



## **Leaders in Safety**

**2009**

DEPARTMENT: HEALTH & SAFETY

SECTION:

SUBJECT: NETWORKING

EFFECTIVE DATE: JUNE 2009

## PURPOSE

The purpose of networking is to encourage companies to learn from each other. The Networking element assumes that the best expertise for preventing injuries in the workplace comes from sharing and communicating with other companies and with the assistance of the Ontario Health and Safety System (e.g. Safety Associations, WSIB, MOL).

## STANDARD PROCEDURES

The following guidelines will be implemented by Greenwood Court to meet our Networking Goals.

- Greenwood Court will network with at least 2 other companies on a relevant health and safety topic.
- Greenwood Court will have implemented at least 2 of the following mechanisms for networking.
  - Networking at meetings
  - E-mail/newsgroups
  - Personal contacts/visits/phone calls
  - Exchange policies/documents/guidelines with other companies
  - Access external industry specific information (for example CCOHS, THSAO, IAPA, OSSA, information centers)
  - Professional associations for example: Association of Canadian Ergonomists, Canadian Society of Safety Engineering (CSSE), etc.
  - Health and Safety events training, conferences, seminars
  - Trade Associations

### Communication

- Relevant safety information gathered from networking will be communicated to others in our workplace that will benefit most from the information gathered, i.e. senior management, JHSC, etc.

### Training

- Greenwood Court will provide training to all designated personnel
- Completed training as needed (e.g. internet training if using email group)
- Training the individuals involved in networking on the importance of reporting back any learned information to the workplace.
- Training on good networking and communication skills such as maintaining eye contact, interacting with a group, speaking clearly, organizing your thoughts.

### Review

- Review of success/value of networking activities annually through implementation of information brought forward or significant change in safety culture within the workplace.



DEPARTMENT: HEALTH & SAFETY	CATEGORY:	PAGE: 1 OF 1
SUBJECT: ROLES & RESPONSIBILITIES – EXECUTIVE DIRECTOR	EFFECTIVE DATE: MAY 15, 2006	

**Purpose:**

Involving administrators with the health and safety performance in the workplace will assist Tri-County Mennonite Homes to achieve a healthy and safe operation.

**Policy/Standard:**

The administrator shall exercise his/her responsibilities in accordance with sections 25 & 26 of the *Occupational Health & Safety Act of Ontario*. They will be held accountable for their responsibilities and an annual performance review will evaluate their success.

**Procedures:****Responsibilities:**

The administrator is responsible to ensure:

1. Monthly, performing Workplace Inspections.
2. Regular Information Sessions – safety talks, staff training etc.
3. Conducting Incident Investigations, as required.
4. Conducting Employee Training, as required.
5. Correcting substandard acts or conditions of workers, supplied labour, contractors, as required.
6. Monthly, reviewing reports of Health Care, First Aid, Near Miss, to determine a need for an investigation.
7. Acknowledging the success of supervisors in Health & Safety, on a monthly basis.
8. Communicating the Occupational Health & Safety program in the Workplace.
9. Evaluating the Occupational Health & Safety program in the Workplace on a bi-annual basis.
10. **Above all:** Taking every precaution reasonable in the circumstances for the protection of the worker.

**Communication:**

1. Administrators are to be made aware of their responsibilities at the time of hiring (Orientation) and these responsibilities must be re-communicated on an annual basis.

**Training:**

1. Administrators will review annually Section 25 & 26 of the *Occupational Health & Safety Act of Ontario*.

**Evaluation/Accountability:**

1. An annual performance review performed by the Executive Director will consider the responsibilities listed above.



DEPARTMENT: HEALTH & SAFETY	CATEGORY:	PAGE: 1 OF 1
SUBJECT: ROLES & RESPONSIBILITIES POLICY – EMPLOYER	EFFECTIVE DATE: MAY 15, 2006	

**Purpose:**

Tri-County Mennonite Homes shall meet the employer's obligations as set out under the *Occupational Health & Safety Act of Ontario*. By assuring that these obligations are met and by having a comprehensive Occupational Health & Safety program, Tri-County Mennonite Homes is meeting the requirements of due diligence in the workplace.

**Policy/Standard:**

The employer shall exercise their responsibilities in accordance with sections 25, 26 & 29 of the *Occupational Health & Safety Act of Ontario*.

