



OCCUPATIONAL HEALTH & SAFETY POLICY

Nipissing First Nation takes safety of all its employees in a very high regard. We believe that every employee has a right to a safe working environment and wants every employee to be able to return home to their families each and every day. With this in mind we have developed this policy to support this cause.

1. REPORTING PROCEDURES

- a. All reports for accidents and near miss incidents must be brought forward to the appropriate department Manager/Supervisor. Each report can be provided by either verbal report, in which the Manager/Supervisor will document the incident/accident and forward the report to the Health & Safety Committee or by the worker filing the incident report themselves to their respective Manager/Supervisor and forward a copy of the incident/accident report to the Health & Safety Committee Chairperson. The Health & Safety Committee Chairperson shall investigate the incident/accident and report their findings to the Executive Director for appropriate follow up.
- b. Any person filing the report shall not be disciplined for filing the report, unless they are the main cause for the accident, in which, a review shall be conducted to determine the cause and the justified disciplinary action required.
- c. All Manager/Supervisors are required to adhere to all recommendations following all accidents/near miss incidents reports as directed by the Chief Executive Officer..
- d. Any Worker can submit any reports, verbal or written, directly to any of the Health & Safety for follow up and investigation for workplace hazards.
- e. Health & Safety Committee shall review all reports submitted to deem validity, if deemed valid will submit a recommendation to the Chief Executive Officer for follow up and shall assist with execution of the recommendations.

2. INDIVIDUAL RESPONSIBILITIES

- a. Individuals have a responsibility to carry out their assigned duties. For a health and safety program to achieve its desired results, everyone in a workplace must know their responsibilities.

3. WORKERS:

- a. Carry out work in a way that doesn't create a health and safety hazard to themselves or others

- b. Help to identify, control and minimize hazards that can lead to illnesses and injuries
- c. Report any incidents that occur, including near misses that don't result in injuries or illnesses
- d. Use the right tools and equipment for the job
- e. Inspect, clean and maintain tools and equipment in good and safe condition
- f. Use all required safety equipment and protective clothing
- g. Report defects in workplace equipment, verbally to a Health Safety Committee member or in writing to the Health and Safety Committee
- h. Read, understand, and follow all workplace health and safety policies, safe work practices and procedures
- i. Co-operate with JHSC (Joint Health and Safety Committee) members, health and safety representatives, the ABC safety coordinator and other company officials

4. HEALTH AND SAFETY COMMITTEE MEMBERS

Advise managers/supervisors and workers on:

- a. Preventing injury and illness to personnel
- b. Preventing damage to buildings and equipment
- c. Legal requirements affecting safety and health, including but not limited to use of protective clothing and equipment, suitability from a safety viewpoint of new equipment and validity of all appropriate test certificates
- d. Changes in health and safety laws

Health and Safety Committee Members are also responsible for:

- a. Recording and analyzing information about injuries, illness and damage
- b. Assessing accident trends and reviewing overall safety performance
- c. Maintaining contact with regulatory and professional bodies
- d. Participating in workplace discussions on injury, health and damage control
- e. Staying current on recommended codes of practice and new safety and health literature
- f. Collecting Monthly Inspection Reports from the Maintenance Program
- g. Administering the Nipissing First Nation safety program
- h. Helping in accident investigations, analysis and preparation of accident reports and summaries
- i. Preparing inspection reports
- j. Ensuring that corrective action is taken to remedy identified deficiencies
- k. Helping with safety seminars and training

5. ADMINISTRATION

- a. Providing a statement of policy relating to the safety program
- b. Maintaining overall control of the safety and loss prevention program
- c. Ensuring that all safety policies are administered and enforced
- d. Ensuring that all personnel are aware of and compliant with the policies and procedures set out in the health and safety program

- e. Providing information, instructions and help to supervisory staff to protect the health and safety of all workers
- f. Understanding and enforcing the accident prevention policy
- g. Ensuring Nipissing First Nation's compliance with all regulatory requirements
- h. Providing supervisory staff with proper, well-maintained tools and equipment as well as any special personal protective devices that may be required
- i. Providing ongoing health and safety education programs and approved first aid training courses
- j. Monitoring departments and projects
- k. Holding individuals accountable for their safety performance

6. MANAGERS/SUPERVISORS

- a. Co-operate with Health and Safety Committee members or the health and safety representative
- b. Instructing workers about safe work procedures
- c. Ensuring that all workers use appropriate personal protective equipment
- d. Setting an example for others by always working in a safe manner
- e. Ensuring that prompt action is taken to correct identified hazards or deficiencies
- f. Working in cooperation with others in determining and enforcing safe practices
- g. Developing and carrying out disciplinary procedures in response to safety infractions or dangerous work practices
- h. Knowing and always following the workplace safety policy and regulatory requirements
- i. Arranging for necessary medical treatment of injured personnel, including transportation to a doctor or hospital
- j. Reporting all incidents immediately, including near misses in writing to Health and Safety Committee
- k. Investigating all incidents and advising management how to prevent similar incidents in the future
- l. Carrying out regular inspections of the work place
- m. Holding regular department safety meetings to review safety conditions and general safety policies
- n. Accompanying the government inspector during project inspections
- o. Being aware of the hazards to short term, temporary and newly hired workers and ensuring they receive detailed safety instructions before allowing them to start work.

7. CONTRACTORS

- a. Understanding and adhering to all Nipissing First Nation health and safety policies, safe work procedures and other safety- and health-related procedures, programs and activities.

Approved this 8th day of October, 2014.