

Community Centre



Workplace Safety & Health Guide

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Community Centre Workplace Safety & Health Guide

This Community Centre Safety and Health Guide has been created specifically for workplaces with less than twenty employees. The intent is that you use this guide as a tool to:

- Put a safety and health system in place in order to protect your employees/volunteers and yourself from injuries and illnesses at work,
- Understand that safety and health is a vital part of the day to day operations of your Community centre, and
- Learn your basic duties and responsibilities under Manitoba's Workplace Safety and Health Act and Regulation.

This guide does not replace the Workplace Safety and Health Act, Regulation or Codes of Practice. You can access this information at: [www.gov.mb.ca/](http://www.gov.mb.ca/labour/safety/index.html)

[labour/safety/index.html](http://www.gov.mb.ca/labour/safety/index.html).

www

WHERE APPLICABLE: "WORKER/S"
REFERS TO EMPLOYEE/VOLUNTEER.



INTRODUCTION

The majority of Manitobans work in workplaces that employ less than twenty people.

As an employer, you know that your employees/volunteers are your number one resource. You care about what happens to them.

Workplace injuries and illnesses have far-reaching effects. Not only can an injury or illness on the job be financially and emotionally devastating for your worker and THEIR family.

One of the best methods of prevention is to establish a safety and health system that fits your particular operation.

This guide will outline the main steps to take in order for you to develop and implement a system to provide your employees and volunteers, with a safe and healthy workplace.

SECTION 1: Responsibilities Under Workplace Safety and Health Legislation

WHO DOES THE LEGISLATION APPLY TO?

As a community centre board you are responsible for all aspects of your centre. You are also legally responsible to ensure that your workplace is a safe and healthy environment for your employees and volunteers.

GENERAL DUTIES OF EMPLOYERS AND WORKERS

EMPLOYERS

Employers have the greatest authority at the workplace and therefore bear the greatest responsibility for ensuring the safety and health of all workers/volunteers at the work site. Specific duties are outlined throughout the WSH Act, Regulation and Codes, depending on the work to be done, including:

- Keeping equipment in safe working order
- Identify, assess, and eliminate or control hazards on the job site hazardous substances

- Properly labeling and storing hazardous substances
- Informing workers of any hazards on the job site
- Ensuring workers receive competent supervision
- Ensuring workers have the training and experience needed to perform their jobs safely before they begin
- Ensuring workers use/wear all personal protective devices, equipment and clothing required
- Ensuring workers follow safe work procedures

WORKERS/VOLUNTEERS

In general terms, workers are responsible for working in a safe and healthy manner in order to protect their own safety and health as well as the safety and health of other persons who may be affected by their actions at work. Workers also have a duty to cooperate with other persons on matters concerning occupational safety and health.

WORKER RIGHTS

Workers in Manitoba have basic occupational safety and health rights that enable them to exercise their responsibility to work in a safe and healthy manner.

These rights are:

- The right to know - about what hazards there are in the workplace and what precautions must be taken to prevent injuries and illnesses.
- The right to participate - in safety and health activities in the workplace without fear of any form of discriminatory action such as discipline.
- The right to refuse - work that they reasonably believe can be dangerous to themselves and others.
- The right to protection - from disciplinary action or discrimination for exercising their rights or responsibility to work in a safe and healthy manner.



SECTION 2: Setting Up Your Safety and Health System

PART 1. DEMONSTRATE COMMITMENT

DEVELOP YOUR COMPANY SAFETY AND HEALTH POLICY

A simple, concrete way of telling your employees/volunteers about your commitment to their safety and health is by developing a workplace safety and health policy.

Your policy doesn't have to be complicated or fancy. Develop your policy with input from your employees safety and health representative and ensure you post it where employees/volunteers will see it.

See **Appendix A**
for a sample policy statement



CHECKLIST

Is your policy:

- **Written, communicated and posted?**
- **Understood by employees and others who may be affected?**
- **Clear about who is responsible and accountable for each part of the policy?**
- **Followed in all work activities and areas?**

DUE DILIGENCE

Due diligence means everyone with responsibility for safety and health must "...take every precaution reasonable in the circumstances to avoid a work related injury or illness." This concept of "reasonable care" holds individuals accountable for their acts (what they do) and omissions (what they fail to do). It goes far beyond simple "regulatory compliance." Due diligence describes a very high standard to take reasonable care, and is reflected in the following principles:

- **General duties -**

The Act imposes a duty on everyone in the workplace to take reasonable care of their safety and health and that of others, to the degree that they have the knowledge, authority, and ability to do so. This general duty is in addition to, and goes far beyond merely complying with the law.

