

## Occupational Health and Safety – B-P-004

### Board of Health Policy

#### 1.0 Policy Statement

- 1.1 The North Bay Parry Sound District Health Unit (Health Unit) is committed to preventing physical and psychological illness and injury and promoting wellness through the provision and maintenance of an effective Health and Safety Management System (HSMS).
- 1.2 The Health Unit endeavours to provide a hazard-free environment and minimize risks by adherence to all relevant legislation, Joint Health and Safety Committee (JHSC) Agreement and Terms of Reference, and where appropriate, through development and implementation of additional internal standards, programs, and policies.
- 1.3 The Health Unit requires that health and safety be a primary objective for everyone in every area of operation and that the employer, supervisors, employees, students and other placements, Board of Health members, volunteers, and all persons attending Health Unit workplace settings comply with policies, regulations, and standards relating to health and safety.

#### 2.0 Purpose

This policy establishes that all workplace parties at the Health Unit are accountable to maintain a healthy and safe work environment, and promote and enhance working relationships based on mutual respect, confidentiality, cooperation, and the organization's mission, vision, and values.

#### 3.0 Scope

This policy applies to the employer, supervisors, employees, students and other placements, Board of Health members and volunteers of the Health Unit.

This policy applies to all persons who attend the Health Unit workplace setting, including visitors, clients, and contractors where applicable.

#### 4.0 Responsibility

- 4.1 This policy follows the principles of the Internal Responsibility System (IRS), in which everyone has a direct responsibility for health and safety as an essential part of his or her job appropriate to the role and authority within the organization.
- 4.2 All workplace parties must work in compliance with the provisions of the *Occupational Health and Safety Act* ([Ontario E-Laws Website](#)) and all health and safety policies and related work instructions of the Health Unit. Specific responsibilities of workplace parties (the employer, supervisors, and workers) are outlined in the *Occupational Health and Safety Act* ([Ontario E-Laws Website](#)).
- 4.3 The Board of Health through the Medical Officer of Health/Executive Officer and management staff of the Health Unit ensures that all workplace parties adhere to this policy.

- 4.4** The Medical Officer of Health/Executive Officer shall ensure that there is an effective Health and Safety Management System (HSMS) and provide necessary resources to meet the requirements of this policy, applicable legislation, and JHSC Agreement and Terms of Reference.
- 4.5** If any discrepancy between this policy and the *Occupational Health and Safety Act* ([Ontario E-Laws Website](#)) is found, the Act would prevail.

## **5.0 Procedure**

- 5.1** The HSMS practiced at the Health Unit involves a systematic approach to preventing or correcting hazards and risks by:
- Recognizing Hazards – recognized by employees and regular review of hazards
  - Assessing Risks – utilizing hazard analysis tool
  - Controlling Risks – by setting standards, communicating standards, and providing necessary training
  - Evaluating the System – through program audits and workplace inspections
  - Acknowledging Success and Making Improvements
- 5.2** Board of Health members are informed of this policy by the Medical Officer of Health/Executive Officer during their orientation session and the Chair of the Board at subsequent meetings as required. The *Occupational Health and Safety Act* ([Ontario E-Laws Website](#)) is available in the office of the Medical Officer of Health/Executive Officer.
- 5.3** Employees, students and other paid placements, and volunteers are informed of this policy through the intranet and as part of their orientation and training sessions.
- 5.4** Suppliers/contractors will be made aware of their responsibilities under the *Occupational Health and Safety Act* ([Ontario E-Laws Website](#)) through corporate services.
- 5.5** Others persons attending Health Unit workplace settings are advised of the intent of this policy through appropriate signage posted where it is visible to the public.
- 5.6** This policy must be reviewed annually by the employer in consultation with the Joint Health and Safety Committee.
- 5.7** This policy must be posted on all Occupational Health and Safety bulletin boards within all Health Unit offices.

## **6.0 Records Retention**

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

## **7.0 References**

### **Internal References**

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) Records Retention and Management – [WI-HU-108](#)

### **External References**

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)

- b) *Municipal Act, 2001, S.O. 2001, c. 25.* [Ontario E-Laws Website](#)
- c) *Occupational Health and Safety Act. R.S.O. 1990, c. O.1.* [Ontario E-Laws Website](#)
- d) [Public Services Health and Safety Association \(PSHSA\). \(2010\). The Leadership Factor: Occupational Health and Safety Begins with Us. \(Fast Fact\)](#)
- e) [Canadian Standards Association \(CSA Group\). \(2013\) Psychological Health and Safety in the Workplace - Prevention, promotion, and guidance to staged implementation](#)
- f) [Joint Health and Safety Committee \(JHSC\), Agreement and Terms of Reference. \(May 2018\).](#) Approved by the Ontario Ministry of Labour for Entities Operating as Multi-site Workplaces

## 8.0 Summary of Revisions

2020-12-03 – Annual review and approval required; no recommended revisions.

## 9.0 Board Policy Development Details

Author: **Human Resources**

Reviewed by: **Sherri St. Jean and Josée Goulet**

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