

# Occupational Health and Safety Policy

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## 1. PURPOSE

- The purpose of this policy is to state ABC Company's commitment to the occupational health and safety of the workplace and to outline the responsibilities of workers, the safety coordinator, management, supervisors and contractors in health and safety matters.

## 2. ABC COMPANY'S SAFETY COMMITMENT

- ABC Company's senior management is committed to providing a healthy and safe work environment and to working with employees to:
- At a minimum, comply with all relevant statutes, regulations, standards of regulatory authorities, and collective agreements representing occupational health and safety;
- Strive to go beyond legal requirements and achieve a standard of excellence in health and safety;
- Conduct hazard assessments and implement controls to protect all employees, visitors and contractors against identified hazards at the workplace;
- Implement policies to protect all employees against occupational health and safety hazards encountered in the process of performing their duties;
- Formulate, implement and promote safe and healthy working practices and awareness through training, education and the implementation of health and safety processes; and
- Support the investigation and implementation of environmentally responsible approaches to health and safety.

ABC Company will ensure that appropriate resources are made available to achieve these ends.

All employees should be familiar with the requirements of British Columbia's occupational health and safety legislation as it relates to their work processes and procedures to achieve improved health and safety conditions at the Company's work sites.

## 3. INDIVIDUAL RESPONSIBILITIES

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.

#### **4. WORKERS**

- Carry out work in a way that doesn't create a health and safety hazard to themselves or others.
- Help to identify, control and minimize hazards that can lead to illnesses and injuries.
- Report any incidents that occur, including near misses that don't result in injuries or illnesses.
- Use the right tools and equipment for the job.
- Inspect, clean and maintain tools and equipment in good and safe condition.
- Use all required safety equipment and protective clothing.
- Report defects in workplace equipment.
- Read, understand, and follow all workplace health and safety policies, safe work practices and procedures.
- Co-operate with JHSC members, health and safety representatives, the ABC safety coordinator and other company officials.

#### **5. SAFETY COORDINATORS**

- Advise management and workers on:
  - Preventing injury and illness to personnel.
  - Preventing damage to plant and equipment.
- 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.
- Potential hazards on new contracts and precautions necessary before work starts.
- Changes in health and safety laws.
- Safety coordinators are also responsible for:
  - Recording and analyzing information about injuries, illness, damage and production loss.
  - Assessing accident trends and reviewing overall safety performance.
  - Maintaining contact with regulatory and professional bodies.
  - Participating in workplace discussions on injury, health and damage control.
  - Staying current on recommended codes of practice and new safety and health literature.
- Administering the ABC Company safety program.
- Helping in accident investigations, analysis and preparation of accident reports and summaries.
- Preparing inspection reports.
- Ensuring that corrective action is taken to remedy identified deficiencies.
- Helping with safety seminars and training.

#### **6. SENIOR EXECUTIVE MANAGERS**

- Providing a statement of policy relating to the safety program
- Maintaining overall control of the safety and loss prevention program
- Ensuring that all safety policies are administered and enforced
- Ensuring that all personnel are aware of and compliant with the policies and procedures set out in the health and safety program
- Providing information, instructions and help to supervisory staff to protect the

health and safety of all workers

- Understanding and enforcing the accident prevention policy
- Ensuring ABC Company's compliance with all regulatory requirements
- Providing supervisory staff with proper, well-maintained tools and equipment as well as any special personal protective devices that may be required
- Providing ongoing health and safety education programs and approved first aid training courses
- Monitoring departments and projects
- Holding individuals accountable for their safety performance

## **7. LINE MANAGEMENT/ SUPERVISORS**

- Co-operate with JHSC members or the health and safety representative
- Instructing workers about safe work procedures
- Ensuring that all workers use appropriate personal protective equipment
- Setting an example for others by always working in a safe manner
- Conducting regular inspections
- Ensuring that prompt action is taken to correct identified hazards or deficiencies
- Working in cooperation with others in determining and enforcing safe practices
- Developing and carrying out disciplinary procedures in response to safety infractions or dangerous work practices
- Knowing and always following the workplace safety policy and regulatory requirements
- Arranging for necessary medical treatment of injured personnel, including transportation to a doctor or hospital
- Reporting all incidents immediately, including near misses
- Investigating all incidents and advising management how to prevent similar incidents in the future
- Carrying out regular inspections of the work place
- Holding regular safety meetings to review safety conditions and general safety policies
- Accompanying the government inspector during project inspections
- 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.

## **8. CONTRACTORS**

Understanding and adhering to all ABC Company health and safety policies, safe work procedures and other safety- and health-related procedures, programs and activities.