shall ensure all claims for Workers Compensation benefits are administered and managed in an expedient and thorough manner and all legislated obligations under the Workers Compensation Act are met.

PROCEDURES:

Coverage Workers' Safety Insurance Board covers employees for the following:

- Compensation for workers who suffer temporary total disability, temporary partial disability and permanent impairment;
- Compensation for medical care which includes: dental, prescription drugs, surgical, nursing services and appliances that are prescribed by a medical practitioner; and
- Vocational rehabilitation — WSIB will assist in helping injured employees return to work or find similar or suitable work elsewhere.

Accident Reporting and Investigation

1. Employees shall report all injuries, no matter how minor, in accordance with the Accident Investigation Standard.
2. Injured employees will seek prompt medical attention.
3. Supervisors must:
 - a. Ensure that workers are provided with immediate medical attention;
 - b. Ensure that accidents are fully investigated; and
 - c. Facilitate the employee's return to work as outlined in Agency Early and Safe Return to Work Standard.

All comprehensive claims management processes will begin with a thorough accident investigation as outlined in the Accident Investigation Standard.

Completion of Employer's Report of Accidental Injury or Industrial Disease (Form 7) First Time Injury

1. Following the employee's report of an accident, and receipt of any medical attention, the accident shall be thoroughly investigated and the Form 7 completed by the respective Program Manager.
2. All sections on the Form 7 must be completed. If any sections cannot be completed, a note shall accompany the Form 7 explaining the reasons why completion was not possible.

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3. In accordance with the Workers' Compensation Act, Community Living Peterborough will notify the Board, in writing, within seventy-two (72) hours after learning of an accident of the employee. Failure to report within the seventy-two (72) hours will result in a fine levied by the WSIB. If it has not been possible to complete a thorough accident investigation within the legislated time frame, the Form 7 shall be submitted with the information that is available.
4. The Form 7 must be signed by the Manager and sent to the HR/Payroll administrator for processing and submission to WSIB.

Completing the Physical Demands Information Form (PDIF)

1. The Manager will complete the Physical Demands Information Form when an employee has sustained an injury at work that requires reporting to WSIB.
2. The Manager, while observing the employee performing the job, should complete the PDIF. If this is not possible, someone who is familiar with the job should perform it in the injured employee's place.
3. If the injured employee is not at work to help complete the PDIF, the employee should complete a separate copy of the form. Both copies will be returned to the WSIB.

Early and Safe Return to Work Process

1. The Program Manager with the assistance of the Human Resources Manager shall maintain ongoing contact with all injured employees; and
2. Provide modified work in accordance with Community Living Peterborough's Early and Safe Return to Work Standard.

Recurrences

If an employee reports a claimed recurrence of a previous WSIB injury, a recurrence from (RE07) shall be completed instead of Form 7. Completion of a Form 7 for a recurrent injury may result in the opening of a second claim. The RE07 form should be processed in the same manner as the Form 7.

Payment for Time off Work

When an employee's claim for Workers' Compensation Benefits is accepted, they are to be paid in accordance with the Workers'

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Compensation Act and are not eligible for Sick Leave Benefits as per the Collective Agreement Section 16.09 and 16.11.

It is the responsibility of Community Living Peterborough to continue to pay contributions to health and dental care or life insurance for one year while the employee is off work because of the injury; provided the employee continues to pay any share he or she was contributing at the time of injury.

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POLICY STATEMENT Ontario's Occupational Health & Safety Act places general responsibilities on the agency and its managers to take all precautions reasonable under the circumstances for the workers' protection. The Act also emphasizes joint participation and co-operation between employer and employees to promote and encourage higher standards of workplace safety and health.

The workplace will be examined closely on a regular basis for the purpose of identifying and recording potential and actual hazards associated with buildings, equipment, environment, processes and practices.

The inspection will also identify any hazards that require attention and recommend corrective action.

PROCEDURES:

Joint Health and Safety Committee Inspection(s)

The Joint Health and Safety Committee shall conduct regular safety inspections at all locations, twelve per year on a monthly basis, ensuring each location is inspected at least once per year. (Standard checklists are available, tailored for each location.)

1. Regular inspections will identify:
 - a) unsafe conditions;
 - b) unsafe behaviours;
 - c) health hazards; and/or
 - d) non-compliance with government regulations.

2. After every regular inspection the Inspector will send the completed Workplace Inspection Recording Form and Safety Audit Summary Sheet to the Health & Safety secretary to be filed and distributed to the:
 - a) Manager(s) concerned;
 - b) Joint Health & Safety Committee Co-Chairs; and
 - c) Chief Executive Officer.

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3. Deficiencies identified during regular inspections must be rectified as soon as possible by the Manager responsible. Special attention shall be given to hazardous materials in agency workplaces. To ensure compliance with Workplace Hazardous Materials Information System (WHMIS) regulations, at least one regular inspection per year must include a WHMIS inspection.
4. The completed Summary Sheet is to be submitted by the manager to the Health & Safety secretary within 30 days of receiving the Safety Audit. If items have not been corrected within that timeframe, Managers are asked to indicate:
 - a) What arrangements have been made; and
 - b) When completion can be expected.
5. The Health & Safety secretary will send the completed Audit and Summary Sheets to the Co-Chairs and Chief Executive Officer.
6. The Health & Safety co-chairs shall follow up on the Manager's completed Summary Sheet to ensure completion of recommendations.

