

## Health and Safety/Workplace Violence Policy and Procedures

<b>DATE REVIEWED &amp; REVISED:</b> July 21, 2022 (Policy Effective May 31, 2021)	<b>POLICY AUTHORITY:</b> Collective <b>PROCEDURES AUTHORITY:</b> Collective
<b>LAST REVIEW:</b> April 26, 2021 <b>DATE ISSUED:</b> May 1, 2021	<b>CROSS REFERENCE:</b> Collective Agreement Ontario Occupational Health and Safety Act (OHSA) Workplace Safety and Insurance Act (WSIA) Health and Safety Program Workplace Discrimination and Harassment Prevention Policy Workplace Violence Program

## OCCUPATIONAL HEALTH AND SAFETY/WORKPLACE VIOLENCE POLICY AND PROCEDURES

### PURPOSE

This policy, in conjunction with the Workplace Discrimination and Harassment Prevention Policy, is a requirement under Ontario's Occupational Health and Safety Act (OHSA). This policy includes Health and Safety, as well as Workplace Violence procedures. In addition, this policy sets the framework for meeting the requirements of the Collective Agreement (24.01). Times Change Women's Employment Service Inc. (Times Change) will meet all applicable legislated standards, rules and regulations as set out in the OHSA, Workplace Safety and Insurance Act (WSIA) and all other related regulations and standards.

### POLICY

Every employee has the right to work in a safe and healthy workplace. Times Change is committed to protecting workers and will take all reasonable measures to prevent, reduce and control injuries, illness, harassment, bullying and violence in the workplace. Times Change recognizes that the maintenance of a safe, healthy, and scent-free environment is a cornerstone to an effective workplace for employees and in providing our services to our clients. All forms of violence in the workplace, from clients, employees strangers and/or domestic/intimate partners are unacceptable and will be addressed.

Times Change is responsible for implementing and maintaining safe work practices to safeguard all employees, volunteers, students and clients.

### SCOPE

This policy applies to the Board of Directors, employees, volunteers, contractors, and students of Times Change.

### PROCEDURES

The Times Change Collective will ensure that a Health and Safety Representative is identified and fulfils the role as set out in the OHSA (see definitions).

- a) All employees, board members, volunteers, contractors and students will comply with this policy and observe all rules and procedures of Times Change, as well as all the applicable legislated standards and guidelines. Failure to comply with this policy may result in discipline up to and including dismissal.
- b) Clients will be informed of this policy through signs posted at the office, in on-site workshops and online. As Times Change is a scent-free environment, clients are asked not to wear scents and may be asked to wipe off any scent that they are wearing or reschedule their attendance/appointment.
- c) Procedures related to personal safety and security (refer to the Health and Safety program for full procedures) shall be reviewed with all new employees, contractors, students and volunteers as part of the orientation process. All of the above people will be made aware of how to summon immediate assistance and of emergency evacuation procedures (including accommodation for persons with disabilities) on a regular basis.
- d) Regular (monthly) workplace inspections will be completed and kept on record. All employees are responsible for reporting actual or potential hazards to the Health and Safety Representative and requesting that the Collective consider options for eliminating or mitigating the risks.
- e) Workplace violence risk assessments will be completed every three years to assess the risk of workplace violence that may arise from the nature of the workplace and types or conditions of work. Assessments will be repeated as necessary to ensure that the workplace violence policy and program continues to protect workers. The Collective and Health and Safety Representative must be advised of the outcome of any risk assessments. Measures and procedures will be developed to control identified risks and will be included in Times Change's Workplace Violence program.
- f) Where required, upon being made aware of potential risks associated with domestic violence, actions will be taken to ensure the safety of the affected employees, volunteer, client and co-workers in the workplace (refer to Workplace Violence Program).
- g) Employees and volunteers are encouraged to question any unknown individuals seen within the workplace without any obvious reason for being there. If employees or volunteers feel unsafe doing this, they should report the situation to building security.
- h) Employees will participate in training as required by OHSA. Records of employees training will be maintained.
- i) The Health and Safety Representative of Times Change will play a key role in informing the Collective and the Board of Directors of their health and safety rights and responsibilities.
- j) Incidents and accidents, including workplace violence, will be investigated as appropriate. All notification requirements under OHSA and the WSIA for workplace accidents, illnesses or reportable events will be completed within the specified timelines. Refer to the Health & Safety program for full procedures.

