

## Table of Contents

1.0	Workplace Health & Safety Policy Commitment .....	2
2.0	Communication .....	4
3.0	Orientation and Training Program .....	5
4.0	Workplace Health & Safety Committee (WHSC) .....	6
5.0	Hazard / Risk Identification.....	8
6.0	Our Respectful Community (Zero Tolerance Policy) .....	11
7.0	Our Respectful Community – Workplace Violence Policy .....	12
8.0	Our Respectful Community – Harassment Policy and Program.....	14
9.0	Psychological Health & Safety .....	19
10.0	Accident and Incident Reporting .....	21
11.0	Safe Driving Policy .....	23
12.0	Drug and Alcohol Policy .....	26
13.0	Personal Protective Equipment (PPE).....	29
14.0	Slips, Trips and Falls Policy .....	31
15.0	WHMIS 2015 / GHS .....	33
16.0	Workplace Inspection Policy .....	36
17.0	WSIB Audit Checklist.....	39
18.0	Visitors, Suppliers and Contractors .....	41
19.0	Working Alone Policy.....	42
	Acknowledgement and Agreement Form.....	43

<b>1.0 Workplace Health &amp; Safety Policy Commitment</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a - New
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>	2018	<b>Next Review Date:</b>	
<b>Cross References:</b>			

### **Intent**

<First Nation> is vitally interested in the Health & Safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. <First Nation> will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. <First Nation> is ultimately responsible for worker Health & Safety and will take every reasonable precaution possible for the protection of our employees.

<First Nation> is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, <First Nation> will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. <First Nation> understands the importance of safety to the well-being and productivity of its people and strives to safeguard the workplace from injury and malfeasance through dereliction of duty towards safety.

<First Nation> will act in compliance with all Local, Federal, and Provincial workplace Health & Safety legislation.

### **Chief and Council and <insert xxxx> / Manager**

- Are responsible for supplying an effective strategy that can manage the occupational Health & Safety concerns of <First Nation>.
- Must ensure that resources are allocated and governed properly to achieve the Health & Safety requirements of employees, and that their policies comply with <First Nation>'s legal obligations.
- Foster a workplace culture of safety, with appropriate leadership.
- Review the policies efficacy on an annual basis, and revise where necessary.

### **Supervisor / Health & Safety Representative**

- Responsibilities include their assistance in developing, implementing, and enforcing <First Nation> policies and procedures.
- Must continually promote Health & Safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Utilize the process of hazard identification, risk management and incident investigation.
- Perform occupational Health & Safety inspections of the workplace to identify and control any and all hazards to employees.

- Held accountable for the Health & Safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their Health & Safety.
- Conduct Health & Safety meetings regularly.

#### **Finance Officer / Health & Safety Representative(s)**

- Liaison with government agencies to ensure workplace Health & Safety compliance.
- Act as an advisor to management on safety and health policy issues.
- Coordinate Health & Safety inspections and follow up to ensure the completion of necessary corrective actions.
- Develop Best Practices.
- Design and develop accident / incident reports and investigation procedures.
- Maintain an up-to-date working knowledge of Health & Safety regulations as mandated locally, federally, or by the province / state.
- Design and develop company policies and procedures on workplace safety and health issues.
- Review injury and illness trends and identify problem areas and solutions.

#### **Employees**

- Responsible for compliance with occupational Health & Safety policies and procedures.
- Must notify Supervisor of any Health & Safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own Health & Safety by working in compliance with the law and with safe work practices and procedures established by Nokiiwin.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager or Supervisor.

#### **All Staff Are Responsible for the Following:**

- Completion of required occupational Health & Safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.

**\*We are all responsible for Health & Safety at <First Nation>.”**

<b>2.0 Communication</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a - New
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

<First Nation> encourages open communication on Health & Safety issues. It is essential to providing an injury-free and productive work environment.

- Employees that voice or identify a Health & Safety concern will not be subject to retaliation.
- Health & Safety comments will be reviewed by the Workplace Health & Safety Committee (WHSC). The WHSC will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or Health & Safety Rep of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.

### Written Communication

Written Communication Protocol requires that all business communication follow business protocols. Nokiiwin is a professional organization that maintains professionalism in all communication, both verbal and written (including e-mail). Text messages are not an acceptable form of business communication. Quick, techy acronyms, such as LOL, WTB, WU, LTR and so on, don't belong in professional writings. Employees need to communicate in proper language that places a premium on spelling and grammar. With electronic communication, Capital letters is understood to be the author of the communication is YELLING!

<b>3.0 Orientation and Training Program</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	
<b>Approved by:</b>	<xxxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

### Policy

All newly hired, transferred, rehired, temporary, contract or returning employees will be provided with the Health & Safety Orientation and Training Program, also known as New and Young Workers Health & Safety Orientation.

### Purpose

Employers are required to provide supervision, information and instruction to all Employees, including new and young Employees, on how to protect their Health & Safety in the workplace. This includes information about safe work policies, measures and procedures specific to the workplace and the duties the Employee will perform.

### Scope

This policy statement shall apply to all newly hired, transferred, rehired, temporary, contract or returning employees.

### Responsibility

Everyone has a part to play when it comes to orienting and training new Employees:

1. **Employers** have a responsibility to allocate the necessary resources to support the orientation of new Employees.
2. **Supervisors** ensure that new Employees start on the right foot by giving them the right information, instruction, tools and support to do the job effectively and safely.
3. **Co-Employees** can help by welcoming new Employees and showing them how Health & Safety comes first.
4. **New Employees** ask questions to ensure that they understand what's expected.

