



SOUTH NATION
CONSERVATION
DE LA NATION SUD
1947-2017

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Board of Directors

Supplemental Agenda

Date: March 16th, 2017

Location: Watershed Room, SNC

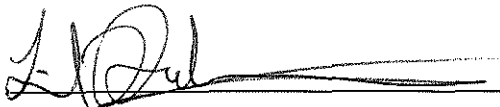
Address: 38 Victoria Street, Finch, ON K0C 1K0

Board of Directors

Supplemental Agenda

March 16th, 2017

1. New Business:
 - a. SNC Health and Safety Policies: Eric 4-11
2. Closed Session:
 - a. Harvesting Contracts: Ronda/Chris 12-14



Linda Hutchinson,
General Manager/Secretary-Treasurer, Acting

/dm



To: Board of Directors
From: Eric McGill
Date: March 16, 2017
Subject: SNC Health and Safety Policy Update

RECOMMENDATION:

The Joint Occupational Health and Safety Committee recommends to the Board of Directors approval of the SNC Corporate Health and Safety Policy updated March 2017.

DISCUSSION:

SNC is obligated to annually review its Corporate Health and Safety Policy and update it as needed.

The current SNC Corporate Health and Safety Policy is difficult to follow, contains inconsistent terminology and requires cross-references between policies and procedures. In addition, much of the detailed information comes directly from the *Occupational Health and Safety Act*.


The proposed Corporate Health and Safety Policy clarifies SNC's commitment to achieving a safe and healthy work environment. The information that is no longer contained in the policy is either unnecessary (as it can be found in the *Occupational Health and Safety Act*) or is a procedure that will be incorporated into a revised form of the SNC Procedures.

The proposed Corporate Health and Safety Policy has been reviewed by SNC's health and safety legal counsel and is based on current health and safety policy precedents.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Funding to implement SNC's Health and Safety program is included in the 2017 SNC budget under Organization Effectiveness: Corporate Services: Corporate Administration on pages 96-97.

SNC Policy Adherence: The SNC Corporate Health and Safety Policy updated March 2017 will replace the current version of the SNC Corporate Health and Safety Policy once approved by the SNC Board of Directors.


Eric McGill
Student-at-law

Attachments: Part 1 Corporate Health and Safety Policy

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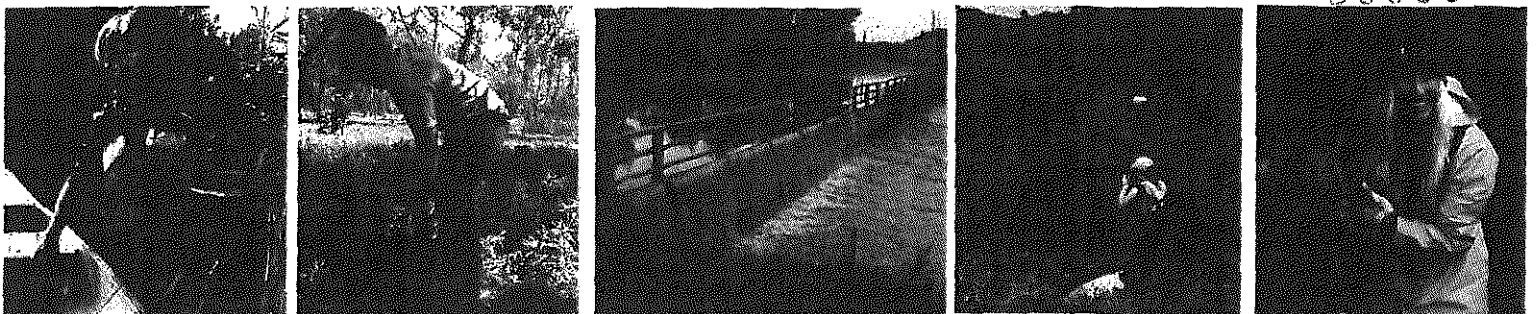


SOUTH NATION
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HEALTH & SAFETY MANUAL

March 2017

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Augusta
Township

Edwardsburgh
Cardinal



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Grenville

North
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Champlain



SOUTH NATION
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Part 1

CORPORATE HEALTH & SAFETY POLICY



1.0 CORPORATE HEALTH AND SAFETY POLICY STATEMENT

The purpose of this policy is to state our commitment to achieving a safe and healthy work environment, and to clarify the shared responsibility for achieving this. This policy provides a foundation for other operational policies and procedures related to occupational health and safety.