- **Regulatory compliance -**

If you are charged with contravening the legislation, you cannot successfully defend yourself by saying that you did not intend to break the law or fail to comply. To defend yourself adequately, you must be able to show that you took every reasonable, practicable action to comply.

- **Reasonably practicable -**

What is "reasonably practicable" is determined by asking what a reasonable person, in the same position and circumstance, would have done to prevent the incident. When making that determination, three main factors need to be taken into account:

- 1) foreseeability;
- 2) preventability; and
- 3) control.

- **Proactive -**

Due diligence requires you to take a proactive and systematic approach to safety and health. This can best be met within a workplace by establishing, implementing and maintaining a safety and health system that:

- identifies hazards
- assesses the risks associated with those hazards
- implements measures to eliminate or minimize those risks
- monitors each part of the system to ensure it is adequate and effective

PART 2.

SAFETY AND HEALTH REPRESENTATIVE

In Manitoba, workplaces that regularly employ between 10-19 workers are required to have a worker safety and health representative. A worker safety and health representative must be elected from the workers not associated with management. A worker safety and health representative plays a key role in helping you develop, implement and monitor the safety and health system at your workplace. You may, therefore, choose to have a worker representative at your workplace even if you are not required by law.

DUTIES OF THE WORKER REPRESENTATIVE

The worker representative has a variety of responsibilities with respect to workplace safety and health, including:

- Inspect each part of the workplace and operations at regular time periods; inform the employer of any safety and health concerns identified during the inspection and make recommendations to remedy those concerns
- Review the safety of new equipment, materials or processes and make recommendations accordingly

- Investigate incidents and dangerous occurrences at the workplace whether injury occurs or not
- Obtain input from staff/volunteers on safety and health matters

EMPLOYER'S ROLE

In order for the worker representative to be as efficient and effective as possible in this role, the employer must:

- Respond in writing to recommendations of the worker rep within 30 days, unless the recommendations have been implemented
- Advise the worker rep of planned introduction of new equipment, operating procedures, or new substances (including chemicals)
- Provide the worker rep two days paid educational leave annually for safety and health training courses/seminars
- Allow the worker rep sufficient time (during regular working hours) to carry out his/her duties as a representative



CHECKLIST

- **Establish a fair process where a worker representative is elected by the workers.**
- **Consult and cooperate with the worker representative on safety and health matters at the workplace.**

PART 3.

IDENTIFY AND CONTROL HAZARDS

One of the most important parts of your workplace safety and health system is an effective system to identify and control hazards. As an employer, it is your responsibility to know what hazards or potential hazards are present in your workplace that could cause harm to your employees.

You can help prevent workplace injuries and illnesses by setting up a system to:

1. **Spot the hazard** by identifying known and potential dangers to workers that could cause injury or health problems (e.g. chemicals, damaged or unguarded equipment, objects that could fall and strike someone, trip hazards, etc.) To be effective, your system must enable and encourage workers to bring forward concerns about hazards.
2. **Assess the risk** associated with each hazard. Determine whether workers are being exposed to the hazards you have identified and if the exposure is a risk to your worker's safety or health, the hazard must be controlled.
3. **Find a safer** way to carry out the task(s) at your workplace where hazards have been identified. The best method is to

eliminate the hazards, however if this is not possible or practical, you must control them. Some methods of hazard elimination or control may include:

- Substitute a less toxic material in a work process
- Change the work design (e.g. maintain supplies at lower heights, eliminating the need for workers to climb ladders)
- Ensure all workers are properly trained before they begin any new task (e.g. working with new/different equipment)
- Change work procedures (e.g. have workers use lifting equipment rather than lifting items manually so they will be less likely to injure their backs)

• Ensure workers/volunteers use/wear personal protective equipment (e.g. safety eyewear, footwear and hearing protection)

4. **Everyday**

Your workers are a valuable source of information about hazards and risks in the workplace. Take advantage of this by having your supervisors and experienced workers take the lead in identifying, assessing, and controlling hazards.