**It is the responsibility of the Supervisor or the relevant employee's department manager, to ensure that new employees are provided with the Nokiiwin Health & Safety Policies and Procedures Manual along with the Health & Safety Handbook (both documents are located on the shared drive).**

**Attachments:** New Employee Health & Safety Program Orientation Checklist

<b>4.0 Workplace Health &amp; Safety Committee (WHSC)</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a - New
<b>Approved by:</b>	<xxxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

#### **Responsibility of WHSC:**

- Liaison with government agencies to ensure workplace Health & Safety compliance.
- Act as an advisor to management on Health & Safety policy issues.
- Coordinate Health & Safety inspections and follow up to ensure the completion of necessary corrective actions.
- Develop Best Practices.
- Design and develop accident / incident reports and investigation procedures.
- Maintain an up-to-date working knowledge of Health & Safety regulations as mandated locally, federally, or by the province.
- Design and develop company policies and procedures on workplace safety and health issues.
- Review injury and illness trends and identify problem areas and solutions.
- Develop and Communicate Code Sheet and initiate practise protocols on a quarterly basis. (See Code Sheet)

#### **Responsibility of Employees**

- Responsible for compliance with occupational Health & Safety policies and procedures.
- Must notify managers of any Health & Safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own Health & Safety by working in compliance with the legislation and with safe work practices and procedures established by <First Nation>.
- Use appropriate personal protective equipment when warranted.
- Report any unsafe or potentially hazardous conditions, immediately without fear of reprisal.
- Performance of their duties in a manner conducive to a safe workplace, following all safety policies and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promote a hazard-free workplace.
- Learning the posted Emergency Plan.
- Learn and participate in practise Emergency Code Sheet Protocols.

## Internal Responsibility System (IRS)

The internal responsibility system is the underlying philosophy of the occupational Health & Safety legislation. Its foundation is that everyone in the workplace - both employees and employers - is responsible for his or her own safety and for the safety of co-workers. Acts and regulations do not always impose or prescribe the specific steps to take for compliance. Instead, it holds employers responsible for determining such steps to ensure Health & Safety of all employees.

Internal responsibility system does the following:

- Establishes responsibility sharing systems
- Promotes safety culture
- Promotes best practice
- Helps develop self-reliance
- Ensures compliance

**“We are all responsible for Health & Safety at <First Nation>.”**

<b>5.0 Hazard / Risk Identification</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a - New
<b>Approved by:</b>	<xxxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

### Intent

<First Nation> values our employees as our greatest asset, and strives to provide a hazard-free, safe and healthy workplace that complies with all applicable Federal and Provincial Health & Safety regulations.

In dealing with workplace hazards, <First Nation> has implemented this Policy to assist our employees in the identification, assessment and control of hazards and risks to ensure their safety.

### This Policy Shall:

1. Define occupational hazards;
2. Describe the difference between risks and hazards;
3. Provide Policy and Procedures for dealing with workplace Health & Safety hazards;
4. Outline <First Nation> hazard control methods;
5. Determine control measures for risks posed health hazards;
6. Discuss the requirements for Personal Protective Equipment.

### Occupational Hazards

An occupational hazard is a thing or situation with the potential to harm a worker. Occupational hazards can be divided into two categories:

- Safety hazards that cause accidents that physically injure workers;
- Health hazards which result in the development of disease.

It is important to note that a "hazard" only represents a potential to cause harm. Whether it actually does cause harm will depend on circumstances, such as the toxicity of the health hazard, exposure amount, and duration.

Hazards can also be rated according to the severity of the harm they cause - a significant hazard being one with the potential to cause a critical injury or death.



## **Risk vs. Hazard**

### **Risk**

The hazard posed by some material or situation is its potential to cause harm. Risk is the probability, or chance, that a hazard will harm someone.

Removing occupational hazards is only one way of improving worker protection. A more practical approach to the limitation of occupational hazards is the control or management of the risks that hazards pose.

Sometimes, in addition to the probability of a hazard causing harm, risk includes a consideration of the seriousness of the hazard.

The consequences of exposure to some hazards may be so harmful that, even if there is little chance of a worker being exposed, the risk is so great that extreme precautions must be taken to prevent even that small possibility.

### **Hazard**

The term "hazard" refers to the potential to cause harm. In the case of a workplace health hazard, the harm is to a worker's health and usually takes the form of an injury or illness.

## **Policy and Procedures for Workplace Health & Safety Hazards**

There is a three-step process for dealing with workplace hazards:

1. **Identify** – Report any workplace hazards to your immediate supervisor. Recognition involves both identifying a hazard and determining if there is a possibility of workers being affected by it. If there is such a possibility, it must be assessed and if it is found to be significant, the hazard must be controlled. Employees are required to report any workplace hazards to their immediate supervisor immediately, to reduce the dangers to all other employees.
2. **Assess** – Determine the level of risk associated with the hazard. Discontinue work in the event that a workplace hazard creates excessive and dangerous work conditions.
3. **Control** – <First Nation> will use all elements available to address and resolve dangerous workplace hazards. Control can be applied at the source of the hazard, along the path between the source and the worker, or at the worker. Control at the source is preferred.

### **Hazard Control**

<First Nation> implements a four-step process to ensure the safeguarding of workplace hazards:

1. **Engineering Controls** – These are the preferred method for dealing with workplace hazards, and the minimization of exposure and associated risks. Engineering Controls consist of three major components:

- Substitution: Using less hazardous materials, changing the process equipment used, or changing the process itself.
  - Isolation: Limiting the exposure to employees working directly with the hazard by enclosing them within a containment structure.
  - Ventilation: Remove any air that contains hazardous contaminants and replace it with uncontaminated air.
2. Work and Hygiene Practices – On the job activities that will limit exposure to hazards.
  3. Administrative Controls – job rotation schedules, work-rest cycles and timing of maintenance procedures, which can be used to limit the amount of time an individual is exposed to a hazard.
  4. Personal Protective Equipment – Ensure the proper use of safety equipment, e.g. hard hat, safety boots, protective goggles, etc.