**Procedures:***Duties of the employer*

- **The employer shall ensure that:**

1. The equipment, materials and protective devices that are required in the workplace are used.
2. The equipment, material and protective devices are maintained in good condition.
3. All measures and procedures as set out in the Occupational Health & Safety Management Program are carried out in the workplace.
4. The Equipment, materials and protective devices provided by the employer are used as prescribed; and
5. A floor, roof, wall, pillar support or other part of workplace is capable of supporting all loads to which it may be subjected without causing materials therein to be stressed beyond the allowable units stresses established under the Building Code Act.

- **The employer shall:**

1. Provide information and an Occupational Health & Safety program to the worker that protects the health and safety of the worker.
2. When appointing a supervisor, that they appoint a competent person.
3. Ensure that all workers are acquainted with any hazards in the workplace, and the appropriate controls when dealing with a hazard.
4. Keep and maintain records of any hazardous materials in the workplace, and the safe handling, storage, use of and disposal of such hazardous materials.
5. Support the Joint Health & Safety Committee.
6. Only employ persons of legal age.
7. Take every precaution reasonable in the circumstances to protect the worker.
8. To provide a comprehensive Occupational Health & Safety Program that identifies and provides the training, reporting, recording and a management system to entrench health and safety in the organization.



DEPARTMENT: HEALTH & SAFETY	CATEGORY:	PAGE: 1 OF 1
SUBJECT: ROLES & RESPONSIBILITIES POLICY – MANAGERS		EFFECTIVE DATE: MAY 15, 2006

**Purpose:**

Involving managers with the health and safety performance in the workplace will assist Tri-County Monnonite Homes to achieve a healthy and safe operation.

**Policy/Standard:**

All managers shall exercise their responsibilities in accordance with section 27 of the *Occupational Health & Safety Act of Ontario*. They will be held accountable for their responsibilities and an annual performance review will evaluate their success.

**Definition:** “*Manager*” means a person who has charge of a workplace or supervisory responsibility for a worker (workers).

**Procedures:****Responsibilities:**

The manager’s responsibilities includes hands-on activities of:

1. Performing Monthly Workplace Inspections with the Joint Health & Safety Committee, as required by the Joint Health & Safety Committee.
2. Regular Safety Information Sessions – safety talks, staff training, etc.
3. Conducting Incident Investigations as required.
4. Regular Employee Training (evaluate the training with job observation).
5. Ensuring workers, supplied labour and contractors are using appropriate protective equipment and safe procedures as they work.
6. Correcting substandard acts or conditions as required.
7. Following-up on First Aid Treatment Records for any worker injured in their department, as per the Early and Safe Return to Work Policy.
8. Ensuring equipment is properly maintained in their department, as per the standard operating procedures and schedules.
9. Acknowledging the success of Workers in Health and Safety, on a monthly basis.
10. Using and wearing all protective equipment and devices as prescribed by the employer and the *Occupational Health & Safety Act of Ontario*.

**Communication:**

1. Managers are to be made aware of their responsibilities at the time of hiring (orientation) and have these responsibilities re-communicated on an annual basis.

**Training:**

1. Managers will review annually Section 27/28 of the *Occupational Health & Safety Act of Ontario*.
2. Managers must take all required training in their department.

**Evaluation/Accountability:**

1. The annual performance review performed by the Administrator will consider the responsibilities listed above.



DEPARTMENT: HEALTH & SAFETY	CATEGORY:	PAGE: 1 OF 1
SUBJECT: ROLES & RESPONSIBILITIES POLICY – WORKER	EFFECTIVE DATE: MAY 15, 2006	

**Purpose:**

Workers are expected to comply with the health and safety initiatives of Tri-County Mennonite Homes.

**Policy/Standard:**

All workers shall perform their duties in accordance with section 28 of the *Occupational Health & Safety Act of Ontario*. They will be held accountable for their responsibilities and an annual performance review will evaluate their success.

**Procedures:*****Responsibilities:*****• All workers shall:**

1. Comply with the *Occupational Health & Safety Act of Ontario* and regulations and policies of Tri-County Mennonite Homes;
2. Use personal protection and safety equipment as required by the employer;
3. Report any unsafe acts including horseplay and/or unsafe conditions (i.e., dangerous equipment, machines, etc.);
4. Report to his/her manager any contravention of the act, regulation, policy or any existing hazard;
5. Follow safe work procedures whereby there are no shortcuts by removing or making ineffective any safety devices that are required;
6. **Above all:** Take every precaution reasonable in the circumstances for the protection of yourself and your fellow workers.