Workplace Inspections

1. The purpose of the workplace inspection is to identify hazards or potential hazards. It can also determine whether established procedures are being followed. Program locations will be inspected regularly.
2. The physical inspection and report are completed once monthly within the week prior to the J.H.S.C. meeting by the Health and Safety representative and the supervisor. Inspections should be scheduled to be representative of all program and production processes and all equipment used. Following review at the J.H.S.C. meeting, the inspection report is posted with the meeting minutes.
3. An effective inspection is a procedure made up of four stages:
 - a) Preparation
 - b) Inspection
 - c) Review and reporting

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d) Follow-up

4. Preparation includes information gathering, i.e. from the previous inspection, meeting minutes, department accident investigations, checking First Aid book, etc.
5. Inspection techniques include talking with workers, participants, and supervisors and giving consideration to expressed concerns and points of view, and the use of the human senses, including common sense, supported by adequate knowledge and training will be utilized.

Worksite Checklist

For inspection purposes, should include all of the following:

- Building & structures – *windows, doors, floors, stairs, roof, walls, exits;*
- Containers – *scrap bins, barrels, garbage bins;*
- Atmospheric conditions – *dusts, gases, fumes, sprays, cold, heat, light, noise;*
- Electrical equipment – *switches, cables, outlets, connectors, grounds;*
- Handling equipment – *conveyors, forklifts, lock outs;*
- Hand tools – *manual, power;*
- Firefighting equipment – *extinguishers, alarms, emergency lighting;*
- Hazardous supplies & materials – *flammables, toxic chemicals, WHIMIS labeling;*
- Personal protective equipment – *hats, glasses, goggles, shoes, earplugs, gloves, aprons, masks;*
- Pressurized equipment – *hosing;*
- Storage facilities – *shelves, racks, bins, closets, cabinets;*
- Walkways & roadways – *aisles, loading docks;*
- Transportation equipment – *truck, van, forklifts;*
- First aid supplies and training – *eye wash station, first aid kit;*
- Ergonomics – *making the task 'fit' the worker (body mechanics);*
- Operating procedures & processes – *observing work being completed, talking with workers and program participants;*
- Preventive maintenance – *checking records;*
- General housekeeping – *uncluttered, cleanliness, accessible doorways, refuse collection and storage;*

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- Miscellaneous – *any potential hazard not included above.*

Where hazards are discovered during the inspection that immediately endanger the Health and Safety of a worker, steps will be taken as required by law and the employers' Health and Safety program to have the danger removed or corrected immediately. This includes immediately reporting the danger to the employer.

New Locations

When new Community Living Peterborough locations are being opened, the J.H.S.C. will be advised by the Chief Operations Officer. As soon as possible following the opening, an audit will be conducted to ensure all areas of Health and Safety have been addressed. The audit is to be completed by the Health and Safety Worker representative and the Manager or designate. Thereafter, the new location will be added to the annual audit schedule.

Locations

1. Supportive Houses and all other work locations are inspected on a monthly basis in the following manner:
 - a. A person will be designated to a Health and Safety role by their worker peers and will be responsible for J.H.S.C. issues within the home/site;
 - b. Safety audits of the home/site will be conducted monthly by the person designated in the Health and Safety role;
 - c. Anything requiring repair, or defined as hazardous, will be recorded on the Health and Safety Audit form;
 - d. A copy of the audit is to be presented to the Manager and the Manager will be responsible for assigning workers to improve the conditions identified in the audit report;
 - e. Staff are responsible for bringing the recorded factors up to the standard set and for maintaining them and for requesting any necessary assistance from their manager;
 - f. Any changes shall be made within two days of the notice being given and maintained thereafter;
 - g. If the changes have not been made in two days, the Manager will address the issue accordingly;

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- h. Each Health and Safety Representative will keep a file of all records; and
 - i. Copies of audit reports are to be submitted to the Manager by the 7th day of each month.
2. Evacuation drills held monthly are reported by memo to the Manager and verbally relayed at the J.H.S.C. by the Health and Safety representative. The following information is included:
- a) Date, time, and type of emergency drill;
 - b) Evacuation time (everyone out of the building);
 - c) Attendance time;
 - d) Any deviation from procedures; and
 - e) Follow-up.

Manager Inspection(s) Managers will inspect their respect work program locations at least twice per year.

Senior Management Inspection(s)

The Chief Executive Officer and Chief Operations Officer will inspect the work place at least once per year

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POLICY STATEMENT Section 43 of the Occupational Health and Safety Act gives workers the right to refuse to work or do particular work, if they have reason to believe that any of the following conditions exist;

- Any equipment, machine, device or thing that they are to use or operate is likely to endanger them or another worker;
- The physical condition of the workplace, work process, or part of the workplace in which they work, or are to work, is likely to endanger; and/or
- The equipment, machine, device, or thing, they are to use or operate or the physical condition of the workplace or part of the workplace in which they work or are to work is in contravention of the Act or the regulations and such contravention is likely to endanger them or another worker.

Community Living Peterborough fully supports this right.

PROCEDURES:

1. If an employee has reason to believe that any equipment, machine or device, job, work process, or area is likely to endanger him/her or a co-worker, the employee should speak with the Manager immediately.
2. The Manager and a Joint Health and Safety Committee representative, or appointed Union representative, will investigate the employee's concern in the presence of the worker.
3. If the Manager agrees that the situation endangers the employee's health and safety, the manager will respond to the worker and define what corrective action will be taken. This should resolve the situation or satisfy the concern.
4. If the employee still has reason to believe that he/she could be in danger, the employee may be assigned to other reasonable work and the Ministry of Labour will be contacted to assist in a further investigation.

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5. No reprisals will be taken against any employee who acts in compliance with or seeks enforcement under the provisions of the Occupational Health and Safety Act.
6. The Inspector will investigate in the presence of the employee, employer, Union representative, and Joint Health and Safety Committee representative and will issue his/her decision in writing. If the employee, employer, or Union disagrees with the inspector's decision, an appeal can be filed within 30 days with the Ontario Labour Relations Board. Employees are advised to seek representation before making an appeal.