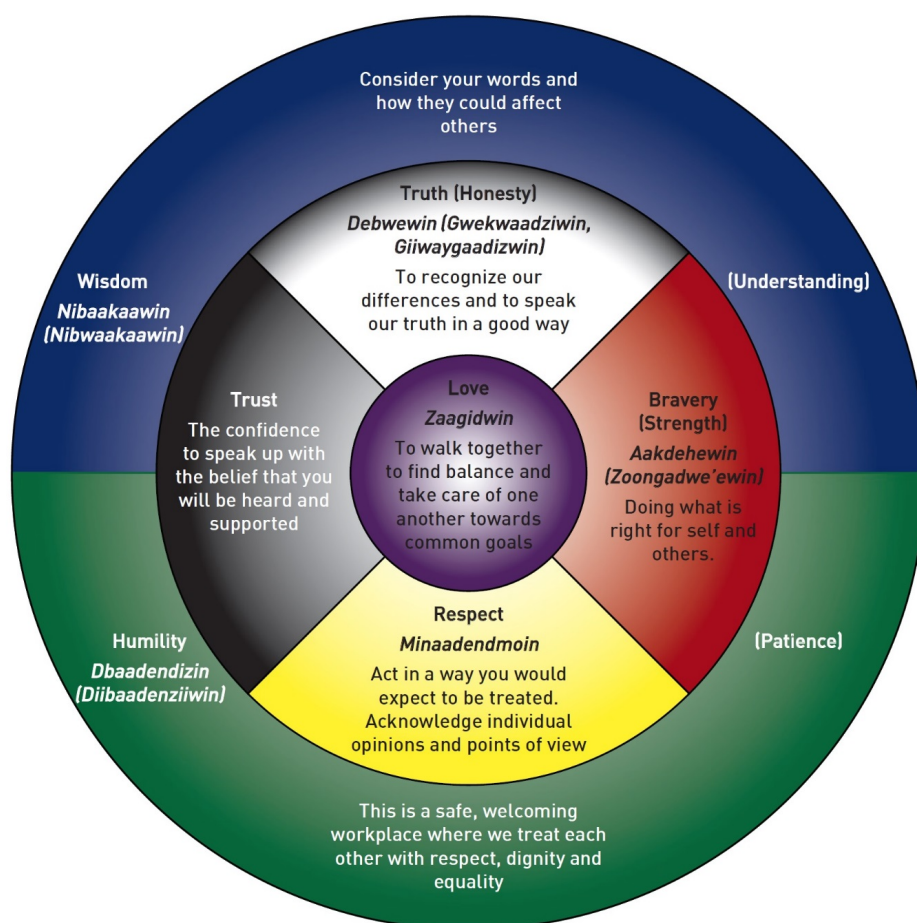
#### **Personal Protective Equipment**

- <First Nation> will take every reasonable precaution in the circumstances to protect workers.
- Employees of <First Nation> may be required to use safety equipment through the course of their normal job duties.
- Failure to wear the required safety equipment may result in disciplinary action.

<b>6.0 Our Respectful Community (Zero Tolerance Policy)</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

Our Respectful Community is <First Nation>'s response to the legislated Zero Tolerance policies on violence. The visual captures the teachings and the intention for how each of us respects one another, our workplace, and our community.

## Our Respectful Community



<b>7.0 Our Respectful Community – Workplace Violence Policy</b>			<b>Date:</b>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

<First Nation> is committed to the prevention of workplace violence and is ultimately responsible for worker Health & Safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

**Workplace violence** means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

The workplace is not limited to the physical location of <First Nation> or its regular operating hours. The workplace includes any manner and means where <First Nation> conducts its business and its representatives fulfill their duties and responsibilities.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to any person in the workplace (including customers, clients, other employers, supervisors, workers, and members of the public, as applicable). Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

<First Nation> will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Workers are encouraged to report any incidents of workplace harassment to the <insert xxxx>. If the <insert xxxx> is the person engaging in the workplace harassment, contact the Chair of the Board.

Management will investigate and deal with complaints or incidents of workplace violence in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy and will be held responsible by the employer for not following it. Workers will not be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment unless the allegations are false or made maliciously.

<b>8.0 Our Respectful Community – Harassment Policy and Program</b>			<b>Date:</b>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

### **Policy**

<First Nation> is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (including customers, clients, other employers, supervisors, workers, and members of the public, as applicable).

The workplace harassment program applies to all workers including managers, supervisors, temporary employees, students and subcontractors.

### **Workplace Harassment**

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace harassment includes lateral violence.

**Lateral violence** means displaced violence in the workplace directed at colleagues, peers other individuals, customers, clients, other employers, supervisors, workers, and members of the public. Examples of lateral violence:

- Gossip
- Shaming
- Blaming
- Putting down others
- Family feuds
- Acting out in rage, anger, and frustration
- Directing harassment, aggressive or violence at one's own people
- Jealousy and envy of others

**Workplace sexual harassment** means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reasonable action taken by <First Nation> or a supervisor relating to the management and direction of workers or the workplace is not workplace harassment. This include corrective action, performance evaluations, scheduling of work etc.

## **Program**

### **Reporting Workplace Harassment**

Workers can report incidents or complaints of workplace harassment verbally or in writing. When submitting a written complaint, please use the attached workplace harassment complaint form. When reporting verbally, the reporting contact, along with the worker complaining of harassment, will fill out the complaint form.

The report of the incident should include the following information:

- i. Name of the worker(s) who has allegedly experienced workplace harassment and contact information.
- ii. Name of the alleged harasser(s), position and contact information.
- iii. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information.
- iv. Details of what happened including date, frequency and location of the alleged incident(s)
  - a) Any supporting documents relevant to the complaint.
  - b) List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

### **Who to Report Workplace Harassment To:**

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident, so the incident can be investigated in a timely manner.

Report a workplace harassment incident or complaint to the <insert xxxx>. If the <insert xxxx> is the person engaging in the workplace harassment, contact the Chair of the Board.

If the incident or complaint involves the <insert xxxx> or a member of the <xxxxx First Nation>, an external person qualified to conduct a workplace harassment investigation who has knowledge of the relevant workplace harassment laws will be retained to conduct the investigation.

All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.



## **Investigation**

### **Commitment to Investigate**

<First Nation> will ensure that an investigation appropriate in the circumstances is conducted when the employer, human resources, a manager or supervisor becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment.

### **Who Will Investigate**

The <insert xxxx> will determine who will conduct the investigation into the incident or complaint of workplace harassment. If the allegations of workplace harassment involve the <insert xxxx> or a Board member, the investigation will be referred to an external investigator to conduct an impartial investigation.

### **Timing of the Investigation**

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

### **Investigation Process**

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- i. The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- ii. The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment and the alleged harasser(s), if the alleged harasser is a worker of the employer. If the alleged harasser is not a worker, the investigator should make reasonable efforts to interview the alleged harasser.
- iii. The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.
- iv. The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.
- v. The investigator must collect and review any relevant documents.



- vi. The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment, the alleged harasser and any witnesses.
- vii. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.

### **Results of the Investigation**

Within 10 days of the investigation being completed, the worker who allegedly experienced the workplace harassment and the alleged harasser, if he or she is a worker of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace harassment.

### **Confidentiality**

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

### **Handling Complaints**

<First Nation> will determine if any person involved in the investigation should be suspended, re-assigned or re-located during the investigation.