CONTROL CHEMICAL SUBSTANCES

If you have chemical substances in the workplace, ensure that they are properly controlled. The following process will help you to achieve and maintain control of your hazardous substances:

1. Maintain an inventory of chemical substances that may harm your workers when handled, used, stored, or disposed of at your workplace.
2. Obtain hazard information on each of these substances. Use this information for worker training, to develop work procedures, and to conduct workplace monitoring and inspections.
3. Reduce workplace contamination and prevent exposure to any extent that could be harmful.
4. Develop and implement safe work procedures and processes.
5. Inform your workers about the hazards at the workplace and train them on using the required safe work procedures and processes.
6. Assign responsibilities to workers who order, purchase, and receive chemical substances to ensure that adequate hazard information is obtained.

CONTROL OF RISKS FOR MUSCULOSKELETAL INJURIES

SO WHAT EXACTLY IS A MUSCULOSKELETAL INJURY?

Definition:

An injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including a sprain, strain or inflammation.

Cause:

The physical demands of the action, task, movement, or job exceeds the capability of the body.

Physical

Demands include:

- **Poor postures** - positions of the arms, upper body, back and lower legs that increase the strain to bones, muscles, nerves, ligaments and other soft tissue. These positions involve bending, twisting, awkward motions and over reaching.
- **A forceful exertion** - an action having the potential to overload the body tissues.
- **A repetitive motion** - any action performed for extended periods with little, or no variation in the muscles groups used.
- **Vibration** - an action (when a hand tool or heavy machine shakes repetitively) causing the muscles to tighten and circulation to decrease. Vibration can occur in the hand/arm or in the

whole body depending on the source of the vibration

- **Compression -**

an action causing the soft tissue of the body to compress, decreasing circulation and therefore disrupting nerve and muscle function

It is the combination of physical demands that increases the risk of injury.

PREVENTING VIOLENCE AT THE WORKPLACE

As an employer, you must determine if the potential exists for violent acts or threats of violence against your employees/volunteers. You are required to make every effort to identify potential sources of violence and implement procedures to eliminate or minimize risk to your workers.

See Appendix C for a sample Violence Prevention Policy and Procedures.

PROTECT EMPLOYEES /VOLUNTEERS WORKING ALONE

“Working alone” means: to work at a worksite as the only employee /volunteer of the employer at that worksite at any time, and, when the employee/volunteer is not directly supervised by the employer or another person designated as a supervisor by the employer, at any time.

As the employer, you must consult with the employees /volunteers to identify and reduce the risks of working . Once the risks have been identified, develop and implement safe work practices and procedures.

Here is what to do:

1. Set up an effective communication system consisting of:

- Phone or cellular communication; or
- Any other means that provides effective communication given the risks involved; and

2. Include as many of the following procedures as is appropriate:

- A system of regular contact by the employer with the worker who is working alone;
- Limit or prohibit specific activities;
- Establish minimum training or experience requirements, or other standards of competency;
- Provide personal protective equipment.

3. Train your workers in the safe work practices and procedures you have established; ensure they follow them.

PART 4. PREPARE FOR EMERGENCIES

Planning and preparing in advance for emergencies is important. Prepare a list of possible emergencies and establish a set of procedures to respond to each emergency.

We suggest that you develop a short, written emergency plan and provide copies to everyone who may have to deal with an emergency at your workplace. This will prevent confusion over 'who does what' in the event an emergency occurs. To develop your plan:

1. List possible emergencies.
2. Consider the consequences of each potential emergency at your workplace.
3. What will activate your emergency response plans, such as declaring an emergency, evacuating the building, calling emergency personnel, and tending to casualties?
4. Who will carry out each part of your emergency plans? State everyone's duties and responsibilities, and identify the training they need to do the job.
5. Identify the resources required. These resources include the personnel and equipment needed to deal with each emergency. Consider the location of your workplace, existing

resources, and the nature of each emergency.

6. Include a fire safety plan.
7. Include emergency procedures to deal with an accumulation, spill, or leak of hazardous chemical substances.