Re-Assigning Refused Work to another Employee

1. While waiting for the Inspector to investigate and give a decision on the refusal, the Manager may request another employee to do the work that was refused.
2. The second employee must be told that the work was refused and the reason(s). This must be done in the presence of a Health and Safety Committee member or a Union representative.
3. The second employee will be advised of his/her right to refuse.

Bilateral Work Stoppage

1. If a certified Joint Health and Safety member believes that dangerous circumstances exist, he/she will advise and request the Manager to investigate the circumstances.
2. If the Manager agrees that dangerous circumstances exist, he/she will stop the work immediately until corrective action has been taken.
3. If the Manager disagrees that dangerous circumstance exist, the Manager will notify the opposite JHSC member. This member will investigate the matter in the presence of the first certified member.

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4. If both certified members agree that dangerous circumstances exist they may direct the Manager to stop the work and rectify the problem.

5. If the two members cannot agree that dangerous circumstances exist, either one of them can call an Inspector to investigate. The Inspector will investigate and issue a written decision.

6. Either the certified members or the inspector may cancel the stop-work order.

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POLICY STATEMENT It is the policy of Community Living Peterborough to provide a healthy and safe work place for all its employees.

Employees will be provided with adequate training and instruction in occupational health and safety. Training shall include, but not be limited to the following areas:

- Community Living Peterborough Health and Safety Policy;
- Occupational Health and Safety Act & Regulations (general responsibilities of employer, supervisor, employee, Joint Health and Safety Committee, certified health and safety representatives);
- Workplace Hazardous Materials Information Systems (WHMIS);
- Employee and Employer’s Rights and Responsibilities;
- Workplace Hazards Identification and Reporting Procedures;
- In Case of Injury At Work Procedures;
- First Aid/CPR and Non Violent Intervention Crisis (NVCI);
- Workplace Insurance Safety Board (WSIB) requirements;
- Lifting Techniques (Back Care Video);
- Health and Safety Standards, Procedures and Practices; and
- Other identified training needs.

PROCEDURES:

1. Management shall ensure that all employees receive adequate training.
2. The employee(s) will attend scheduled training events, read and understand policies, standards, procedures, and be alert to health and safety information provided through various communication channels (i.e. staff meetings, newsletter articles etc.)
3. The Joint Health and Safety Committee will review Health and Safety policy, standards and procedures and to provide recommendations to the employer for training.
4. The Board of Directors will review and sign the Health and Safety policies annually.
5. The Program Manager will provide all new staff and all staff transferring between programs or locations with orientation in health and safety.

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6. All new direct staff will be required to have Emergency First Aid Training before joining the Agency.
7. Program Managers will ensure that new direct staff receive training in Non Violent Crisis Intervention (NVCI) within thirty (30) days of hiring.
8. Refresher training in NVCI will be provided annually and First Aid/CPR every three years as per Community Living Peterborough Training calendar.
9. Other training will take place as scheduled.
10. On an annual basis all staff shall:
 - a) View the Back Care Video;
 - b) Review Health and Safety policy, standards and practices;
 - c) Review Occupational Health and Safety Policies (Employee responsibilities);
 - d) Review workplace hazards identification and reporting procedures; and
 - e) Review WHMIS.
11. Records of employee training will be maintained in the employee's Personnel File.

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POLICY STATEMENT Community Living Peterborough endeavours to ensure employees utilize safe work practices in accordance with the Ontario Health and Safety Act.

PROCEDURES:

Work Surfaces

“Work surface” means a floor; platform ramp, steps or other surface used by a worker to stand or walk on in performing work and includes a surface on the premises of a facility used by a worker in performing work or in traveling to or from a work area.

1. A work surface shall be kept free of:
 - a) obstructions, hazards;
 - b) cracks, holes and bumps that may endanger a worker; and
 - c) accumulation of refuse, snow or ice.
2. A work surface shall not have any finish or protective material used on it that is likely to make the surface slippery.
3. If there is a spill on a work surface that is likely to cause a worker to slip or fall, it shall be cleaned up forthwith and until cleaned up, it shall be communicated to others in the area that a hazard exists.
4. If a work surface is slippery when it is being cleaned, it will be communicated that the surface is wet and may be slippery. Workers will not walk on wet floors, except in an emergency. Where there is no carpeting in entrances, non-skid mats will be used.
5. A warning sign shall be posted on any door, corridor or stairway that could be mistaken as a means of egress or leads to a hazardous, restricted or unsafe area.

Ladders

Except for a step stool, a worker shall not stand upon a chair, box or other loose object while working. A chair, box or loose object shall not be used to support a ladder, scaffolding or working platform.

1. A ladder shall:
 - a) Have adequate strength, stiffness and stability to support any load likely to be applied to it;
 - b) Be free from broken or loose parts or other faults;
 - c) Have rungs with slip-resistant feet;
2. When a ladder is being used it shall:
 - a) Be placed on a firm footing and secured against slipping;
 - b) Only step ladders shall be used, not extension ladders;

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- c) Be constructed of aluminum only; and
- d) Be the workers responsibility to have another person hold the ladder securely if the stepladder exceeds six feet in length.
- 3. When a ladder is being used as a self-supporting unit, its legs shall be fully spread and the spreader shall be locked.
- 4. No worker shall stand on the top of a step ladder or shall use the pail shelf as a step.
- 5. No worker shall climb or walk on scaffolds

Lifting

The standardized practices and procedures outlined below are to be utilized at all times by employees for the safety of staff and clients when doing lifts and/or transfers. These practices and procedures are consistent with sound lifting techniques and they are designed to reduce the risk of injury.

Staff are required to view the Back Care Video annually.