If the complaint is well founded the alleged harasser may be subject to discipline up to and included termination.

There will not be any discipline of the complainant or any witness if the complaint is not well founded unless the complaint or any evidence was determined to be untruthful or made maliciously.

## **Record Keeping**

<First Nation> will keep records of the investigation including:

- a) a copy of the complaint or details about the incident;
- b) a record of the investigation including notes;
- c) a copy of the investigation report (if any);
- d) a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if a worker of the employer;
- e) a copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including the report should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law.

Records will be kept for at least one year.

This program shall be reviewed annually.

<b>9.0 Psychological Health &amp; Safety</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

<First Nation> aspires to become a model organization for optimizing the health of its employees as per the teachings of “G'minoomaadozimin – We Are Living Well,” and believes that the physical and psychological well-being and safety of employees are key aspects leading to organizational success and sustainability. We further recognize that it is a shared responsibility of employees and the organization as a whole to promote and enhance working relationships consistent with the principles of mutual respect, confidentiality and cooperation.

To this end, the <First Nation> is committed to working collaboratively with its employees to create and sustain a psychologically and physically healthy and safe work environment. The Physical and Psychological Health, Safety and Wellness priorities will be defined annually by the Workplace Health & Safety Committee. Recognizing that employee participation is an essential component, through this Committee, employees can participate in the development, implementation and continual improvement of a healthy and safe work environment.

**<First Nation> will:**

- ✓ Foster an organizational culture that promotes physical and psychological Health & Safety;
- ✓ Ensure compliance with relevant Occupational Health & Safety legislation and pursue the implementation of the National Standard on Psychological Health & Safety including the application of standards, regulations, guidelines and best practices;
- ✓ Provide and sustain the infrastructure and resources to create and maintain a system that promotes a physically and psychologically healthy and safe workplace and evaluate that system's effectiveness on a regular basis;
- ✓ Create and then maintain a culture of continuous performance improvement by establishing targets for improvement, performance indicators, reports on performance and the undertaking of program audits;
- ✓ Integrate into existing and future operational policies and processes those structures and practices that support and promote psychological and physical Health & Safety in the workplace;
- ✓ Commit to regularly evaluating and addressing workplace hazards and introduce preventative and protective measures to address hazards and provide associated training, awareness and competency development;
- ✓ Consider and actively seek input of the diverse perspectives and needs of employees with respect to policies, programs and available supports;

- ✓ Value contractors and suppliers that demonstrate commitment to and leadership in the area of workplace mental health and wellness; and
- ✓ Apply and adhere to the principles of confidentiality as per applicable internal policies and legislative requirements in its interactions with employees. This extends, but is not necessarily limited, to the reporting of information and data gathered through internal processes recruitment, employee surveys, payroll and benefits) and procedures (accident/incident investigations, leave reporting)

<First Nation> will continually strive to achieve physical and psychological Health & Safety performance that we are proud of, to earn the confidence of our employees, Board, partners, funder, other stakeholders, and the public.

**The 13 factors of psychological Health & Safety (PH&S) in the workplace are:**

- Organizational Culture
- Psychological and Social Support
- Clear Leadership & Expectations
- Civility & Respect
- Psychological Demands
- Growth & Development
- Recognition & Reward
- Involvement & Influence
- Workload Management
- Engagement
- Balance
- Psychological Protection
- Protection of Physical Safety

<b>10.0 Accident and Incident Reporting</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

## Policy

All workplace accidents, incidents, injuries or illnesses must be reported immediately to the Supervisor using the prescribed procedure.

## Purpose

<First Nation> is required to comply with statutory regulations related to the reporting of occupational injuries, illnesses and accidents. This policy and procedure are intended to facilitate the timely and consistent reporting of incidents to protect the Health & Safety of staff and to ensure legislative requirements are met.

The timely reporting of accidents and incidents allows management to implement corrective actions to eliminate the potential for other injuries.

## Scope

This policy applies to all employees of <First Nation>.

## Responsibility

**Employees** are responsible for immediately reporting any workplace injury, accident or illness to the Supervisor.

**Management** is responsible for:

- a) Ensuring that employees receive proper medical treatment when injured, and for ensuring that appropriate transportation is provided to the employee as required;
- b) Participating in the investigation of accidents or workplace injuries for the purpose of implementing corrective action to minimize any opportunity for a recurrence of the accident or injury;
- c) Ensuring that employees or persons under their control are made aware of, know and adhere to the reporting requirements outlined in this policy.

**The Supervisor** is responsible for ensuring that accident and injury reports are properly prepared and issued in a timely manner to the appropriate authorities consistent with the

reporting requirements specified in statutes; and for ensuring all employees are familiar with this policy and related forms.

The WHSC will review a summary of all Incident Reports at the monthly meetings and make recommendations as appropriate.

## **Procedure**

### **10.1 Accident/Incident Reporting**

- i. In the event of a workplace accident, incident or injury, the employee must seek first aid or further medical treatment as required. If the employee needs to go home or to a medical facility, the Supervisor will ensure that appropriate transportation is arranged.
- ii. If medical attention is sought, the employee is responsible to inform the attending health practitioner that <First Nation> offers a modified return to work program. A Functional Abilities Form will be provided to the employee by the Supervisor at the time of the incident or whenever is reasonable thereafter for the purpose of identifying what the employee can and cannot do in order that an early and safe return to work plan can be developed whenever feasible.
- iii. The employee will complete an Incident Report Form within 24 hours of the accident/incident and give to the Supervisor. Any delay in reporting must be explained on the form.
- iv. The employee's Supervisor will complete their portion of the Incident Report within 24 hours of the accident/incident. The Supervisor will share a copy of the form Finance Officer immediately upon receipt.
- v. If the accident/incident required only first aid and did not result in the employee receiving health care treatment or a loss of time or earnings, the Supervisor will retain the Incident Report Form in the employee's file.

### **10.2 Notification Requirements**

The Finance Officer will ensure that the notified containing such information and particulars as are prescribed by legislation.

<b>11.0 Safe Driving Policy</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

### Intent

<First Nation> has adopted this policy to provide our employees with a set of guidelines to ensure the safe operation of motor vehicles while under the employ of <First Nation>, and to provide a set of procedures for acceptable use travelling on <First Nation> business.