FIRST AID

You must provide a certain level of first aid preparedness depending on:

- **The number of workers at the workplace at any time**
- **How hazardous the work performed is**
- **The distance to a medical facility**

A first aid kit should contain the following items:

- a first aid manual
- Disposable gloves
- Disposable resuscitation mask with a one way valve
- A disposable cold compress
- 12 safety pins
- Splinter forceps
- Bandage scissors
- 25 antiseptic swabs
- Waterless hand cleaner
- Waterproof waste bag
- 16 surgical gauze pads (7.5 cm square)
- 4 7,5 x 10 cm non-adhesive pads
- 32 - 2.5 cm adhesive dressings
- 2 large pressure dressings
- 3 triangular bandages (1 m.)
- 2 conforming bandages (10 cm)
- 2 rolls of 2.5 cm tape
- 1 roll 7.5 cm elastic bandage
- 2 rolls 7.5 cm tensor bandages

PART 5. ASSIGN RESPONSIBILITIES

Remember that the law holds everyone responsible for safety and health in the workplace. The greater the authority, the greater the responsibility. Therefore, as the employer you have the greatest degree of responsibility.

Assign responsibility (and accountability) for safety and health to employees/volunteers just as you assign other responsibilities.

State who is responsible for what actions as clearly and specifically as possible. Check to see that each individual is carrying out their responsibilities as assigned.

Remember, in order to carry out their responsibilities, your employees/volunteers must:

- Know what their responsibilities are
- Have the necessary authority to carry them out
- Have the necessary skill, training, and experience to carry them out

Let your employees/volunteers know that you are concerned about their safety and health at work by taking the lead role in resolving safety and health concerns. It is important to make safety and health part of your workplace culture. For example:

- Talk about safety and health at meetings and in conversations with your employees/volunteers
- Immediately investigate workplace incidents and refusals to work
- Promptly correct problems and let employees/volunteers know what you've done
- Provide employees/volunteers with feedback on their safety and health performance

PART 6. INSPECT YOUR WORKPLACE

Workplace inspections are one of the most common and effective tools for identifying and correcting problems before they cause injuries and illnesses. In general, there are two types of inspections:

Formal inspections -

These are planned, regularly scheduled 'walk throughs' or examinations of:

- A workplace
- Selected work areas
- Particular hazards, machinery, tools, equipment and work practices

Informal inspections -

May spot potential problems, but are limited in that they are not systematic or focused. These really boil down to conscious awareness of safety and health hazards and controls as people do their daily jobs, as well as monitoring your employees'/volunteers' safe work practices.

The responsibility for each type of inspection should fall on those who are most knowledgeable and for whom it is most practical to do the inspection. This is where it is important to ensure that anyone given inspection responsibility has, or receives, the training they need to fulfill their responsibilities. Inspections should be done on a regular basis, however some kinds of inspections will need to be done more frequently (e.g. pre-use equipment checks, etc.).

Following an inspection, meet with the persons who carried it out and decide how to correct any problems that were found.

PART 7. COMMUNICATION AND TRAINING

Occupational safety and health education and training is critical to a safe and healthy workplace. Decide what orientation and training you will provide to your employees /volunteers and then. For example, employees/volunteers need to know what you expect of them and what their legal safety and health responsibilities are.

Start new employees/volunteers with a solid orientation. Cover information relevant to their safety and health, including: emergency procedures, first aid, precautions required to protect employees from hazards, and any other safety and health procedures, plans, policies, and programs applying to the employee/volunteer.

Training is also needed when new equipment, or procedures are introduced into the workplace, or when there is an unacceptable safety and health performance.

What to include in your employee training:

- Education about workplace hazards and training on safe work practices and procedures
- Specific matters in the workplace safety and health regulation applying to the employee's work (e.g. safe lifting procedures, WHMIS, the use of personal protective equipment, etc.)
- Safety and health plans, and policies, including plans for handling hazardous material and working alone situations
- Legislative safety and health requirements that apply to the employee's job, including information on employees' rights and responsibilities under the Act
- Emergency procedures



PART 8. CONTRACTED AND SELF-EMPLOYED PERSONS

If you contract with an outside company or self-employed person to do certain work at your workplace, and you direct their activities, you become a 'contractor' under Manitoba's *Workplace Safety and Health Act*.

Your prevention efforts at the workplace can quickly be undone if you do not have a well thought out system in place to deal with the safety and health risks associated with the work of these outside companies or self-employed persons with whom you contract.