1. Size up the weight of the object or client to be lifted. Do not, as a general rule, attempt to lift alone. A person shouldn't lift loads that are more than 35% of body weight without help (e.g.: if you weigh 150 lbs., a safe lift is 52 lbs. or less).
 - *Two person lifts should not exceed 35% of the total body weight of both lifters.*
 - *Loads greater than this should be carried with a mechanical lift.*
2. Make sure you are as close as possible to the client or object you are lifting and bend with your hips and knees, not your back.
3. Give yourself a broad base of support by keeping your feet apart or one slightly in front of the other.
4. When lifting a client from bed, place your hands and forearms completely under the individual's upper trunk and buttocks. Brace your elbows against the mattress and rock his/her weight towards your elbows.
5. Keep your back straight with the slight normal curve and your head and chin tucked in and parallel to the floor. It is very important that you tighten your stomach muscles before and during each lift.
6. Keep the client or object you are lifting close to your body.
7. Lift slowly and gradually, avoiding jerky movements. If you are lifting with someone else, use the 1-2-3 signal to ensure you lift simultaneously. If you are lifting a person, make sure you tell them the direction you will be moving in and where you will be stopping.

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8. When lifting, avoid twisting or rotating your spine. Shift the position of your feet by leaning forward slightly and pivoting to the right or left.
9. As essentially the leg and thigh muscles do lifting, never lift a heavy person or object higher than your waist. If this is necessary, stand on a stable stool for support.
10. Always transfer across the shortest distance, moving furniture and/or equipment out of the way as necessary before you begin the lift.
11. Give only the assistance required to aid. When assisting clients, encourage him/her to be as independent as possible.
12. Use mechanical lifting aids when they are available.
13. If in doubt about the safest way to lift or transfer a client, consult with a physiotherapist for your own safety as well as the safety of the client.
14. When putting the person or object back down, reverse the steps in the lifting method.

Procedures for Lifting and Moving Clients

Helping the Client Move to the Side of the Bed

1. Stand at the side of the bed facing the client and make sure you talk to the individual and explain what you will be doing.
2. Assume a broad based stance with one foot ahead of the other and with knees and hips flexed in order to bring your arms to the level of the bed.
3. Place one arm under the shoulder and neck of the client and the other arm under the small of his/her back.
4. Shift your body weight from the front foot to your back foot and rock backward to a crouched position bringing the client towards the side of the bed.
5. Now move the middle section in the same manner by placing one arm under the small of the client's back and one arm under the thighs. Finally, the client's feet and lower legs are moved with the same motion.

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Repositioning Clients in Bed

1. Stand at the side of the client's bed and face the far corner of the foot of the bed.
2. Assume a broad base stance with one foot ahead of the other. Flex your knees so your arms are level with the bed. One arm is placed under the client's head and shoulders and the other arm under the small of his/her back.
3. Rock forward and then shift your weight from the forward foot to the rear foot with your hips moving downward. The client will slide diagonally across the bed towards the head side of the bed. Repeat this process for the trunk and legs of the client.
4. Go to the other side of the bed and repeat steps 1 to 3. Continue this process until the client is successfully repositioned.

Helping the Client Turn on His/Her Side

1. Once again, face the client at the side of the bed. Place his/her forearm across the chest and the far leg over the near leg. Check the near arm to ensure the client does not roll onto it.
2. Stand opposite the client's waist and face the side of the bed with a broad stance and one foot in front.
3. Place one hand on the client's far shoulder and one hand on the far hip.
4. Shift your weight from the forward leg to your near leg as you turn the client.

Moving a Client from Bed to a Wheelchair

1. Assess the position of the wheelchair to the bed. Apply brakes on the chair with footrests in the upright position.
2. Flex the client's hips and knees so that legs are over the side of the bed.
3. Assist the client into a sitting position from side lying. Encourage the client to push up with the arm closest to the bed.
4. One staff member will stand behind or beside the client and slip his/her hands under the client's forearms while a second staff member will position one arm under the client's knees and the other under the client's buttocks.
5. When lifting, maintain a wide base of support. Keep your back straight and use your legs to lift, on a 1-2-3 command.

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Moving a Client from a Wheelchair

1. Assess the position of the wheelchair in relation to where you are moving the client. Apply brakes on the chair; ensuring footrests are in an upright position.
2. One staff member will stand behind the wheelchair and slip his/her hands under the client's forearms. This gives the staff member lifting a secure grasp and mechanical advantage of having the weight of the client close to his/her body. Remove the side of the wheelchair if possible.
3. The other staff member will stand on the opposite side of the wheelchair and position one arm under the client's knees and the other under the client's buttocks.
4. When lifting, maintain a wide base of support. Keep your back straight and use your legs to lift, on a 1-2-3 command.

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POLICY STATEMENT Contractors hired by Community Living Peterborough must carry out their work in a healthy and safe manner. They are responsible for ensuring that the work of their sub-contractors, if applicable, is carried out in a healthy and safe manner. Actions or omissions of Community Living Peterborough under this policy will not relieve contractors or sub-contractors of their primary responsibilities for the health and safety of their own workers.

Community Living Peterborough will confirm with the Joint Health and Safety Committee the written documentation from the contractor regarding Contractor Safety every six months.

PROCEDURES: It is the responsibility of the contractor and/or sub-contractor to ensure that the work is carried out in a healthy and safe manner.

Community Living Peterborough will take the following steps to ensure that contractor(s) maintain healthy and safe worksite(s):

1. Consider the safety record and program of contractors during the selection process;
2. When contractors are hired to perform work at worksites where Community Living Peterborough workers normally perform work, provide contractors with copies of the following:
 - a) Hazard Identification Forms,
 - b) Hazard Control Plans,
 - c) Safe work procedures, if applicable, and
 - d) Emergency procedures
3. Require contractors to agree in writing:
 - a) To comply with, and ensure that all sub-contractors comply with all applicable agency and government regulations,
 - b) To carry out and ensure that all sub-contractors carry out their work in a healthy and safe manner, and
 - c) To provide access to the worksite(s) to all agency representatives for the purpose of monitoring compliance with this policy.

