

## **ADMINISTRATION MANUAL**

**TITLE: HEALTH & SAFETY POLICY**

**POLICY #: SJ-09-00-01**

**SECTION:** Corporate Health, Safety and Wellness (CHSW)

**ISSUING AUTHORITY:** Executive Committee

**ORIGINAL DATE APPROVED:** July 2019

**SUBSEQUENT APPROVAL DATES:** July 2020

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### **PURPOSE**

To provide guidance and direction to all workers regarding their roles and responsibilities for establishing and maintaining a safe and healthy work environment at Unity Health Toronto. This policy applies to all workers including but not limited to employees, contract employees, students, physicians, dentists, fellows, residents, midwives, volunteers, suppliers, contractors, consultants, vendors, tenants and all others associated with Unity Health Toronto.

### **POLICY**

Unity Health Toronto is committed to providing a safe, healthy work environment for all workers and continually improving our health and safety performance.

### **CORPORATE OR ORGANIZATIONAL RESPONSIBILITIES**

Unity Health Toronto is committed to meeting all legislative requirements of the *Occupational Health and Safety Act*, its associated Regulations, the *Workplace Safety and Insurance Act* and all other related legislation and standards that may apply.

The organization shall take all reasonable precautions under the circumstances to protect the health and safety of workers.

The organization will ensure that a Joint Health and Safety Committee (JHSC) will be established at each site and support them in carrying out their function as prescribed under the Act; appoint competent persons as supervisors; provide information, instruction and supervision to protect worker health and safety; and ensure equipment, materials and protective devices provided are maintained in good condition.

## **LEADERSHIP RESPONSIBILITIES**

Unity Health Toronto's leadership team is accountable for providing a safe work environment for workers.

Supervisors as defined by the *Occupational Health and Safety Act* will ensure that workers under their management are made aware of and comply with established safe work practices, policies and procedures; use or wear any equipment, protective devices or clothing required by the employer; advise workers of the existence of potential or actual hazards in their workplace known by the Supervisor; and take every precaution reasonable in the circumstances to prevent injury and illness.

Supervisors are also required to investigate all hazards brought to their attention and document corrective actions taken. Provide orientation, job training, and write instructions about measures and procedures to be taken for the protection of their workers.

## **WORKER RESPONSIBILITIES**

All workers are responsible and accountable for their own safety and the safety of their co-workers. Workers are required to work in compliance with the provisions of health and safety laws and report any unsafe work conditions or hazards to their Supervisor immediately (and follow the Chain of Communication).

Workers must participate in training programs and are expected to follow all safety policies and procedures, wear the equipment, protective devices or clothing required by the employer.

Workers are not allowed to remove/modify or make ineffective any protective device required by the employer or by the regulations; operate any equipment or work in a manner which would endanger themselves; or engage in activities that could endanger the health and safety of others such as pranks, feats of strength, rough/boisterous conduct.

## **DEFINITIONS**

### **Supervisor**

A person who has charge of a workplace or authority over a worker. A supervisor at generally refers to leadership team members such as Supervisors, specific Coordinators, Managers, Directors/Chiefs, Vice Presidents, President, and CEO. A Supervisor may also include positions such as a Team Leader, Charge Technician and Chief Technologist.



Dr. Tim Rutledge  
President and Chief Executive Officer

**REFERENCES:** Ministry of Labour, A Guide to the Occupational Health & Safety Act, March 2019, Canadian Centre for Occupational Health and Safety, Guide to Writing an OHS Policy Statement, May 2017, Public Services Health and Safety Association, Caught in the Middle: The Supervisor and Occupational Health and Safety, 2010

**CROSS REFERENCE:**

**SJHC** - Chain of Communication Policy #SJ-04-01-0

**SMH** – Code of Conduct # 0572

**REGULATORY REFERENCE:** Occupational Health & Safety Act, R.S.O. 1990, Criminal Code of Canada, R.S. 1985

**DEVELOPED BY:** Corporate Health, Safety and Wellness

**REVIEWED BY:** Joint Health and Safety Committees

**DISTRIBUTION:** Everyone