

## Occupational Health and Safety

Kawartha Child Care Services makes every effort to provide a healthy and safe work environment. Management of Kawartha Child Care Services is committed to the health and safety of its employees, volunteers and students to prevent injury and to maintain a healthy environment. All supervisors and workers must be dedicated to the objective of reducing the risk of injury and illness.

As an employer, Kawartha Child Care Services is ultimately responsible for worker health and safety and is committed to taking every reasonable precaution to protect workers from harm. Legislative requirements will serve as minimum acceptable standards for Kawartha Child Care Services.

Supervisors are accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers follow established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every employee, sub-contractor and worker of sub-contractors must protect his or her own health and safety by following the law and Kawartha Child Care Services safe work practices and procedures.

All parties are expected to consider health and safety in every activity. Commitment to health and safety must form an essential part of this organization from the Executive Director to the workers.

### Definitions

**Worker** – means a person who performs work or supplies services for monetary compensation.

**Supervisor** – means a person who has charge of a workplace or authority over a worker.

**Employer** – means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who under takes with an owner, constructor, contractor or subcontractor to perform work or supply services.

As a **worker** with Kawartha Child Care Services your responsibilities are as follows;

- Work in compliance with the provisions of the Occupational Health and Safety Act and the regulations.
- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn.
- Report to his or her employer or supervisor the absence of, or defect in any equipment or protective device of which the worker is aware and which may endanger himself or another worker.
- Report to his employer or supervisor any contravention of the OH&S Act or the regulations or the existence of any hazard of which he knows.
- Not remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protection device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.
- Not use or operate any equipment, machine, device or thing, or work in a manner that may endanger himself, herself or any other worker.
- Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

As a **Supervisor** with Kawartha Child Care Services your responsibilities are as follows:

- Ensure that workers work in the manner and with the protective devices, measures and procedures required by this Act and the regulations.
- Ensure that workers use or wear the equipment, protective devices or clothing that the employer requires to be used or worn.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.
- Take every precaution reasonable in the circumstances for the protection of a worker.

As an **Employer** the responsibilities are as follows;

- Ensure that equipment, materials and protective devices as prescribed are provided.
- Ensure that equipment, materials and protective devices provided are maintained in good condition.
- Ensure that measures and procedures prescribed are carried out in the workplace.
- Ensure that equipment, materials and protective devices provided by the employer are used as prescribed.
- Provide information, instruction and supervision to a worker to protect the health or safety of the worker.
- When appointing a supervisor, appoint a competent person.
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
- Only employ in or about a workplace a person over such age as may be prescribed to be in or about a workplace.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
- Prepare and review, at least annually, a written occupational health and safety policy and develop and maintain a program to implement that policy if over 5 employees.
- Post at a conspicuous location in the workplace a copy of the occupational health and safety policy.
- Provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of that report that concern occupational health and safety; advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

As a **Corporate Officer or Director of the Board** the responsibilities are as follows;

- Ensure that the corporation complies with the Occupational Health and Safety Act.
- Follow any orders and requirements of inspectors and Directors.
- Comply with orders of the Minister.

NOTE: When a designated substance or hazardous chemical or physical agent is present, consult regulations for further responsibilities.

## **Offences and Penalties**

Every **person** who contravenes or fails to comply with;

- A provision of this Act or the regulations
- An order or requirement of an inspector or Director; or
- An order of the Minister

Is guilty of an offense an on conviction is liable to a fine of not more than \$25,000.00 or to imprisonment for a term of not more than 12 months, or to both.

If a corporation is convicted of an offense under subsection (1), the maximum fine that may be imposed under the corporation is \$500,000.00 and not as provided therein.