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POLICY STATEMENT All employees involved in the provision of support services who carry out their duties in a location other than a facility operated directly by Community Living Peterborough are expected to exercise due care and practice common sense when confronted with a situation considered to be threatening to their physical well being.

PROCEDURES:

1. An employee confronted with a threatening situation while working off site is expected to use common sense, evaluate the situation, identify to the family or significant person or employer the reason for leaving the premises, and do so immediately.
2. Employees will ensure appropriate support is available when necessary or required, by ensuring their manager is aware of their whereabouts and their desk calendar contains their schedule of appointments.
3. Employees required to leave a family/individual home because of a perceived health or safety issue will complete an incident report and submit it to their Program Manager. The incident report will contain a statement of the circumstances confronting the employee's actions, the employee's rationale for the steps taken and recommendations for future involvement or action by care workers.
4. Employees required to work off site when outside of standard office hours, will be expected to use On-Call Procedures as a means of providing back-up in the event of a health and safety issue while working off-site.
5. Employees involved in work placements of an industrial nature are expected to familiarize themselves and to comply with the health and safety practices of the host employer.
6. Employees involved in the support of an individual requiring specified procedural care are expected to familiarize themselves with the specific procedural requirements for the client under their care and to follow them as required.

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7. Employees responsible for clients during community visits are expected to exercise common sense and to exercise due care when a potential risk arises affecting their health and safety in the carrying out of their duties and responsibilities to the people entrusted to their care.

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POLICY STATEMENT Community Living Peterborough will ensure maximum participation by all employees in the meeting of the Agency’s obligation to provide a safe and healthy work environment by establishing a Joint Health and Safety Committee with representation of the work environments within Community Living Peterborough.

PROCEDURES: In accordance with Schedule ‘B’, Multi-Site Agreement of the Collective Agreement. *(see Appendix 40.12 Multi-Site Agreement)*

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POLICY STATEMENT All employees of Community Living Peterborough will undertake to ensure as part of their normal daily routine, the maintenance of safe working conditions for themselves and their fellow employees.

PROCEDURES:

1. Employees will report any unsafe working conditions immediately to their Program Manager, and will inform fellow workers within the immediate work area of the unsafe condition.
2. Managers receiving complaints about unsafe working conditions will investigate and resolve the complaint, if necessary, with the assistance of a worker representative from the Joint Health and Safety Committee.
3. Managers receiving a complaint will be responsible for completing an incident report, including action taken to resolve the incident and any further action recommended as follow-up by senior management.

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POLICY STATEMENT It is the policy of Community Living Peterborough to adhere to all regulations of the Ontario Fire Marshals Act so as to safeguard all persons on Community Living Peterborough premises from death or injury in the event of a fire or associated explosion, to minimize the risk of fire and to limit the spread of fire, to minimize the potential of fire disrupting the provision of support and services to individuals, and to limit damage to buildings and equipment or harm to the environment.

PROCEDURES:

Community Living Peterborough will ensure that:

1. Adequate means of escape in case of fire exist for all persons on Community Living premises;
2. All means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times;
3. The means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order;
4. Fire escape plans are posted in a prominent location on every level;
5. Adequate means of giving warning in case of fire exist and are maintained in efficient working order;
6. Adequate means for fighting fire are present and are maintained in efficient working order;
7. Appropriate instruction on evacuation procedures are given to all persons on Community Living Peterborough premises;
8. Effective management procedures are in place to respond to and deal with the aftermath of a fire;
9. Appropriate fire training is provided to designated staff who have an active role in the implementation of fire precautions;
10. All premises owned or occupied by Community Living Peterborough are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures;
11. Emergency numbers are posted on or near all telephones; and
12. Fire warden(s) are appointed and trained on each level of the building to ensure safe evacuation and ongoing safety programs

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Employees shall:

1. Know the location of all building exits;
2. Know the location of the nearest fire alarms and how to use them;
and
3. Count the doors or desks between their work area and nearest exit in the event that, during a fire, exit signs are not visible due to smoke or a power failure.

What to do if a fire occurs:

1. Sound the alarm and leave the building immediately, closing all doors;
2. If smoke blocks the primary exit, another one must be used, staying low by crawling on hands and knees if smoke is present;
3. Doors must be checked before opening them by kneeling or crouching at the door, reaching up and touching the door, knob and frame to feel for warmth on or around the door
4. If heat is detected, another escape route must be used, if the door feels cool, it must be opened slowly and carefully with a shoulder against it, closing if immediately if flames or smoke are present on the other side;
5. 9-1-1 must be called regardless of the scope of the fire;
6. Directions, from fire and other authorized personnel must be followed; and
7. Once outside, all occupants must move to the designated meeting location, out of the way of fire fighters, remaining outside until the fire department clears the area for return.

Students, volunteers and visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures as required.

The Joint Health and Safety Committee must ensure that Fire Safety is covered in the monthly health and safety audits.

Contractors working on behalf of, or on property owned by, Community Living Peterborough must comply with Community Living Peterborough's Fire Safety Policy and obey all instructions given to them in regard to fire safety by authorized Community Living personnel. They

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must also ensure that all personnel for whom they are responsible are adequately trained and instructed in fire safety procedures and arrangements.

Tenants of buildings owned by the Agency must comply with Community Living Peterborough Fire Safety Policies, Procedures and Practices.

