

PATHWAYS ABILITIES SOCIETY

PROCEDURE: OCCUPATIONAL HEALTH AND SAFETY (OH&S) AND THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Applies to: All Personnel, Volunteers and Persons Served

Original Effective Date: March 22, 2004

Effective Date: September 12, 2022

Replaces Procedure Dated: May 8, 2017

General

1. Employees, volunteers and individuals receiving services are given a thorough orientation to occupational health and safety policies, procedures and safety devices.

Occupational Health and Safety (OH&S) Committee

1. Annually (each year) in the month of June the members of the OH&S committee review the membership to ensure there is a representation of management and union personnel. They notify the "Advocacy in the Service Area" members who have the option and opportunity to elect a representative to participate.

2. The union representative identifies who will represent the union and the Activity Quality Assurance Manager (AQAM) identifies who represents management.

3. The committee:

- Elects the chairs. Worker representatives select a chair from amongst the worker representatives and the management representatives select a chair from amongst the management representatives. The two chairpersons alternate chairing the meetings.
- Selects one member to act as recorder.

4. The AQAM schedules meetings which are held minimally 12 times per year.

5. The recorder:

- Takes minutes and distributes minutes to members.
- Provides all service areas with a copy of the minutes for review and posting.
- Places a copy in the appropriate files.
- Posts or arranges to have the minutes posted on ShareVision.

Health and Safety Concerns

1. An employee, volunteer or person receiving services, finds a health or safety concern.

2. The person discusses their concern with the supervisor of the area where the concern is.

3. If the concern is not fixed, or cannot be fixed by the supervisor, the person enters the issue on the Health and Safety Issues list in ShareVision. If a person who does not have ShareVision access identifies an issue, staff enters on their behalf.

4. The OH&S committee acts based on the following level of concern:
 - Safety Concern: Dangerous conditions that will bring one to harm. OH&S will assess the same day they are notified making recommendations to management on how to fix the problem.
 - Maintenance concern: No later than ten working days of the request.
5. Once the health or safety concern has been fixed, the individual who wrote the entry in ShareVision is notified and informed of the actions taken.
6. The OH&S committee checks to find out why the supervisor responsible was not able to fix the initial concern.
7. The OH&S committee documents all concerns and actions taken to fix them.

Refusal of Unsafe Work

1. If a worker has reasonable cause to believe that performing a job or task puts them or someone else at risk, they must not perform the job or task or permit another worker to do the refused work.
2. The employee reports the unsafe condition or procedure to their supervisor.
3. The supervisor either resolves the matter or in writing advises the other workers performing the work refused the following:
 - The refusal.
 - The unsafe condition that was reported.
 - The reasons why the task would not create an undue hazard to the health and safety of the other worker or any other person.
 - The right of the other worker under section 3.12 in the WorkSafeBC OHS regulation.

Reporting Follow-up

1. Accident Investigation reports, Complaints and Damage Missing Item reports and Work Safe BC reports are given to the OH&S committee for review and follow-up.
2. The chair assigns a committee member to look over the issue with the person to see what could have been done so that the issue didn't happen.
3. The recorder makes notes about the actions taken in the next OH&S meeting minutes.
4. Annually in the month of April the committee analyzes trends in injuries and first aid for the previous year and posts a report.

Inspections

1. Yearly safety inspection is completed by a qualified outside agency. A copy of this inspection is posted on Sharevision and on OH&S bulletin boards at all worksites.
2. The AQAM ensures monthly the first aid contents are reviewed on the ShareVision Emergency Response Drill form-and the kits restocked.

3. The AQAM ensures that all emergency drills are completed as scheduled.
4. Under the direction of the AQAM the OH&S committee completes the Risk Management procedures.