### Employee Responsibilities

All <First Nation> Employees are Responsible for the Following:

- Compliance with <First Nation> Safe Driving Policy and procedures.
- Must notify <insert xxxx> of any Health & Safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own Health & Safety by working in compliance with the law and with safe work practices and procedures established by the company.
- Use appropriate safety equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to the <insert xxxx>
- Performance of their duties in a manner conducive to safety, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Complying with the Rules of the Road

Any <First Nation> employee that operates a personal vehicle while conducting <First Nation> business is required to:

- Hold a valid Driver's License;
- Maintain the appropriate level of insurance as specified in the Approved Human Resource Policies and Procedures Manual;
- Carry their license at all times;
- Adhere to all applicable traffic laws;
- Drive in a safe and courteous manner.

## **Safe Driving Techniques**

- Drivers are expected to employ safe driving techniques at all times while operating <First Nation> owned and operated vehicles, or while operating personally owned vehicles while on <First Nation> business.
- Obey all posted speed limits and applicable traffic laws.
- Drivers should maintain a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length.
- Avoid risk-taking when driving.
- When changing lanes, drivers must check mirrors and blind spots, and start signalling well before they begin to change lanes.

## **Speeding**

- <First Nation> employees are directed to drive within the posted speed limit at all times.
- Vehicles should be operated at speeds that are safe for the conditions, recognizing that, in some circumstances (such as rain or fog) this may be below the posted speed limit.

## **Alcohol, Drugs and Driving**

- Never drive under the influence of alcohol, narcotics, medications or other drugs that are likely to affect your alertness or driving performance.
- Do not drive if you are unfit to do so. Contact <insert xxxx> if you are unsure about your fitness to drive.

## **Use of Mobile Phones**

- <First Nation> strictly prohibits the use of mobile phones while operating a vehicle on <First Nation> business.
- The use of hands-free mobile phones should be kept to a minimum when driving.
- To make or receive calls:
  - Pull over and stop;
  - Use voice mail and respond to the call at a safer time; or
  - Let someone else drive, freeing you up to make or receive calls.

## **Avoid Distractions**

- Distractions may include: Adjusting the radio, Mobile Phones, Food and Drink, Personal Grooming and other Electronic Devices (e.g. GPS devices, Laptops, etc.).
- Drivers are expected to make all necessary preparations prior to beginning their journey and should either pull over and stop their vehicle before using any electronic devices, eating or drinking, or attending to any personal grooming matters.

## **Driving at Night**

- Drivers should exercise increased levels of caution while driving at night and take care to avoid "over driving their headlights".
- If the distance needed to come to a complete stop exceeds the distance to which you can clearly see, you are over driving your headlights.
- As with Inclement Weather, drivers should reduce their speed and drive in a safe manner.



### **First Aid Kits / Road Safety Kits**

- Where an employee operates their own personal vehicle for <First Nation> business purposes, they are highly encouraged to carry a first aid kit and are required to carry a road safety kit as provided by management.

### **Inclement Weather for Driving**

- Inclement Weather may include Snow, Fog, Rain, Ice, Hail, and/or High Winds.
- During periods of inclement weather, drivers should reduce their speed and drive in a safe fashion to allow for decreased visibility, decreased traction and increased stopping distances.
- In the event that the inclement weather is at a level that makes driving unsafe, or the roads are impassable, <First Nation> employees are directed to stop their vehicle in a safe position and wait until it is safe to proceed. If they have not yet left for their destination, drivers are directed to inform their immediate supervisor and/or <insert xxxx> as soon as possible to alert them to the situation, and the inability to travel safely.

### **Travelling For Business**

Nokiiwin Employees are required to travel out of town utilizing their own vehicles during all seasons. Nokiiwin Employees will utilize the “Buddy System” when travelling. The Buddy System requires each employee to identify a buddy prior to departure and will confirm in writing what their travel time plans are. Upon arrival to their destination, the employee will inform (either by phone or in writing) their buddy that they have arrived safely. This is required for return travel as well.

<b>12.0 Drug and Alcohol Policy</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

### **Policy Intent**

<First Nation> is committed to providing a safe, drug and alcohol-free workplace. <First Nation> is aware that drug and alcohol dependencies are protected and recognized as grounds of mental, psychological and physical disability under the provincial and federal human rights regulations, and therefore considered to be prohibited grounds of discrimination.

### **This Policy Shall:**

1. Define Alcohol and/or Drug Dependence;
2. Define Recreational Use;
3. Discuss Drug and/or Alcohol dependency;
4. Provide employees with a set of expectations;
5. Provide guidelines for the Accommodation Process.

### **Policy Statement**

<First Nation> prides itself on providing a safe working environment for all its employees. Employees under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves and their coworkers.

To help ensure a safe and healthy workplace, <First Nation> reserves the right to prohibit certain items and substances from being brought on to or being present on company premises. <First Nation> also strictly prohibits the use of non-prescribed drugs or alcohol during work hours and employees are further prohibited from reporting to work while under the influence of drugs or alcohol.

Employees who fail to adhere to the above expectations or who engage in illegal activities such as selling drugs and/or alcohol while on Nokiiwin property will be subject to disciplinary action up to and including termination of employment and referral to legal authorities.

## Definitions

Drug and/or Alcohol Dependency: is defined as a mental, physical or psychological dependence on drugs and/or alcohol that is considered as a mental, physical, and psychological disability and under Human Rights Law.

Recreational Drug and/or Alcohol Use: with recreational use of drugs and/or alcohol, there is no mental, physical or psychological dependence, therefore, this is **not** considered a mental, physical or psychological disability under Human Rights Law. Medical marijuana is seen as recreational when prescription is not present.

## Drug and/or Alcohol Dependency

- <First Nation> understands that employees may develop a chemical dependency to certain substance and that this is defined as a mental, physical and psychological disability. <First Nation> promotes the early diagnosis of this disability and encourages employees with a dependency on alcohol or drugs to pursue medical and/or psychological treatment.
- Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly from one of the many resources in the community.
- <First Nation> defines a rehabilitated drug user, alcoholic, or any individual engaged in a supervised drug or alcoholism rehabilitation program that is no longer using drugs or alcohol, as an employee with a disability.
- All medical information shall be kept confidential by <First Nation>.