YOUR SYSTEM SHOULD INCLUDE:

1. *An effective system of communication and information exchange in which you provide contracted employees or self-employed persons with information that they need to do the job safely, and they provide similar information to you.*
2. *A method of clearly stating who is responsible for what.*
3. *Ensure that relevant safety and health requirements of your company are applied to contracted employees or self-employed persons.*
4. *A process to monitor con-*

tracted employees or self-employed persons to ensure they meet the safety and health requirements of the contract.

PART 9. INVESTIGATE INCIDENTS

Investigating things that go wrong at the workplace provides valuable information needed to prevent similar incidents in the future.

That is why the law requires you to investigate incidents, dangerous occurrences (including near misses) and refusals to work.

Refusals -

Every employee has a right to refuse work (Act, section 43(1)) if he or she believes on reasonable grounds that the work is dangerous to his or her safety and health. Talk to your employees and supervisors about refusals, covering:

1. Who should be notified about a refusal
2. How the refusing worker will be informed about his or her rights and responsibilities
3. Who will investigate the refusal. If the refusal can't be resolved internally, the Workplace Safety and Health Division should be contacted
4. How employees who might be asked to take over the duties of the refusing employee will be informed of their rights and responsibilities

5. Who will take corrective action and follow-up

To investigate an incident, dangerous occurrence, or refusal, use a systematic method that fits the needs of your workplace. Your investigation procedure should help find the root cause of each incident. The cause(s) of an incident can often be found by asking: who + what + where + when + how...for each key event in the incident. Use the following steps:

1. Analyse the incident factors

- Ask why each event happened
- Evaluate the role of every factor involved (people, materials, systems, weather, etc)
- Visit the scene. Take photographs, make drawings, interview witnesses and review documents

2. Find the direct, indirect, and root causes

Direct cause(s) usually occur immediately before the incident. For example, a direct cause may be a collapsing jack that dropped a car onto an employee.

Indirect cause(s) set the stage for an incident and can include: lack of training and supervision; inadequate tools, equipment, and materials; departures from safe work procedures.

Root cause(s) allow indirect and direct causes to develop.

3. Write a report recommending corrective action

Prepare a report describing what happened (use photos/ drawing to illustrate key points). Recommend corrective action, including both short and long-term controls to prevent something similar from happening again. The employer should take appropriate corrective action based on the report. The corrective action should be audited for effectiveness.

PART 10. REVIEW AND IMPROVE YOUR SAFETY AND HEALTH SYSTEM

Review your safety and health system regularly (at least every three years), just as you would review other business activities. Ask your employees to suggest improvements and help you to find and correct problems.

For additional information, reference the Workplace Safety and Health Division publications, **"A Guide to Setting Up a Safety and Health Program,"** and **"Elements of a Safety and Health Program"** at: www.gov.mb.ca/labour/safety/guidelines.html.

APPENDIX A:

Sample Safety and Health Policy

WORKPLACE SAFETY AND HEALTH POLICY STATEMENT

XXX Community Centre is committed to providing a safe and healthy work environment for all workers. Supervisors and management are committed to doing everything possible to prevent injuries and to maintain a healthy work environment.

To this end:

- The community centre is committed to maintain a workplace safety and health program/system to ensure the goals of this policy.
- Every person in the community centre must integrate good workplace safety and health practices into their daily activities.
- All employees/volunteers are required to support the workplace safety and health system.
- Management is responsible for enhancing safety and health consciousness.
- Management must ensure their employees/volunteers are trained in safety and health work procedures to obtain optimal output without incident and injuries.
- All employees/volunteers are accountable for implementing this program.

Signature: _____ Date: _____

Signature: _____ Date: _____

APPENDIX B:

Sample Working Alone Policy

WORKING ALONE POLICY

Effective Date:

Definition of Working Alone

"... 'working alone' means the performance of any work function by a worker who is the only worker for that employer at that workplace at any time; and is not directly supervised by his or her employer, or another person designated as a supervisor by his or her employer, at any time."

Company's Commitment

XXX Community Centre is committed to ensuring the safety and health of all employees in working alone situations. Supervisors and management have conducted a review of the working alone situations which exist in the centre, and have established a Working Alone plan intended to minimize risks to persons working alone.

