

ONroute

Health and Safety Overview

Policy#:	002 – Health and Safety
Date:	May 01, 2020
Approved by:	CEO, CHRO, General Counsel, Director of Facilities Management
Revision Date:	

Purpose:

This policy explains the components of ONroute's health and safety program and defines the Internal Responsibility System (IRS), the rights of workers, workplace hazards and inspections, accident/incident reporting, first aid and return to work.

Scope:

This policy applies to all employees of ONroute including hourly and salaried team members, managers, directors and executives.

At ONroute we are committed to the health, safety and well-being of our team members, customers, contractors, sub-contractors and visitors. Promoting a safe, healthy, productive work environment and culture is an integral part of our Company. A safe and healthy workplace is the right and responsibility of everyone at ONroute.

Communication Board

Each Plaza has a communication board where you will find important Health and Safety information available for you to read.

Joint Health and Safety Committee

Each Plaza has a Joint Health and Safety Committee (JHSC). The purpose of the Committee is to act as an advisory body that helps to promote awareness of safety issues, identify workplace hazards and make recommendations to determine preventative and/or corrective action. The Committee consists of both Management and Non-Management Representatives and meets monthly.

The objectives of the JHSC are to:

- Inspect the workplace to identify potential hazards
- Recommend corrective measures as required
- Where elimination of hazards is not practicable, recommend reasonable alternatives
- Promote safe work practices

Workplace Inspections

A Workplace Inspection is a physical walk through of the building to examine the workplace for any conditions, potential hazards, machinery, equipment, processes or material that may have potential risk to the health, safety and wellness of team members, customers and any other visitors. Workplace Inspections are completed on a monthly basis by the JHSC. Every team member should inspect their surroundings daily.



Workplace Hazards

A hazard is an event, situation or practice that has the potential to cause injury OR result in property damage.

All hazards, potential hazards or near misses MUST be IMMEDIATELY reported to a member of Management or JHSC member who will document the hazard and investigate it for resolution.



Internal Responsibility System (IRS)

The IRS means that everyone in the workplace has a role to play in keeping it safe and healthy. Team Members who see a health and safety problem such as a hazard, have a duty to report the situation to the employer or a supervisor. Employers and supervisors are required to address those situations and acquaint workers with any hazard in the work that they do.

Roles and responsibilities

Employer: The employer, typically represented by senior management, has the greatest responsibilities with respect to health and safety in the workplace and is responsible for taking every precaution reasonable in the circumstances for the protection of a team member. The employer is responsible for ensuring that the IRS is established, promoted, and that it functions successfully. A strong IRS is an important element of a strong health and safety culture in a workplace. A strong health and safety culture shows respect for the people in the workplace.

Supervisors: Supervisors are responsible for making team members fully aware of the hazards that may be encountered on the job or in the workplace; ensuring that they work safely, responding to any of the hazards brought to their attention, including taking every precaution reasonable in the circumstances for the protection of a team member.

Team Members: Team Member responsibilities include reporting hazards in the workplace; working safely and following safe work practices; using the required personal protective equipment for the job at hand; participating in health and safety programs established for the workplace.

JHSC: The joint health and safety committee (JHSC), contribute to workplace health and safety because of their involvement with health and safety issues, and by assessing the effectiveness of the IRS.

Contractor, Sub-contractor and Visitors Responsibilities: Work safely in compliance with established Provincial Occupational Health and Safety legislation and Company Health and Safety policies, training and procedures.

Non-Compliance: Any team member engaging in any unsafe act, violating Health and Safety legislation or failing to comply with Company policy will be subject to disciplinary action, up to and including termination of employment or contract.

All team members are expected to participate in promoting a safe, healthy and productive working environment. Health and Safety awareness, policies and work practices must be incorporated into every aspect of our Company culture as part of our continued success. We are committed to ongoing review and improvement of this Policy.

The Three Rights of Workers

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

Accident/Incident Reporting

All accidents and/or incidents must be reported IMMEDIATELY to your Manager; even when you think it is 'okay' and you do not require medical attention. Minor incidents may develop into something more serious. For example, if you cut your finger and do not seek first aid assistance; it might be okay, but that cut may get infected. What happens if that infection moves into the blood stream?

Inform your Manager immediately. The situation will be assessed to determine if any medical attention or first aid is required. Appropriate documentation must be completed and when required, an investigation will be conducted.



An Accident can:	An Incident can:
<ul style="list-style-type: none"> ▪ be defined as an unplanned event 	<ul style="list-style-type: none"> ▪ be defined as an unplanned event
<ul style="list-style-type: none"> ▪ result in personal injury to a team member or customer 	<ul style="list-style-type: none"> ▪ have the potential to cause injury (i.e. near miss)
<ul style="list-style-type: none"> ▪ result in property damage 	<ul style="list-style-type: none"> ▪ have the potential to result in property damage

First Aid

- In the event of an injury first aid treatment is always available. Refer to your Communication Board for the names of the certified first aid attendants in your plaza.
- Only certified first aid attendants may access the first aid kit in order to provide treatment.
- First aid attendants must log all treatment and items used on the first aid log sheet.
- It is your responsibility to report all accidents/injuries and to follow all correct policies around use of the first aid kit.



Return to Work

- If a team member is unable to perform regular duties, modified work may be offered.
- Team members will be offered work that is suitable to their needs, as determined by Management, the team member and the team member's medical practitioner.
- The Functional Abilities Form (FAF) will be required no later than 48 hours after the injury has occurred.
- Your medical practitioner will complete the WSIB FAF.
- Modified work will be available until you can return to regular duties.

Important: Any onset of pain, injury or medical treatment should be reported to your Manager immediately. You must continually communicate and/or provide regular updates to your Management team.