Fire Prevention and Evacuation

Note: Following simple fire safety practices can prevent fires at work and reduce injuries and losses. Always follow the fire evacuation procedures of the location. The following are general guidelines for evacuation in case of a fire.

NEVER LEAVE CLIENTS UNATTENDED. DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING UNTIL CLEARED BY THE FIRE DEPARTMENT

1. Housekeeping
 - a) Keep your workplace clutter free.
 - b) Keep exits, stairways, storage areas, staff rooms and work areas free from debris such as empty boxes, waste paper and dirty rags.
 - c) Keep flammable liquid storage to a minimum and in approved containers.
 - d) Keep large quantities of flammable liquids in an approved storage cabinet.
 - e) Follow your buildings/location security measures and keep unauthorized people out of your workplace.
 - f) Keep alleys and other areas around your building well lit.

2. Appliances
 - a) Unplug or turn off all appliances including coffee makers, hot plates, and burners at the end of each day.
 - b) Allow air to circulate around heat producing equipment such as photocopiers, computer terminals and heaters.

3. If you smoke
 - a) Smoke only where permitted and use large, non-tip ashtrays. Thoroughly soak butts with water before discarding.
 - b) Ensure visitors are aware of smoking regulations.

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4. Electrical Safety

- a) Replace electrical cords that have cracked insulation or broken connectors.
- b) Do not overload electrical circuits.
- c) Never run extension cords across doorways, under carpets or where they can be stepped on or pinched.

5. Portable Fire Extinguishers

- a) Everyone should read the extinguisher instructions and be trained in the safe operation of fire extinguishers.
- b) Ensure everyone has left the building before attempting to fight a fire.
- c) Use portable fire extinguishers to extinguish and control small, contained fires until the fire department arrives.
- d) Portable fire extinguishers are not designed to fight large fires or those that may spread quickly.

References

Occupational Health and Safety Act

Fire Marshals Act

Property Management Sections:

- 12.3 Fire and Carbon Monoxide Precautions
- 12.3.1 Fire Drills
- 12.3.2 Fire Extinguishers
- 12.3.3 Fire Inspections
- 12.7 Emergency Response Plan

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SUBJECT:	EMERGENCY EVACUATION	REVISED DATE:	March 1, 2008
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POLICY STATEMENT Community Living Peterborough will ensure that adequate training will be provided to all employees directly involved in supporting people to ensure, not only the safety of our employees, but also of the people during an emergency situation.

- PROCEDURES:** All employees of Community Living Peterborough have a special responsibility to the people supported in the event of an emergency.
1. Program Managers will establish practices whereby all employees, as part of their orientation program will receive information and if necessary training on evacuation procedures for their work place.
 2. Program Managers will ensure proper training is provided to all employees on emergency evacuation procedures involved in client services.
 3. Program Managers will establish, and post as required, evacuation plans/routes in the event of emergencies.
 4. Program Managers will identify individuals who in the absence of the Manager will assume responsibility for conducting a head count of all employees who have exited the facility during an emergency evacuation.

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POLICY STATEMENT Community Living Peterborough will ensure that all work locations will undertake fire drills at least twice a year to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities, as required by the Ontario Fire Code

PROCEDURES:

Upon hearing the fire alarm, staff will:

1. Follow the instructions of the Fire Warden;
2. Leave the area immediately;
3. Close all doors behind them;
4. Notify staff and other occupants (verbal/visual alarm) if required;
5. Evacuate using the nearest exit; and
6. Proceed to designated assembly area and remain there until directed otherwise by the Fire Warden.

Following each drill a meeting of Wardens should be held to evaluate the success of the drill and to solve any problems that may have arisen.

If an actual fire or a drill has revealed serious problems, a further drill must be carried out as soon as possible thereafter. Similarly, there will be a need for additional drills if there are appreciable changes in the members of staff employed, or if there has been any building work or change to the premises which affects the means of escape.

All plans should be developed in consultation with Community Living Peterborough's joint Health and Safety Committee.

Scope of Responsibility:

The Chief Executive Officer, or his/her designate, shall:

1. Assume overall responsibility for fire safety matters;
2. Appoint a Director to act as the Nominated Officer (fire);
3. Ensure that this policy and the accompanying procedures are brought to the attention of all staff as part of the health and safety induction and that there is a system in place to inform contractors and visitors of fire arrangements;
4. Ensure that any reported fire hazard is acted on promptly;

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5. Ensure that all staff participate regularly in fire safety training and that appropriate records are kept of such training;
6. Ensure that fire drills are held at least once every six months; and
7. Ensure that fire safety equipment is maintained according to a planned schedule and that records are maintained.

Managers, or their designates, shall:

1. Ensure that all new staff (including temporary and agency staff) have the premise's fire procedures explained to them and are shown the location of fire alarm call points, fire exits, fire escape routes, firefighting equipment and assembly point(s);
2. Ensure that appropriate arrangements are made for individual staff who have disabilities (e.g. deafness) to enable prompt evacuation in a fire emergency. (seeking appropriate advice via the Fire Department); and
3. Make provision such that all staff can participate in fire safety training and fire drills.

All Staff shall:

1. Attend fire safety training on induction and annually thereafter;
2. Familiarize themselves with the Fire Policy;
3. Sound the fire alarm in the event that a fire is detected or suspected;
4. Take all reasonable steps and precautions to ensure the safety of themselves and other members of staff and, where it is safe to do so, the property of the Association. (the safety of staff and individuals supported is paramount and should override all other considerations such as saving property and extinguishing the fire);
5. Understand and follow the fire procedures should a fire break out, or smoke be detected;
6. Follow safe systems of work to minimize the risk of fire, notably adherence to the no smoking rule, except within designated area(s) upon Association premises and ensuring security measures are maintained;
7. Report anything which could compromise fire safety to the Fire Warden. (Examples may include: damaged fire safety equipment, fire doors being wedged open or damaged, escape routes being blocked, faulty electrical equipment, fire alarm call points being obstructed);
8. Appoint two monitors for each zone to assist with evacuation of staff and visitors in a fire emergency; and

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9. Familiarize themselves with the location of fire alarm call points, fire exits, fire escape routes, firefighting equipment and the assembly point(s).

