



OCCUPATIONAL HEALTH, SAFETY AND WELLNESS

Policy Title:	Workplace Safety
Policy Owner:	Occupational Health, Safety and Wellness
Approval By:	CEO
Version #:	
Original Effective Date: August 12, 1991	Reviewed/Revised Date: October 2020
Key Words: accident, injury, employee, visitor, contractor, safety, health, safe, work, workplace	

POLICY STATEMENT

This policy outlines St. Thomas Elgin General Hospital's (STEGH) commitment to promote the health, safety and wellbeing of all within the organization. This includes the health, safety and wellbeing of employees, volunteers, students, affiliates, patients and visitors

DEFINITIONS

Basic Health and Safety Awareness Training – means, at a minimum, instruction of:

1. The duties and rights of workers under the Act.
2. The duties of employers and supervisors under the Act.
3. The roles of Health and safety representatives and joint health and safety committees under the Act.
4. The roles of the Ministry and the Workplace Safety and Insurance Board under the Act.
5. Common workplace hazards (Supervisors: How to recognize, assess and control workplace hazards, and evaluate those controls).
6. WHMIS requirements.

Employees - A person who performs work or supplies services for monetary compensation; a secondary or post-secondary school student who performs work for no monetary compensation under a work experience program authorized by the school board or post-secondary institution; or other persons performing work or services for no monetary compensation. Includes, STEGH staff, physicians, contractors, volunteers and students.

Incidents - Refers to events such as near misses, accidents, illness, injury, property damage or hazards occurring in the workplace.

Internal Responsibility System (IRS) - A foundational system with an underlying philosophy that everyone in the workplace, including employees and employers, are responsible for his or her own safety and the safety of co-workers. The Internal Responsibility System establishes responsibility sharing systems, promotes safety culture, promotes best practice, helps develop self-reliance, and ensures compliance.

Near Miss - an incident where there was no injury, illness, or damage; however, given a slight change in circumstance (time or position), could have caused injury, illness, or damage.

Supervisor - A competent person who has charge of a workplace or has authority over a worker.

PROCEDURE

STEGH is committed to the prevention of occupational illness and injuries in the workplace and expects everyone to take the steps necessary to ensure that this is accomplished. STEGH provides a safe and healthy work environment by:

- Following acceptable hospital standards and practices
- Ensuring compliance with legislative requirements
- Ensuring employees and supervisors complete the appropriate basic occupational health and safety awareness training program as specified in Ontario Regulation 297/13
- Establishing and maintaining a Joint Health and Safety Committee (JHSC)
- Providing programs, products and services to prevent workplace accidents and that support the Internal Responsibility System (IRS), continuous improvement and promote self-reliance in the workplace

STEGH recognizes that incidents, accidents, illnesses and property damage can be controlled, reduced, or eliminated and takes steps to ensure all events are investigated and acted upon.

It is an expectation that all workers report any unsafe working conditions, accidents, incidents, and injuries immediately to their supervisor and document event(s) in the Event Reporting System, RL6 in accordance with [STEGH Adverse Event Reporting and Management policy](#).

All supervisory activities will comply with STEGH's commitment to follow legislated requirements and to eliminate foreseeable hazards that may result in injuries, illness or loss within the hospital. In addition, supervisors have the responsibility to ensure that safe and healthy work conditions are maintained in his/her assigned work area, which includes being responsible for visitors and contractors in their areas.

All employees will perform their jobs safely, in accordance with legislative requirements and our workplace safety policy and procedures.

This policy is to be reviewed annually and the content evaluated for relevance and understanding by staff, the Joint Health and Safety Committee (JHSC), and CEO. The JHSC will audit the policy and determine that programs are in place to meet the statements contained within this policy. This policy will be signed and posted on the JHSC board.

REFERENCES

[Occupational Health and Safety Act \(OHSA\)](#)

[Workplace Safety and Insurance Act \(WSIA\)](#)

[Regulations for Health Care and Residential Facilities, O. Reg. 67/93](#)

[Joint Health and Safety Committee Terms of Reference](#)

[Corrective Action Policy](#)

[Workplace Inspections Policy](#)

[Adverse Event Reporting and Management Policy](#)

JHSC Review Dates:

August 22, 2019

September 26, 2019

October 22, 2020

Signature: _____

Robert Biron
President and CEO, STEGH

Date: _____

October 26, 2020