## Expectations

### Management

- Shall identify any situations that may cause concern regarding an employee's ability to safely perform his/her job functions.
- If it is known or ought to have been known that an employee has a substance dependency, the employer shall accommodate the employee to the point of undue hardship.
- Shall ensure any employee who asks for help due to a drug or alcohol dependence will not be disciplined for doing so.

### Employees

- All employees are expected to abide by the provisions of this policy.
- Employees are encouraged to communicate to their employer that they have a dependency or have had a dependency so that their rights are protected, and they can be accommodated appropriately.

## Accommodation Process

During the accommodation process, <First Nation> will respect the dignity and privacy of the individual requesting accommodation. During this time, the following actions may occur:

- The employee may take an unpaid leave of absence to seek assessment and treatment for a drug and/or alcohol dependency;
- The employee will be allowed to return to work upon rehabilitation; and
- <First Nation> will accommodate relapses prior to, during, and post treatment, given the accommodation does not create undue hardship for <First Nation>.

**During the accommodation process, the employee shall:**

- Inform <First Nation> if they are currently experiencing a drug and/or alcohol dependency;
- Disclose previous problems with a drug and/or alcohol dependency **only** if it is relevant to their current job duties;
- Provide medical documentation to confirm they have a drug and/or alcohol dependency; and
- Fully cooperate with the recommendations of professional assessments
- Have the right to total privacy and confidentiality. Only involved parties are to know the details of the employee's issues if deemed necessary.

For more information, please refer to provincial and federal guidelines on drug and alcohol testing.

<b>13.0 Personal Protective Equipment (PPE)</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

### Intent

<First Nation> is committed to the Health & Safety of its employees and, as such, has created this policy on Personal Protective Equipment (PPE). Personal Protective Equipment is legislatively required and can prevent many workplace injuries. This policy must be observed at all times when working in areas requiring personal protective equipment.

### Guidelines

- ✓ All employees, guests and visitors must wear PPE Nokiiwin deems appropriate.
- ✓ All PPE issued by Nokiiwin will comply with legislative requirements of Occupational Health & Safety legislation.
- ✓ All PPE used by <First Nation> will be stored and maintained in accordance with manufacturer's instructions and requirements.
- ✓ All PPE that is damaged, broken or in need of service or repair must be removed from service immediately.
- ✓ No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or Occupational Health & Safety legislation.

### Management Responsibilities

- Management shall ensure that employees are using the appropriate PPEs.
- All employees shall be trained on the use and inspection of all PPEs they may be required to use.
- Management will not allow any employee to perform their duties without necessary PPEs or with damaged PPEs.

### Employee Responsibilities

- Employees must follow all guidelines as outlined above.
- PPE must be inspected at the time of issue and before each use by the employee.
- Any PPE that does not pass inspection must be reported to a supervisor.

- Employees may never under any circumstances modify or change a PPE. Uncomfortable PPEs may be due to lack of fit and additional fit testing may be required.

**NOTE:** The safety information contained within this policy does not take precedence over Occupational Health & Safety Legislation.

SAMPLE

<b>14.0 Slips, Trips and Falls Policy</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

### **Intent**

<First Nation> has adopted this Policy to ensure the ongoing Health & Safety of our employees, and to provide a safe and healthy working environment. This Policy is intended to provide information for the prevention of injuries caused by slips, trips, and falls.

<First Nation> will take all reasonable precautions in the prevention of workplace hazards that may cause slips, trips and falls.

### **Slip, Trip and Fall Hazards**

Avoid slip, trip, and fall hazards using the following workplace practices:

#### **Housekeeping and Maintenance Practices**

- Avoid the accumulation of clutter and waste.
- Proper storage of material and equipment.
- Clean up spills as soon as possible.
- Avoid placing extension cords, conduits, cables, and hoses across walking surfaces.
- Secure loose and unsecured floor mats, carpets, and coverings.
- Report damaged or missing flooring materials to the Health & Safety Rep.
- Report stairs and ramps with loose or missing handrails to maintenance.
- Report areas with inadequate lighting to maintenance.

#### **Walking and Working Surface Conditions**

- Report slippery, wet or icy walking surfaces to an immediate supervisor or maintenance.
- Report any unsafe uneven walking surfaces to maintenance.
- Be aware of surface changes such as carpet to tile or level to sloped.
- Be aware of surface protrusions or depressions such as thresholds, cover plates, and gratings.

#### **Work Practices**

- Wear appropriate footwear for the task.
- Carry items in a manner that maintains clear sight-lines.
- Avoid rushing to complete work.

### **Personal Behaviour**

- Wear properly fitted, and tightly laced footwear.
- Avoid cutting through areas not designated or intended as walkways.
- Avoid horseplay and running in the workplace.
- Pay attention to your surroundings at all times!

### **Preventing Slips, Trips and Falls**

#### **Supervisors Must:**

- Be aware of slip, trip, and fall hazards.
- Conduct detailed inspections of the work area on a regular basis.
- Investigate all slip, trip, and fall hazard reports.
- Investigate all incident reports involving falls.
- Provide training.

#### **Workers Must:**

- Be aware of slip, trip, and fall hazards.
- Report slip, trip, and fall hazards to their supervisor.
- Report all incidents of falls to their supervisor even if no injury occurs.
- Avoid work practices and personal behaviours that may cause slips, trips, and falls.
- Attend training.



<b>15.0 WHMIS 2015 / GHS</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

## Intent

WHMIS stands for **W**orkplace **H**azardous **M**aterials **I**nformation **S**ystem. It is a comprehensive system for providing Health & Safety information on hazardous products intended for use, handling, or storage in Canadian workplaces.

WHMIS has aligned with the worldwide hazard communication system known as GHS- the **G**lobally **H**armonized **S**ystem of Classification and Labelling of Chemicals. The system establishes rules for classifying hazardous products into hazard classes and categories and communicates information via standard labels and safety data sheets. (SDS).

This Policy is designed to ensure <First Nation> complete compliance with Environmental Regulations, and to ensure that all hazards are identified, and workers are provided training and adequate protection from any identified hazardous materials brought into the plant.

## Procedure

Prior to the purchase of any chemicals or related materials (as defined under WHMIS / GHS regulations) a copy of an SDS (Safety Data Sheet) for that material **must** be submitted for review and approval. This review will be completed by the Manager and/or Supervisors who will be responsible for training of team members using the chemical.

A copy will also be provided to the WHSC.