- k) Health and Safety and Workplace Violence policies, procedures and programs will be reviewed on an annual basis and posted (along with other required postings related to OHS and WSIA).

## **DEFINITIONS**

**Hazard:** A condition or behaviour that has the potential to cause injury or loss. Hazards may be physical, chemical, biological or psychological.

**Hazard Assessment:** A process used to identify the health and safety hazards and evaluate the risk associated with activities.

**Hazard Controls:** Measures designed to eliminate or reduce the risks of hazards.

**Health and Safety Representative:** The role is defined in the Occupational Health and Safety Act, which remains the definitive source for responsibilities. The following reflects a brief summary/overview of the role:

- Identify workplace hazards;
- Obtain information from the employer, as required;
- Be consulted about workplace testing;
- Make recommendations to the employer;
- Investigate work refusals;
- Investigate serious injuries;
- Request information from WSIB, if necessary/appropriate.

**Incident:** The term incident can be defined as an occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities.

**Risk:** Chance or possibility of danger, loss, injury or other adverse consequences.

**Safe Work Procedure/Safe Work Practice:** Instructions required to safely perform a task from beginning to end.

**Scent free environment:** As defined by OHS, a scent-free environment means an environment devoid of ingredients or chemicals in scented products. Scented products may include, but are not limited to:

- Particular shampoos and conditioners
- Hairsprays
- Hair perfume
- Colognes and aftershaves
- Fragrances and perfumes
- Lotions and creams
- Industrial and household chemicals

- Air fresheners (particularly aerosol sprays) and deodorizers
- Incense
- Clothing that was worn previously in an environment containing incense, perfumes and/or other fragrances

Workplace Violence: As defined within OHSА, workplace violence means:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- A statement or behaviour that a worker could interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

*Signed by the Times Change Board of Directors:*

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*Myriam Gafarou*  
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President, Board of Directors

10/27/2022

Date

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*Nicole Borland*  
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Secretary, Board of Directors

10/27/2022

Date



**TIMES CHANGE**  
WOMEN'S EMPLOYMENT SERVICE

**HEALTH AND SAFETY POLICY STATEMENT**

Every employee has the right to work in a safe and healthy workplace. Times Change Women's Employment Service Inc. recognizes that the maintenance of a safe, healthy and scent-free environment is a cornerstone to protecting our employees, contractors, volunteers and students, as well as maintaining an effective workplace and providing our services to our clients. As such, Times Change will meet all applicable legislated standards, rules and regulations as set out in Ontario's Occupational Health and Safety Act (OHSA), including Workplace Violence, as well as the Workplace Safety and Insurance Act, the Collective Agreement and all other related regulations and standards.

Times Change will take all reasonable measures to prevent, reduce and control injuries, illness and violence, both physical and psychological, in the workplace. Times Change will implement and maintain safe work practices (through the Health and Safety program) to safeguard all employees, contractors, volunteers, students and clients.

All employees, volunteers, contractors and students will comply with this policy and observe all rules and procedures of Times Change, as well as all the applicable legislated standards, and guidelines. Employees will participate in training as required by OHSA.

The Health and Safety Representative of Times Change will play a key role in informing the Collective and the Board of Directors of their health and safety rights and responsibilities. Staff will play a key role in identifying any issues and/or concerns. All related policies, procedures and programs will be reviewed annually.

*Signed by the Times Change Board of Directors:*

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*Myriam Gafarou*  
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President, Board of Directors

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*Nicole Borland*  
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Secretary, Board of Directors

10/27/2022  
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Date