

Occupational Health and Safety Program Principals

1. Rationale or background to policy:

This policy provides the framework for which the CPLF Safety Program is a coordinated system of procedures and processes which promotes continuous improvement in occupational health and safety (OHS) for CPLF staff.

2. Policy Statement:

CPLF and its contractors and employees strive to create and maintain a safe and healthy workplace in order to protect our staff, others who enter CPLF property and the general public. At all times, CPLF and its employees are required to observe and comply with the requirements of the Alberta Occupational Health and Safety Act, Occupational Health and Safety Code and Workers Compensation Act and their regulations.

3. Procedures: Guidance in support of day-to-day decisions

CPLF will ensure, as far as it is reasonably practicable to do so:

- + The health and safety of:
 - Workers engaged in the work of the employer
 - Those workers not engaged in the work of the employer but present at the worksite at which that work is being carried out, and
 - Other persons at or in the vicinity of the worksite who may be affected by hazards originating from the worksite

- + CPLF staff are to be aware of their rights and duties under the Occupational Health Act, and the OHS Code, and any health and safety issues arising from the work being conducted at the worksite.

- + CPLF staff are not permitted to participate in harassment or violence in the workplace.

- + CPLF consults and cooperates with the Joint Work Site Health and Safety Committee to exchange information on health and safety matters and to resolve health and safety concerns in a timely manner.

- + That on a worksite where contractors are required, CPLF will advise the contractor of the names of all of the supervisors of the workers.
- + CPLF will ensure all employees are adequately trained in all matters necessary to protect their health and safety, including before the worker:
 - begins performing a work activity
 - performs a new work activity, uses new equipment or performs new processes
 - is moved to another area or worksite
- + CPLF will train all its employees in Musculoskeletal Injury (MSI) training.

CPLF supervisors will for each client:

- + Make sure all CPLF employees are trained in MSI that has both a theory and practical component. The practical component of the MSI training will be witnessed for proper lifting by CPLF supervisors. The successful completion of the MSI training will be tracked within the Client Relationship Management (CRM) tool.
- + CPLF supervisors identify existing and potential hazards to staff by conducting Hazard Assessments that identify psycho-social, violence and harassment, physical, biological, chemical dangers and the measures taken to eliminate, reduce or control hazards. Hazard Assessments are conducted every 3 years or when there is a change in circumstances at the worksite that creates or could create a hazard to workers and revised accordingly. Hazard Assessments are to be completed for CPLF Administration job duties and with all CPLF client specific job duties. Hazard Assessments are tracked in the CRM that identifies potential hazards, the hazard remediation strategy utilized, date of assessment reviewed/revised.
- + Health and Safety of client worksites are to be considered by CPLF supervisors during monthly client visits/reporting.

CPLF staff must:

- + Take reasonable care to protect their health and safety and the health and safety of other persons at or in the vicinity of the worksite while they are working.
- + Co-operate with their supervisor for the purposes of protecting the health and safety of:
 - the worker
 - those workers not engaged in the work of the employer but present at the worksite at which that work is being carried out, and
 - other persons at or in the vicinity of the worksite who may be affected by hazards originating from the worksite
 - refrain from causing or participating in harassment or violence
 - report to the supervisor about an unsafe or harmful worksite act or condition that may occur or has occurred.

- co-operate with any person exercising a duty imposed by the OHS act or code.
- at all times, when the nature of the work requires, use all devices properly including Personal Protective Equipment provided by CPLF.
- comply with minimum OHS act and code requirements

+ CPLF staff have these basic rights:

- the right to know
- the right to participate
- the right to refuse dangerous work