Purchasing will be responsible for ensuring that chemical products have properly approved clearance before they are purchased.

## Three Main Elements of WHMIS/GHS

**Labels** affixed to containers of hazardous materials and provide information regarding the hazards. Employers must ensure that all hazardous products contain a supplier label before they enter the workplace. If a product arrives without a label, label is damaged, or the product is decanted from its original container, the employer is responsible for ensuring that a workplace label gets attached.

**SAFETY DATA SHEETS** (SDS) provide supplementary information to hazards outlined on the labels.

**Training / education** on how to use the information provide and training on how to safely handle hazardous products.

All employees must have valid WHMIS/GHS proof of training

## 1. LABELS

There are two types of labels, SUPPLIER labels and WORKPLACE labels. They have the same purpose, to provide information but differ form each other in content and format. All containers of hazardous Materials must have the correct label affixed to it.

### SUPPLIER LABEL REQUIREMENTS

- 1.1 Product identifier and supplier identifier (ie. Contact information for the manufacturer or importer).
- 1.2 Pictograms Red Diamond Shaped symbol. The pictogram assigned is based on severity of the hazard. Some products may not have a pictogram.
- 1.3 Signal word (danger or warning)
- 1.4 Hazard statements- Two hazard groups (describes the degree of hazard:

**Physical hazards** (i.e. Extremely flammable liquid of vapour)

**Health hazards** (i.e. Harmful if swallowed, causes skin irritation)

- 1.5 Precautionary statements (how to minimize or prevent harmful effects) (i.e. keep container tightly close, Wear protective gloves etc.)

Small volume containers (less than 100ml) are exempted from the requirements to have precautionary statements or hazard statements on the label

- 1.6 Supplemental label elements that are required based on the classification of the product.

### Workplace Label

A workplace label is a label that the employer produces, for the use in the employer's workplace only, and that contains the following information.

1. Product name
2. Precautionary measures (information on safe handling of the product)
3. Reference to availability of SDS

### When is a workplace label is used?

- A hazardous product is produced (made)at the workplace and used in that workplace
- A hazardous product is decanted (e.g. transferred or poured) into another container
- A supplier label becomes lost or unreadable

## 2. Safety Data Sheets (SDS)

The SDS is the second level of the WHMIS information system. It provides more detailed information about hazardous products than the label. It is used in planning controls and procedures for the use, storage or disposal of the materials or for emergencies involving hazardous materials. SDS must be accurate at the time of sale or importation and suppliers have 90 days to update the SDS form the date “significant new data” becomes available. SDS must be available for the products being used at the workplace. Additionally, the current SDS could be obtained electronically via the net if required.

### Safety Data Sheet Sections

1	Identification	9	Physical and Chemical Properties
2	Hazard Identification	10	Stability and Reactivity
3	Composition / Information on Ingredients	11	Toxicological Information
4	First Aid Measures	12	Ecological Information
5	Fire Fighting Measures	13	Disposal Considerations
6	Incidental Release Measures	14	Transport Information
7	Handling and Storage	15	Regulatory Information
8	Exposure Control / Personal Protection	16	Other Information

 Flame	 Flame Over Circle (oxidizing)	 Gas Cylinder	 Corrosive	 Explosive
 Health Hazard	 Skull & Crossbones (Toxic)	 Exclamation Mark (Irritant)	 Biohazardous Infectious Materials	 Environmental Hazard (voluntary)

### Hazard Groups

There are two main hazard groups in the WHMIS/GHS System, and each group is made up of various classes and categories. These include:

- Physical Hazard Group (19 classes)
- Health hazard group (12 classes)

<b>16.0 Workplace Inspection Policy</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

### Intent

This Policy is intended to ensure <First Nation> complies with legislative requirements wherein employers conduct an inspection of the workplace to identify and record hazards for corrective action.

Workplace inspections shall be planned and occur at least once per month.

### Scope

The Workplace Inspection Policy is applicable to <First Nation>'s employees and management always and without exception.

### Definition

Hazard – any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

Risk – chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss.

### General Guidelines

Prior to conducting a Workplace Health & Safety Inspection, the following materials shall be gathered:

- Diagram of the area(s) to be inspected
- Equipment inventory
  - Manufacturer's safety manuals
  - Technical safety data sheet
- Chemical inventory
  - SDS
  - WHMIS / GHS requirements
- Workplace Inspection Checklist
- Previous Inspection Reports
  - Ensure recommendations were implemented

## Workplace Hazards

When conducting a workplace inspection, the inspector may encounter some, or all the following hazards:

- Safety Hazards (i.e., inadequate machine guards, unsafe workplace conditions, unsafe work practices)
- Biological Hazards (i.e., viruses, bacteria, fungi, parasites)
- Chemical Hazards (i.e., liquid, vapours, fumes, dust, gas)
- Ergonomic Hazards (i.e., repetitive and forceful movements, temperature extremes, improperly designed work stations)
- Physical Hazards (i.e., noise, vibration, energy, water, electricity, radiation, pressure)

## Inspection Team

Workplace inspection teams shall be created with the following criteria in mind:

- Knowledge of regulations and procedures
- Knowledge of potential hazards
- Experience with work procedures involved
- Occupational Health & Safety training and/or certification

## **Workplace Inspection Principles**

The Canadian Centre for Occupational Health & Safety states that when a workplace inspection is being conducted, the following principles shall be adhered to:

- Draw attention to the presence of any immediate danger -- other items can await the final report.
- Shut down and "lock out" any hazardous items that cannot be brought to a safe operating standard until repaired.
- Do not operate equipment. Ask the operator for a demonstration. If the operator of any piece of equipment does not know what dangers may be present, this is cause for concern. Never ignore any item because you do not have knowledge to make an accurate judgement of safety. Seek the knowledge necessary to ensure safety.
- Look up, down, around and inside. Be methodical and thorough. Do not spoil the inspection with a "once-over-lightly" approach.
- Clearly describe each hazard and its exact location in your rough notes. Allow "on-the-spot" recording of all findings before they are forgotten. Record what you have or have not examined in case the inspection is interrupted.
- Ask questions, but do not unnecessarily disrupt work activities. This may interfere with efficient assessment of the job function and may also create a potentially hazardous situation.