WORKING ALONE PLAN

WORKING ALONE CONDITIONS OR CIRCUMSTANCES:

A.0 OFFICE WORK

(i) Regular Working Hours

A.1 IDENTIFICATION OF RISKS

(i) Regular Working Hours:

- Strangers entering the building complex, and in particular, the office area where a person may be working alone.
- Concerns with respect to safe evacuation of building in case of emergency (fire).

A.2 RISK REDUCTION METHODS

(i) Regular Working Hours:

- No personnel will work alone outside regular working hours, including weekends or stat holidays without pre-authorization of their supervisor or manager.
- There will be an emphasis placed on ensuring that at least two (2) workers are in the office to reduce the possibility of having a person in a working alone situation.
- Where it is not practicable to have two (2) persons in the office working a mutually agreed system of communication shall be established between the person working and their immediate supervisor.

B.0 OUTDOOR WORKERS

(i) Within Boundaries of Community Centre

B.1 IDENTIFICATION OF RISKS

(i) Within the Boundaries of the Community Centre:

- Field personnel may encounter risks during their routine activities. Personnel must be knowledgeable about not approaching any situation by which their safety or health may be at risk without taking all necessary precautions.

B.2 RISK REDUCTION METHODS

No personnel will work alone outdoors outside regular working hours, including weekends or stat holidays without pre authorization of their supervisor or manager.

- ###### (i) Outdoor personnel will exercise their judgment and expertise before approaching any risk related situation and will take all necessary precautions including use of personal protective equipment. Outdoor staff must ensure they utilize the appropriate personal protective equipment that may be required to deal with a particular situation.

APPENDIX C:

Sample Workplace

Violence

Policy and Procedures

VIOLENCE

PREVENTION POLICY

Effective Date:

Definition of Violence

"... 'violence' means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury."

Community Centre's Commitment

XXX Community Centre recognizes that the potential exists for violent acts or threats of violence against its employees /volunteers. Supervisors and management will make every effort to identify potential sources of violence and have implemented procedures to eliminate or minimize risk. The community centre acknowledges its responsibility to support and assist employees subjected to such violence.

All employees will be made aware of the potential hazards of violence and the appropriate action to protect themselves. In addition, management is responsible for training employees who are at higher risk of coming into contact with hostile, angry or potentially violent individuals to deal with the situation.

Employee's Commitment

All employees will take reasonable steps to minimize risk for themselves and others. All employees will follow established procedures to minimize the risk of violence and will report incidents to their supervisor as soon as possible, as outlined in this policy.

II Availability of Violence Prevention Policy Document

- Management will ensure that the policy is readily available to all employees.

III Risk Assessment

- A hazard risk assessment attempts to gauge the probability and severity of potential incidents and dangerous occurrences. All staff/volunteers who have contact with the public may, from time to time, deal with angry clients; however, these situations do not necessarily constitute a risk of violence.

- A hazard risk assessment was conducted through informal interviews with various employees.

Discussions included job functions, incident experience, similar industry trends and existing policies, procedures or systems.

IV Procedures to Inform/Train Staff

Information to be provided to all staff. All staff shall be informed about the requirements of the company's Violence Prevention Policy, including:

- Procedures on how to minimize the risk of violence;
- Procedures on how to react appropriately to violent situations that may occur;
- Specific procedures and security measures that the company has implemented (Duress alarms - reception area)
- Specifics on how to report incidents of violence;
- Details on the follow-up investigation of a reported incident; and
- Details on the type of post-incident trauma

The community centre Board will ensure that new employees entering into these positions receive a copy of the community centre's violence prevention policy and the community centre's violence prevention procedures immediately. The community centre Board will ensure that no employee is missed, and that affected staff are updated on changes to the policy and procedures.

V Actions to Minimize Risk

A number of preventative measures are in place to minimize risks, including security equipment, controlled access to entrances, and mobile phones for outdoor staff. Administrative controls include working alone provisions, money handling controls, and training. The community centre is continually looking for better ways to improve the security and the personal safety of all employees. Each employee must comply with existing security provisions to ensure the personal safety of all employees.

VI Company-wide Procedures

General Security Provisions /principles apply to all employees.

Threats of Violence

1. Threats of violence in person or on the phone are not acceptable.

Etc....

Telephone Security Procedures

• If an employee receives a threatening phone call, use the "Call Trace" feature once the call has ended. Etc.

