

## **SAMPLE: Health & Safety Policy**

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

The Occupational Health and Safety Act (OHSA) requires those who have any degree of control over the workplace to ensure a safe and healthy work environment. The Act sets out duties with respect to workplace safety, and materials and equipment in the workplace.

The Act applies to every worker who is being paid, regardless of the location in which the worker works. If workers work at home and are being paid or are driving and being paid en route, they are covered under the Act. If a paid worker suffers a critical injury, the Act requires that the employer report that critical injury to the Ministry of Labour.

In addition to the OHSA, the Workplace Safety Insurance Act (WSIA) covers all employees, including those working in their homes. Further to the reporting obligations under the OHSA, there are requirements under the WSIA respecting reporting as well.

### **SOLS Commitment to Health and Safety**

In accordance with the OHSA, SOLS is committed to providing and maintaining a healthy and safe work environment for all of its staff members. SOLS will ensure that business is conducted in a manner that is consistent with reasonable standards of health and safety, in order to prevent or reduce accidents, injuries, or illnesses.

In ensuring workplace health and safety, SOLS is guided by the following principles:

- All staff members have the right to work in healthy and safe environments.
- All staff members have the responsibility to maintain such environments.
- Cooperation between management and staff members is needed.
- The prevention of accidents is an integral part of a healthy and safe work environment.

*The Chief Executive Officer is responsible for:*

- Ensuring adherence to the principles of this policy.
- Ensuring establishment and maintenance of internal systems for effective health and safety program management, including adequate allocation of funds and resources for this.

*The Director of Operations is responsible for:*

- Ensuring compliance with all applicable health and safety legislation.
- Actively supporting the Health and Safety Representative in his/her duties.
- Ensuring all injured staff members are treated fairly.

The legal aspects of health and safety are governed by legislation and are subject to change. For definitive rules on health and safety and legal aspects of health and safety, consult a labour lawyer or human resources specialist and refer them to the Ontario Ministry of Labour ([www.labour.gov.on.ca](http://www.labour.gov.on.ca)).