**• No worker shall:**

1. Remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be removed immediately;
2. Use or operate any equipment, machine, device or thing, or work in a manner that may endanger himself, herself, or any other worker;
3. Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

***Communication:***

1. Workers are to be made aware of their responsibilities at the time of hiring (orientation) and have these responsibilities re-communicated on an annual basis.

***Training:***

1. Workers must take all required training in their department within the required timelines.

***Evaluation/Accountability:***

1. Management will conduct an annual performance review for all workers and will consider adherence to the Health & Safety program at Tri-County Mennonite Homes in their review.
2. Violations of the Health & Safety program will result in disciplinary action. The progressive disciplinary process shall be uniformly enforced for all employees of Tri-County Mennonite Homes.

# GREENWOOD COURT

---

DEPARTMENT: HEALTH AND SAFETY

SECTION:

SUBJECT: EARLY AND SAFE RETURN TO WORK  
(MODIFIED WORK) PROGRAM

EFFECTIVE DATE: JUNE 2009

---

## **POLICY:**

Greenwood Court values the goal of prevention of injuries and illnesses through maintaining a safe and healthy workplace. Consistent with this value is the company's commitment to the successful recovery of injured and ill employees by assisting in early intervention and safe return to work.

Our facility's policy is to take all reasonable steps to return injured and ill employees to their pre-injury job as quickly as possible.

## **PURPOSE:**

To encourage and promote the return to work of all employees who have suffered an injury or illness at work. To return employees back to work within the limitations of their physical capabilities safely.

## **RESPONSIBILITIES:**

### **Employer:**

- Ensure that there is a fair and consistent program for returning employees back to work.
- Ensure that a person such as the safety coordinator or supervisor is given the responsibility to oversee the Early and Safe Return to Work Program.

### **Managers:**

- Ensure that every reasonable effort is made to provide suitable modified work to any employee who is unable to perform his/her normal duties, as a consequence of work related injury or illness.
- Coordinate the information with regards to limitations from the physician and communicate that information to the appropriate Supervisor.
- Arrange that a "**Physical Demands Analysis**" is conducted on the various tasks/jobs within their area of responsibility.

### **Employees:**

- Participate in the Early and Safe Return to Work Program.
- Obtain clearance from treating physician for the return to modified work.
- Maintain regular contact with their immediate Manager/Supervisor.
- Bring to their immediate Manager/Supervisor any concerns about their modified work duties so those potential problems could be resolved quickly.

# GREENWOOD COURT

DEPARTMENT: HEALTH AND SAFETY

SECTION:

SUBJECT: EARLY AND SAFE RETURN TO WORK  
(MODIFIED WORK) PROGRAM

EFFECTIVE DATE: JUNE 2009

## Eligibility and Exit Criteria:

### Eligibility Criteria for the Early and Safe Return to Work (ESRTW) Program:

- Employees who have injuries or illness resulting from work or in the workplace. The ESRTW process begins immediately after the injury or illness occurs.

### Exit Criteria from the ESRTW Program:

- Returns to regular job at full capacity
- Returns to full functional capacity supported by functional ability (FA) information.
- Permanent placement in alternative work.

## DEFINITIONS:

### Modified Work:

Any job, task or function that a worker may perform safely within their physical limitations and without risk of re-injury. The work is temporary and should not exceed 8 – 12 weeks in duration.

### Physical Demands Analysis

The evaluation and assessment of the physical strength, mobility, coordination and vision required to perform a particular job and the assessment of physical and chemical hazards that an employee is subject to when performing the regular duties of that job.

### Functional Abilities

This indicates what the injured worker's present physical capabilities are, as per their treating physician.

## PROCEDURE:

### Employer

- When the Employer or Manager receives information back from the treating physician indicating that the employee may return back to work with certain limitations, the Employer or Manager must review all the Physical Demands Job Analysis with employee to determine which task/job suits his/her functional ability limitations.
- Develop an action plan in co-operation with the employee and monitor the plan
- Communicate with the employee weekly throughout recovery
- When the employee returns to work for modified duties, the Supervisor or Manager must the Compensation Board.
- When an employee returns to modified work the Manager/Supervisor should develop an action plan in co-operation with the employee and monitor the employee in the performing of that work. The progress should be monitored on a weekly basis.
- When monitoring the employee the following should be considered:
  - Physical capabilities.
  - Attendance.
  - Productivity.
  - Accuracy.
  - Problems with particular tasks.