Actual Incident of Violence

1. Employees should take all reasonable steps to protect their personal safety and remove themselves from the situation.

2. In the office, help should be summoned by using the pre-arranged distress signal or any other appropriate means, such as Duress alarm system or panic buttons.

3. The supervisor or the next available management person must be notified immediately.

4. If a physical assault occurs, the supervisor/manager must contact the police (911). If an incident occurs outside the workplace, the employee shall follow the specific company Working Alone Plan.

VII Procedures to Report Violent Incidents

1. Report all incidents of threats and attempted or actual violence to your immediate supervisor.

Etc.

VIII Recommendation to Seek Medical Aid

1. Any employee who has been a victim of violence will be; a) encouraged to seek medical attention; b) given the opportunity to be examined by his/her physician; and c) provided with transportation if needed.

IX Investigating Violent Incidents

1. The community centre board will review all incidents that are reasonably expected to escalate into actual violence in the future.

The current procedures in place will be reviewed and additional steps may be taken to prevent the escalation to actual violence.

2. The community centre board will investigate all reported incidents of actual violence. The existing procedures will be reviewed and revised as necessary to prevent a re-occurrence.

X Review of the Violence Prevention Policy

The Policy statement must be reviewed and, where necessary, revised every three (3) years and whenever there is a change of circumstances that may affect the health or safety of the employees.

_____ will coordinate a review (current year) and regular subsequent reviews of the violence prevention policy. Recommendations will be presented to community centre Board for review and action. In addition to the guidelines outlined in the review policy, any employee may at any time bring forward recommendations to community centre Board.

APPENDIX D: Sample Workplace Safety & Health Checklist

WORKPLACE SAFETY AND HEALTH CHECKLIST

Area(s) inspected: _____
 Date of inspection: _____ Shift: _____
 Inspected by: _____

V	Personal Protective Equipment (PPE) (check what applies)	Comments			
	Safety glasses worn in mandatory/designated area Employees not in compliance:				
	Hearing Protection worn in mandatory/designated area Employees not in compliance:				
	Safety footwear worn in mandatory/designated areas Employees not in compliance:				
	Half masks/respirators worn in mandatory/designated areas Employees not in compliance:				
	Gloves worn and/or accessible for hazardous job tasks Employees not in compliance:				
V	Chemical Hazards (check what applies)	condition okay	attention required	identified & fixed	comment/task assigned to
	Containers are labeled to meet legal requirements?				
	Labels are easy to read?				
	Contents is container is what is on the label?				
V	Facility (check what applies)	condition okay	attention required	identified & fixed	comment/task assigned to
	Floor (ie. slippery, pot holes, uneven)				
	Area cleanliness (ie garbage, clutter)				
	Product/material piled neatly and safely				
	Washroom clean and fixtures functional				

Sample Workplace Safety & Health Checklist

WORKPLACE SAFETY & HEALTH CHECKLIST

Areas inspected: _____

Date of inspection: _____ Shift: _____

Inspected by: _____

V	Electrical (check what applies)	conditon okay	attention required	identified & fixed	comment/task assigned to
	Electric hand tools 3 prong grounded				
	Faulty insulation on wires				
	Exposed wires in traffic/work area				
	Covers on plug receptors/panels				
	Electric motors are clean				
V	Machinery and Equipment (check what applies)	conditon okay	attention required	identified & fixed	comment/task assigned to
	Clean				
	Functional guards in place				
	Emergency stop switches accessible and working				
	Oil leaks or other signs				
	Training Sheets, Emergency Stop Marchine Guarding posters in place				
V	First-Aid (check what applies)	conditon okay	attention required	identified & fixed	comment/task assigned to
	Basic first aid supplies for area				
	Plumbed eye wash station access. clean, functional, water temp				
	Bottle eye wash station clean condition of water, signage				
V	Evacuation (check what applies)	conditon okay	attention required	identified & fixed	comment/task assigned to
	Fire pull stations signage & access				
	Pathway to exit doors is clear & fire exit door is not obstructed				
	Area fire extinguisher signage pressure level, due date, access.				
	Danger signage is visible where required				
	Fire hose nozzle attached, no water in hose & racked neatly				