The Fire Warden shall:

1. Implement the fire drills; and
2. Organize for a staff member to attend at each of the exits from the building.

The Chief Warden, or his/her designate, shall:

1. Establish and implement an emergency plan appropriate for the building;
2. Arrange for the conduct of evacuation drills;
3. Review the effectiveness of evacuation drills;
4. Revise the emergency plan as appropriate;
5. Supervise drills;
6. Record the time required to complete the evacuation; and
7. Note any problems and deficiencies.

To be assigned the responsibility of Fire Warden, a staff should:

1. Display leadership qualities and command authority;
2. Present sound decision-making skills and be capable of remaining calm under pressure;
3. Generally be present at their normal work station during work hours; and
4. Be physically capable of performing the required duties.

SECTION:	HEALTH AND SAFETY	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	INFECTIOUS DISEASES	REVISED DATE:	March 1, 2008
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POLICY STATEMENT Community Living Peterborough undertakes that no employee will be knowingly placed in a work situation without prior knowledge of the presence of an infectious disease and without proper instruction on the care and handling of the person, the work place, and personal protection required to function in a safe manner while fulfilling their duties.

It is the intent of these practices to ensure that all staff, volunteers, and students are:

- Aware of the implications of exposure to the Hepatitis B virus.
- Provided with reasonable safeguards (as established within legislation).
- Required to indicate their having received the necessary information and have had an opportunity to avail themselves of protective measures.

PROCEDURES:

1. Management, or designate, will inform any employee who may come in contact with a client with an infectious disease prior to assigning work to that employee.
2. Management, or designate, will train and advise any employee prior to the employee working with a client who is known to have an infectious disease of the proper care and handling of the client while under the employee's care.
3. Management, or designate, will ensure that procedures are in place to assist employees when dealing with clients assigned to their caseload who are known to have an infectious disease.
4. Specific procedures dealing with infectious diseases known to be life threatening will be available to each employee who is assigned a client with such a disease.

Please refer to Appendix 40.17 Infection Control Procedures, Hepatitis B, and HIV/AIDS for more information.

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The following procedures are to be used when employees are providing direct care to individuals whether or not they believe the person to be infected and/or whether they are exposed to bodily fluids.

1. Employees are to wash hands with germicidal soap and dry with disposable towels prior to and after any hands on health care procedures.
2. Disposable gloves, aprons and other protective clothing are to be utilized as required health care procedures.
3. Goggles and/or face shields shall be used to protect against splashing of blood or body fluids into eyes.
4. Appropriate masks or mouthpieces will be used during any resuscitation procedures.
5. Any instruments or cloths utilized during health care are to be stored in a plastic bag until cleaned and are to be disinfected with bleach when washed.
6. The handling and cleaning of soiled linen with bodily fluids or waste will be completed by placing in a biohazard and washed and laundered as usual, only with that individual's other soiled linen.
7. In any instance of body fluid spills, employees are to utilize disposable gloves; wash hands after clean up and utilize a disinfectant on the area of the spill. Disposable gloves and paper towels are to be disposed of in a double bag, and placed in garbage.
8. Washroom areas (tubs, toilets, sinks, tiles etc.) are to be wiped with Bleach and/or Dettol/Lysol during regular cleaning and as necessary.
9. Where staff assists and/or complete dish washing, all dishes are to be washed with disinfecting dishwasher soap (i.e. cascade) in the dishwasher utilizing the sanitary cycle.

If there is no dishwasher, dishes will be hand washed, rinsed in bleach and water solution, and rinsed again in clear water.

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Where there are individuals with Hepatitis 'B', bleach should be used in the dishwasher.

10. In conjunction with W.H.M.I.S. guidelines antiseptics, disinfectants and decontaminates will be used and stored in their appropriate containers and cupboards and no labels will be removed.

Please refer to Appendix 40.17b Hand washing for more information.

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SUBJECT:	SMOKING	REVISED DATE:	March 1, 2008
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POLICY STATEMENT Community Living Peterborough provides a non-smoking workplace for all of its employees in an effort to create an appealing environment and to protect employees' and individuals' health.

PROCEDURES:

1. Individuals receiving support are allowed to smoke only in designated areas. Staff are not permitted to smoke while on duty or in the presence of individuals we support (e.g. during outings, home visits, etc.).
2. Employees who wish to smoke during their breaks may smoke unobserved outside the building (in designated area), or off the property.
3. Individuals residing together will determine designated smoking areas. Legal minimum age for smoking will be adhered to in homes owned or leased by Community Living Peterborough.
4. Smoking is not permitted in leased or owned vehicles operated by the Agency or in personal vehicles while transporting clients.

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SUBJECT:	W.H.M.I.S.	REVISED DATE:	March 1, 2008
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POLICY STATEMENT Community Living Peterborough believes in a working environment that is at all times safe and healthy to every person. The Workplace Hazardous Materials Information System (hereafter WHMIS) is a national system operates in conjunction with health and safety procedures and is designed to ensure that all persons in a workplace are properly informed about any hazardous materials being used.

PROCEDURES: The administration of the WHMIS program will be handled through the Joint Health and Safety Committee.

The Occupational Health and Safety Association places an implied obligation on employees to participate in their employers' education programs and to share the responsibility of working safely.