# GREENWOOD COURT

DEPARTMENT: HEALTH AND SAFETY

SECTION:

SUBJECT: EARLY AND SAFE RETURN TO WORK  
(MODIFIED WORK) PROGRAM

EFFECTIVE DATE: JUNE 2009

When the employee is able to resume full duties, the Manager/Supervisor should return the employee to their regular job.

## Employee

- Immediately report all accidents and illnesses and obtain necessary first aid and/or health care.
- Obtain Functional Abilities Form from supervisor and take to Health Care Practitioner to complete.
- Return completed functional abilities form before start of next shift, or communicate the FA information to the company as soon as possible.
- Communicate to management at least once a week on your progress in returning to normal duties and update any FA information as needed.

## How to identify modified work?

- Review the functional abilities form. This indicates what the injured worker's present physical capabilities are, as per their treating physician.
- Review the injured worker's present job position description and/or the physical demands analysis (PDA) to see if the position can be modified to accommodate the injured worker's restrictions/capabilities.

## Forms to use in the program.

- Functional Abilities Form – send to treating practitioner with injured employee
- Treatment Memorandum – send to treating practitioner with injured worker
- Employee Information Sheet – informs employee of their responsibilities
- Early Safe Return to Work Plan – copy to Employee, Provincial Compensation Board, Supervisor, Trade Union Representative
- Communication Log - Used for an injured or sick worker off the job or on modified duties while participating in the ESRTW Program

## COMMUNICATION:

All employees will receive information about the ESRTW program at orientation. At the time of injury or illness, the requirements of the program will be re-communicated to all employees.

## TRAINING:

All managers and employees involved in the ESRTW program will be trained as required.

## EVALUATION/ACCOUNTABILITY:

An exit interview will be performed with any worker or manager involved in the program to evaluate the program and identify any improvements that need to be made.

## RECORDS:

Copies of the Early and Safe Return to Work forms will be kept in a confidential file for a period of 7 years following the occurrence

# GREENWOOD COURT

DEPARTMENT: HEALTH & SAFETY

SECTION:

SUBJECT: FIRST AID REQUIREMENTS

EFFECTIVE DATE: JUNE 2009

## **POLICY:**

Greenwood Court will ensure that the work site has the first aid requirements as specified by *Workplace Health and Safety Act, Section 3, Regulation 1101*.

## **PURPOSE:**

Proper, prompt and adequate treatment can reduce the severity of the injury and/or illness. As part of the ongoing interest in our employees' welfare, all employees are to be made aware of the First Aid requirements in the workplace. These requirements will include knowing who is qualified to assistance at the time of the injury and/or illness, ensuring the provision of prompt and adequate treatment is available, and documentation of the occurrence for follow-up.

## **PROCEDURES:**

The work site shall have a first aid station as required by *Workplace Health and Safety Act, Section 3, Regulation 1101*.

The employer shall ensure that the first aid station is at all times in the charge of a worker who,

- (a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent. At Greenwood Court, this is deemed to be either the Registered Nurse or a Registered Practical Nurse on duty.
- (b) works in the immediate vicinity of the box.

Each first aid station will contain:

- a) a first aid kit based on the number of employees per shift will have as follows:
  - (a) a current edition of a standard St. John Ambulance First Aid Manual;
  - (b) 24 safety pins;
  - (c) 1 basin, preferably stainless steel; and
  - (d) dressings consisting of,
    - (i) 48 adhesive dressings, ind. wrapped,
    - (ii) 2 rolls of adhesive tape, 1 inch wide,
    - (iii) 12 rolls of 1-inch gauze bandage,
    - (iv) 48 sterile gauze pads, 3 inches square,
    - (v) 8 rolls of 2-inch gauze bandage,
    - (vi) 8 rolls of 4-inch gauze bandage,
    - (vii) 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
    - (viii) 12 triangular bandages,
    - (ix) splints of assorted sizes, and
    - (x) 2 rolls of splint padding.
  - (e) one stretcher, two blankets

DEPARTMENT: HEALTH & SAFETY

SECTION:

SUBJECT: FIRST AID REQUIREMENTS

EFFECTIVE DATE: JUNE 2009

- b) A notice board placed in the first aid station and displaying: First Aid certificates are posted
  - a. First Aid Treatment Record/Log Reporting procedures
  - b. Valid first aid certificates of qualified first aid attendant(s) (or copies).
  - c. An inspection card noting the date of the most recent inspection of the first aid kit and the signature of the person completing the inspection
  
- c) The poster entitled *In case of Injury at Work* (Form 82) must be displayed at the first aid station as required by Section 1 of the Regulations. The poster outlines the responsibilities and obligations of both employers and workers when an accident occurs on the job.