Sample Workplace Safety & Health Checklist

WORKPLACE SAFETY & HEALTH CHECKLIST

Areas inspected: _____

Date of inspection: _____ Shift: _____

Inspected by: _____

V	Tools and Equipment (check what applies)	conditon okay	attention required	identified & fixed	comment/task assigned to
	Work station tools used/stored safely				
	Proper tools being used for job task				
	Ladders condition and & stored properly				
V	Building & Maintenance (check what applies)	conditon okay	attention required	identified & fixed	comment/task assigned to
	Lighting				
	Ventilation in fume areas				
	Doors locks, if required functional				
	Danger signage is visible where required				
	Stairways, aisles are open to traffic				

APPENDIX E: SAMPLE WORKER ORIENTATION SAFETY CHECKLIST

This sample checklist is a guideline for conducting a safety orientation for workers new to a company or department. Once modified for your specific workplace, completed and signed by both the supervisor and the worker, it can serve as documentation that an orientation has taken place.

Worker's Name _____

Supervisor's Name _____

Date Worker Started _____

Date of Orientation _____

Name of Person Giving the Orientation _____

Place a check in each box when the topic has been covered.

Explanation of the company safety program, including:

- Orientation
- On-the-job training
- Safety meetings
- Accident investigation and reporting
- Function of the safety committee (if there is one)

Personal Protective Equipment:

- Hard hats
- Safety glasses
- High visibility vests
- Rubber gloves
- Respiratory protective equipment
- Other protective equipment specific to job

Lines of Communication and Responsibility for Reporting Accidents:

- When to report an injury
- How to report an injury
- To whom an injury should be reported
- Filing an accident report form
- Reporting "near misses"

Vehicle Safety Check Procedure:

- Safety and speed regulations
- Operating license appropriate for vehicle

Review Hazards Specific to Job Duties:

- Physical hazards (ladders, electricity, repetitive work, hot oil, etc.)
- Chemical hazards (cleaning chemicals, toxic substances, dust, paint, asbestos, etc.)
- Biological hazards (bacteria, viruses, fungi, mould, insects, etc.)
- Ergonomic hazards (works station design, lifting, repetitive movements, etc.)
- First Aid Supplies, Equipment and Training:
- Obtaining first aid treatment
- Location of first aid stations
- Location and names of staff with first aid training

Emergency Plan:

- Exit locations and evacuation routes
- Use of fire fighting equipment (extinguisher, hose)
- Specific procedures (medical, chemical, fire, etc.)

Personal Work Habits:

- Consequences of horseplay and not following the safety rules
- Inattention
- Smoking policy
- Good housekeeping practices
- Proper lifting techniques

Other Health and Safety Items:

Add any other health and safety items the worker needs to know about your workplace, such as security procedures for working alone. You may need to provide education and training for these at another time.

The signatures below are evidence that the topics contained in this checklist have been discussed to the satisfaction of the worker and supervisor. Signing indicates that both parties accept responsibility for maintaining a safe and healthy workplace.

Supervisor's Signature _____

Worker's Signature _____

Date _____

APPENDIX F:

Occupational Safety and Health Resources

**MANITOBA LABOUR AND
IMMIGRATION,
Workplace
Safety and Health Division
945-3446
or Toll Free 1-800-282-8069
www.gov.mb.ca/labour/safety**

**WORKERS' COMPENSATION
BOARD OF MANITOBA
954-4321
or Toll Free 1-800-362-3340
www.wcb.mb.ca**

**SAFE MANITOBA
957-SAFE
or Toll Free 1-866-929-SAFE
www.safemanitoba.com
www.safemanitoba.com/seasonal_worker_safety_and_health_orientation.aspx**

**3 Steps to Effective Worker Education and Training (BC) – found at:
http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/3-steps.pdf**

**New and Young Worker Health and Safety Orientation – Employer’s Guide (PEI) – found at:
http://www.wcb.pe.ca/photos/original/wcb_employ_gnyw.pdf**

**http://esao.on.ca/products/cds/ohsa_cd.htm
Ontario based - CD Orientation package Cost \$250 if non-member of Education Safety Association of Ontario**

Go to http://esao.on.ca/products/cds/ohsa_faq.pdf to see how the system works – one CD can be used by many persons.

**<http://www.osha.gov/SLTC/youth/summerjobs/index.html>
Variety of summer jobs with attendant hazards, e.g. section on landscaping**