

Algoma Public Health – Policy and Procedure Manual – Employee Policies

APPROVED BY: Medical Officer of Health/CEO **REFERENCE #:** 01-04-004

DATE: Original: Feb 21, 1996 **SECTION:** Human Resources
Reviewed: Nov 30, 2021
Reviewed: March 1, 2023

PAGE: 1 of 2 **SUBJECT:** Health and Safety Policy

POLICY STATEMENT:

Algoma Public Health (APH) is committed to preventing occupational and psychological illness and injury and promoting wellness through the provision and maintenance of an effective Health and Safety Management System (HSMS).

APH 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 the development and implementation of additional internal standards, programs, and policies.

PURPOSE

This policy establishes that all workplace parties at APH 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.

SCOPE

This policy applies to the employees, student placements, Board of Health members and volunteers of APH, and other persons who attend the APH workplace setting, including visitors, clients, and suppliers/contract services, where applicable.

RESPONSIBILITY

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.

All workplace parties must work in compliance with the provisions of the [Occupational Health and Safety Act \(OHSA\)](#) and all health and safety policies and related work practices of APH. Specific responsibilities of workplace parties (the employer, supervisors, and workers) are outlined in the [OHSA](#).

The Board of Health, through the Medical Officer of Health/Chief Executive Officer (MOH/CEO) and leadership of APH, ensures that all workplace parties adhere to this policy.

The MOH/CEO shall ensure that there is an effective HSMS and provide necessary resources to meet the requirements of this policy, applicable legislation, and JHSC Agreement and Terms of Reference.

If any discrepancy between this policy and the [OHSA](#) is found, the Act would prevail.

PROCEDURE

The HSMS practiced at APH 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; and by
- Acknowledging Success and Making Improvements.

APH, so far as is reasonably practicable, keeps various APH workplace parties informed of their responsibilities in the Health and Safety policy as indicated below:

<u>Workplace Parties</u>	<u>Method of Communication</u>
Employer, employees, student placements, Board of Health members and volunteers of APH	– as part of their orientation and training sessions.
Suppliers/Contract Services	– under the OHSA through corporate services.
Other persons attending APH workplace setting	– by posting a summary of the policy statement where it is visible to the public.

This policy must be reviewed annually by the employer in consultation with the JHSC.

This policy must be posted on all Occupational Health and Safety bulletin boards within all APH offices.

KNOWLEDGE:

JHSC Agreement – The JHSC membership includes members from leadership, ONA, CUPE and Non-Union. The committee operates as a cooperative body and fulfills the JHSC requirements as specified in the OHSA.

Health and Safety Management System (HSMS) – A formal, written systematic approach to managing health and safety and prevention in the workplace,

[Workplace Safety and Insurance Act](#)