### First Aid Kit Inspection Record

The H&S Committee members when doing the monthly H & S inspections will inspect the First Aid Kit(s). The committee will complete the first aid inspection form with most recent date and signature of person performing the inspection.

### Transportation

- If in the judgment of the first aid attendant in charge, ambulance service is not warranted, the first aid attendant using an approved taxi service or other suitable means shall arrange transportation.
- The first aid attendant in charge shall accompany the injured worker to medical attention/home. His/her duty is to provide first aid assistance on the journey and reassure the injured. *Refusal of provided transportation must be recorded on the First Aid treatment Record with the injured worker initialing the refusal.*

### Evaluation/Accountability:

An annual performance review to measure each of the above listed responsibilities will be performed by senior manager.

### In the event of an injury at the workplace

#### The employee must:

1. Get first aid right away. First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.
2. Tell the employer of any injury or the possible onset of a work related disease/condition. Fill out the Employee Incident Report available from Charge Nurse or Department Manager.
3. If the injury requires him or her to seek health care, the worker shall take to their practitioner the following package: a letter to the health practitioner, a functional

# GREENWOOD COURT

DEPARTMENT: HEALTH & SAFETY

SECTION:

SUBJECT: FIRST AID REQUIREMENTS

EFFECTIVE DATE: JUNE 2009

- abilities form and a treatment memorandum. This package is available from the Charge Nurse or Department Manager.
- Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs.
4. The worker should return the Functional Abilities Form to their Department Manager as soon as possible after seeing their health practitioner, no later than their next scheduled shift, so that a Modified Work Plan can be established. If the injured worker cannot see their health practitioner until after their next scheduled shift, the functional abilities form should be returned to their Department Manager immediately after visiting the health practitioner.
  5. Claim WSIB benefits by:
    - a. Signing WSIB Form 1492, the *Workers' Claim/Consent Form*, and giving a copy of the form to the employer
    - b. Signing WSIB Form 6, *Worker's Report of Injury/Disease* giving a copy of the form to the employer.
  6. Do not change health professionals without permission from the WSIB.
  7. Cooperate in health care treatment.
  8. Participate in the early and safe return to work program.
  9. Communicate regularly with your Department Manager, at a minimum once per week.
  10. Report to the WSIB any changes in income, return to work status or medical condition.

### The employer must:

1. Make sure first aid is given immediately. First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.
2. Make sure there is a record of the first aid treatment/advice given to the worker.
3. Complete and give to the worker the *Treatment Memorandum* Form 156 if the worker needs more than first aid treatment/advice.
4. Provide immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary.
5. Complete WSIB Form 7, *Employer's Report of Injury/Disease*, if the worker gets health care. Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs.
6. He or she should also complete WSIB Form 7, *Employer's Report of Injury/Disease* if the injury causes the worker to:
  - a. Be absent from regular work
  - b. Require modified duties at less than regular pay
  - c. Require modified work at regular pay for more than seven calendar days after the date of accident
  - d. Earn less than regular pay at regular work.

# GREENWOOD COURT

DEPARTMENT: HEALTH & SAFETY

SECTION:

SUBJECT: FIRST AID REQUIREMENTS

EFFECTIVE DATE: JUNE 2009

7. Ask the worker to sign WSIB Form 1492, the *Workers' Claim/Consent Form*.
8. Return the completed Form 7 to the WSIB within three days of learning of the reporting obligation. If the worker is unable or unwilling to sign, send the form in without the signature.
9. Pay full wages and benefits for the day or shift on which the injury occurred.
10. Cooperate in the worker's early and safe return to work.
11. Supply a Functional Abilities Form 2647 to the health professional treating the worker. Ensure that the worker's signed consent to the release of the functional abilities information is attached. This signed consent will either be on the Form 1492 or the employer's copy of the Form 6.

## The Employers' Report of Injury/Disease (Form 7)

Form 7 must be completed and sent to the WSIB within three days of learning of a work-related injury or occupational disease that either causes a worker to:

1. Be absent from their regular work; require modified duties at less than regular pay; earn less than regular pay at regular work
2. Require modified duties at regular pay for more than seven calendar days
3. And/or obtain health care.

**Send Form 7s and all claims-related documentation to:**

Workplace Safety and Insurance Board  
200 Front Street West  
Toronto ON M5V 3J1  
– OR BY FAX –  
Toll-free: 1-888-313-7373  
Toronto area: (416) 344-4684