- Consider the static (stop position) and dynamic (in motion) conditions of the item you are inspecting. If a machine is shut down, consider postponing the inspection until it is functioning again.
- Discuss as a group, "Can any problem, hazard or accident generate from this situation when looking at the equipment, the process or the environment?" Determine what corrections or controls are appropriate.
- Do not try to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to measure the levels of exposure to chemicals, noise, radiation or biological agents.
- Take a photograph if you are unable to clearly describe or sketch a situation.

### Final Inspection Report

If there are any unfinished items on the previous report, record them onto the next report to ensure they are first on the list to be inspected.

A Workplace Inspection Report will contain the following information:

<b>Inspection Location:</b>				<b>Inspection Date:</b>			
<b>Department/Area Inspected:</b>				<b>Inspection Time:</b>			
<b>Observations</b>				<b>For Future Follow-Up</b>			
Item & Location	Hazard(s) Observed	Repeat Item	Recommended Action	Responsible Person	Action Taken	Date	
		Yes/No					

### Administration

This document was created on (Month, Day, and Year) and is to be used as the Workplace Inspection Policy for <First Nation>, its employees and management team.

<b>17.0 WSIB Audit Checklist</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

- ☐ The Health & Safety policy is posted in conspicuous place and has been signed by the President on behalf of the <xxxxx First Nation>.
- ☐ The Health & Safety policy is updated on an annual basis.
- ☐ Health & Safety responsibilities for Supervisor, workers, and Health & Safety Representative have been established and staff members have been trained.
- ☐ Legislation, WHMIS Regulation, SDS sheets, Designated Substance Regulation and appropriate industry regulations have been posted in a conspicuous place accessible to all workers.
- ☐ WSIB Form 82 – In Case of Injury at Work Poster is posted at first aid stations, and in high traffic work areas.
- ☐ First Aid Regulation is posted at first aid station.
- ☐ Emergency numbers are posted and include: 911 (if available), local numbers for police, fire and ambulance, poison control, Labour Canada, Ministry of the Environment, utilities and internal contact numbers.
- ☐ Emergency Evacuation plan standards and procedures have been established.
- ☐ Review of workplace activities determining if confined spaces exist, and development of standards and procedure when working in confined spaces has been completed.
- ☐ Procedure has been established on worker use of personal protective equipment (PPE) that includes information about what is required and considered acceptable, who must wear PPE, when it must be worn and who provides it.
- ☐ The WHSC has been established, is current and the recommendation process has been defined.
- ☐ All workers including Management / Supervisors have received all training required sections of legislation including the right to refuse unsafe work.
- ☐ All workers including management and supervisors have received training on Nookiiwin's Health & Safety program.
- ☐ Records of worker training are maintained and documented, including dates and signatures.
- ☐ The organization complies with the First Aid Regulation including:
  - First aid kits are available.
  - Kits are located within quick and easy access.
  - Kits are available in mobile equipment.
  - Each kit is stocked with adequate supplies.
  - There is a first aid inspection record and an inspection schedule (inspections are completed quarterly).

- There is a qualified first aider on every shift.
  - First Aid Certificates are posted.
  - Transportation procedure to emergency medical agencies has been established including what to do when a worker refuses provided transportation.
- ☐ Workplace inspections are conducted monthly and documented.
  - ☐ Inspection reports are kept for at least two years.
  - ☐ A standard inspection report is used for each inspection.
  - ☐ Inspection reports are reviewed and signed by management. Responses and actions are recorded.
  - ☐ Procedure surrounding pre-use inspections of equipment has been implemented. Inspections are documented and reported to management for review and or action.
  - ☐ A preventative maintenance program is in place and includes: procedure, equipment inventory, scheduling of service, industry standards and legislative requirements.
  - ☐ Injury / accident investigation procedure is in place.
  - ☐ Early and safe return to work policy and procedure is in place.



<b>18.0 Visitors, Suppliers and Contractors</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

1. The supervisor will inform all visitors of the safety requirements and/or travel restrictions within the operation to ensure the safety of visitors. The following policies and procedures will be described to them:
  - The general health and safety rules
  - Emergency response plan
  - If necessary, the Training Policy for applicable certifications and a review of SOPs for short-term (1 week or less) subcontracted workers.
2. All visitors must follow Nokiwin Safety rules or they will be asked to leave.
3. Contractors performing work on site must demonstrate a proven Health and Safety Program including, Policy, WSIB Clearance and Training.

<b>19.0 Working Alone Policy</b>			<b>Date:</b> <insert date>
<b>Prepared By:</b>	<insert xxxx>	<b>Supersedes</b>	n/a – new
<b>Approved by:</b>	<xxxxx First Nation>	<b>Reviewed/ Revision Dates:</b>	
<b>Motion #:</b>		<b>Next Review Date:</b>	
<b>Cross References:</b>			

1. Working alone means a worker who is working far enough from others that he/she, or the equipment he/she is operating, cannot be heard or seen by others
2. The worker working alone will have some means of electronic communication on-site (cell phone).
3. The supervisor has the right to limit the work being done, how it is to be done, when it is to be done and any other conditions if necessary, to ensure the worker's safety. The supervisor will establish regular communication with the worker working alone to confirm that all is well, and/or to provide additional instruction if needed.
4. The worker working alone cannot attempt difficult tasks or assignments and must follow any safety precautions given to worker by the supervisor. The worker must be properly trained for the work to be done.
5. Nokiiwin employees who are required to enter a residence in a Nokiiwin member First Nation, in the course of their position, must be accompanied by a First Nation employee i.e. Housing Manager when conducting Housing Inspections.

## Acknowledgement and Agreement Form

### Intent

The Health & Safety Policies and Procedures Acknowledgement and Agreement Form is intended for use at the end of the review of the Health & Safety Policies and Procedures Manual and should be located on a separate page. Once signed, the Acknowledgement and Agreement Form shall be maintained in the employee's personnel file.

### Acknowledgement and Agreement

I, (please print) \_\_\_\_\_, acknowledge that I have read and understand the <First Nation> Health & Safety Policies and Procedures Manual. I agree to adhere to all Policies, regulations and practices stated herein, and will ensure that employees working under my direction adhere to these Policies, regulations and practices. I understand that if I violate the rules set forth under the Human Resource Policies and Procedures Manual, I may face punitive or corrective action, up to and including the termination of employment, and/or potential legal action.

This completed form must be submitted to the <insert xxxx>.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_