WHMIS update training will be arranged as necessary

1. As an employer, Community Living Peterborough will ensure that controlled products are labeled according to legislation and MSDS's are available for each product.
2. The agency will also ensure that a controlled product will not be used until a proper label and an MSDS is obtained. The OHSA requires that no person remove or deface a label or other identification prescribed for a hazardous material.
3. If an MSDS has expired (over 3 years) but the controlled product is still in use, a current data sheet will be obtained from the supplier/manufacturer.
4. The agency will supply each office with a "WHMIS" binder that will contain MSDS's for each controlled product in that office.
5. Employees are responsible to inform a member of the Joint Health and Safety Committee if the MSDS on a controlled product is absent or that a label has become illegible.
6. Ministry Inspectors have the right to enter workplaces and inspect, interview employees, etc. if circumstances have led the inspector to believe that contravention of the system has occurred.

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Definitions

Material Safety Data Sheet (MSDS)

A special document provided by the supplier of hazardous materials which outlines a product's potential hazardous ingredients and procedures for safe handling of the product

Workplace Hazardous Materials Information System (WHMIS)

Legislation and regulations which govern the handling of hazardous materials in the workplace. The system includes labeling, documentation and training.

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SUBJECT:	OPERATION & MAINTENANCE OF EQUIPMENT	REVISED DATE:	March 1, 2008
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POLICY STATEMENT Community Living Peterborough will provide employees with equipment in good condition which will not pose unnecessary safety hazards to staff and ensure that all staff are trained in the use of such equipment.

PROCEDURES:

1. Program Managers will ensure that employees are familiar with all pieces of equipment found in their work place.
2. No employee will be asked to operate a piece of equipment unless they are familiar with its use, its operation and with any specific rules governing its use and operation in a safe manner.
3. Employees expected to operate pieces of equipment as part of their normal daily routine will be trained in basic maintenance requirements of the equipment in order to keep it in good running condition.
4. Employees will inspect all equipment prior to operation to ensure it is in good working condition.
5. Employees will report any unsafe or defective devices, equipment, or work surfaces to their Program Manager, and will inform fellow workers within the immediate work area of the unsafe or defective equipment or work surface.
6. Program Managers receiving a complaint concerning the condition of equipment will investigate and complete an incident report including action taken and any recommendation(s) for further follow-up by senior management

POLICY # HS 40.21

SECTION:	HEALTH AND SAFETY	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	PERSONAL PROTECTIVE EQUIPMENT	REVISED DATE:	March 1, 2008
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POLICY STATEMENT Use of safety equipment is imperative to protect employees and individuals served by Community Living Peterborough from injury or harm.

Employees and individuals must use apparel and devices supplied by Community Living Peterborough or specified as a condition of employment.

PROCEDURES:

1. SAFETY GLASSES or GOGGLES must be properly worn within the Shop whenever working with machinery which may create a risk of damage to the eyes. These are supplied by Community Living Peterborough except where corrective lenses are required. Those who need corrective lenses are required purchase them at their own expense and wear them as instructed.
2. WORK GLOVES are provided free of charge by Community Living Peterborough and the use of these gloves is encouraged where practical.
3. PAINT MASKS must be worn by the painter when spraying is being performed.
4. LATEX GLOVES are provided free of charge by Community Living Peterborough and the use of these gloves is mandated when there is any risk of contamination.

SECTION:	HEALTH AND SAFETY	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	PROPANE BARBECUES & FLAMMABLES	REVISED DATE:	March 1, 2008
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POLICY STATEMENT Use of safety equipment and compliance with safety procedures is imperative to protect employees and individuals served by Community Living Peterborough from injury or harm.

PROCEDURES:

1. All propane barbecues must carry the symbol of Canadian Gas Association (C.G.A.) or Canadian Standards Association (C.S.A.) as a means of ensuring the product has been tested and complies with Canadian Standards.
2. All burner parts are to be free of rust or dirt and the burner orifice is to be clear of dust or cobwebs prior to use.
3. All hoses are to be checked to ensure they are in good condition. (A damaged or cracked hose can send out a jet of propane which, if ignited, could result in a flame several feet high.)
4. Barbecues are to be placed away from combustible surfaces when they are in operation. They should not be close to a wooden fence or beneath a combustible roof, overhang, or low tree.
5. It is unlawful to operate a barbecue within 10 feet of a combustible wall or a window of a building.
6. Propane valves shall only be engaged once the lid is opened and the match or lighting device ignited.
7. A barbecue shall **never** be moved while it is lit.
8. Both the appliance "on/off" valve and cylinder valve must be shut upon conclusion of each use.
9. The barbecue's propane cylinder (tank) must be left outdoors at all times for storage as it is unlawful to take a propane cylinder which contains, or has contained, propane indoors.

RULES TO HANDLING PROPANE CYLINDER

1. Never refill a cylinder which is damaged, leaking or corroded.

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2. Never put a cylinder in place/use without making sure it is secure.
3. Never put a propane cylinder in a closed vehicle. When transporting it, secure the cylinder in an upright position to prevent tipping. Leave the windows open if transporting within the passenger compartment.

CHECKING FOR LEAKS

Before using a propane appliance, particularly if you have just connected a cylinder to it, check for leaks using the following method:

- a) Make up a soap and water solution.
- b) Turn the cylinder valve on.
- c) Spread the soap and water solution over the hose and the connections with a paint brush.
- d) Any leaks will result in bubbles forming in the solution.
- e) If a leak is indicated, shut off the cylinder valve.
- f) Repair any leak by tightening the fitting or replacing the 'O' ring.
- g) Repeat a), b) and c) until no leaks are indicated before operating the appliance.
- h) If you cannot stop the leaks, consult a qualified serviceperson.
- i) Never go over connections looking for leaks with a match, cigarette lighter, or any other flame.