This policy applies to all individuals planning and conducting work for SNC or on our sites.

SNC's goal is to eliminate or minimize the hazards that cause accidents and injuries: to provide guidance, an environment, rules and procedures for the performance of work in the safest possible manner consistent with the applicable provisions of the *Occupational Health & Safety Act* ("OHSA") and its Regulations.

SNC believes all of our employees are entitled to work in a safe environment. SNC has the responsibility and will take all reasonable precautions to ensure a safe and healthy work environment, but each employee also has the responsibility to ensure his or her conduct is consistent with the maintaining a safe and healthy work environment for SNC's employees and the public who come in contact with SNC's employees.

All employees are expected to follow the provisions and spirit of OHSA, the Regulations to OHSA and this Health and Safety Manual. Violations of this policy or of the Health and Safety Manual may result in discipline up to and including immediate termination of employment.

Any accident at SNC will be viewed as a serious matter and will be thoroughly investigated.

No reprisals will be taken against any employee who acts in compliance with or seeks enforcement under the provisions of OHSA.

This Policy applies to all employees of SNC, regardless of tenure or position, including without limitation employees, supervisors and directors. The Policy applies to all activities that occur while on SNC premises or while at other location(s) where the employee may be located as a result of his/her employment, or while he/she is engaging in SNC business, activities or social events.



1.1 GENERAL HEALTH AND SAFETY RESPONSIBILITIES

Described below are the responsibilities of the employer, supervisor and employee as outlined in the Occupational Health and Safety Act.

All employees have the right to refuse work that they believe is dangerous to their health or safety or that of any other worker in accordance with Part V of the OHSA.

1.1.1 RESPONSIBILITY OF SNC

SNC's responsibilities include the following:

1. Provide competent supervision.
2. Post a copy of OHSA for easy access by the employees.
3. Establish guidelines for and maintain a safe, healthy work environment.
4. Investigate every accident or incident involving an SNC employee in the performance of his or her duties to SNC and take remedial steps, if possible, to prevent its recurrence.
5. Establish and post emergency procedures for easy access by employees.
6. Provide volunteers with information about any health and safety information which they require to carry out their duties in a healthy and safe manner.

1.1.2 RESPONSIBILITY OF SUPERVISORS

Supervisor's responsibilities include the following:

1. Ensure employees follow the provisions and spirit of OHSA as well as the procedures in SNC's Health and Safety Manual.
2. Ensure employees use all equipment, including safety equipment, as required and as intended for such equipment's purpose.
3. Advise employees of the potential or actual danger in undertaking various work.
4. Ensure all equipment, including safety equipment, is in good repair and that any defective equipment is immediately removed for repair or replacement.
5. Report to management immediately, investigate and take or recommend to management remedial steps, if possible, to prevent the recurrence of every accident or incident involving an SNC employee in the performance of his or her duties to SNC; and promptly submit to management the Employer's Report of Accident for each such accident or incident.



1.1.3 RESPONSIBILITY OF EMPLOYEES

Employee's responsibilities include the following:

1. Handle and use all equipment and machinery safely and be honest about past experience in using any of the equipment and machinery.
2. Do not operate a machine (e.g. a chainsaw) or perform a task (e.g. performing dam operation or maintenance) unless the employee has received the proper training.
3. Be alert to and aware of all dangers in the workplace and while in the performance of duties to SNC comply with OHSA, its Regulations and the procedures in SNC's Health and Safety Manual.
4. Immediately report any injury or accident, no matter how minor, to the supervisor.
5. Report any contravention of OHSA to your supervisor.
6. Promptly seek first aid when an injury is sustained, inform supervisor of injury status, and expected return date if necessary, as soon as possible, and provide the necessary information to complete the Incident Report.
7. Wear, use and properly maintain personal safety and personal protective equipment as required by OHSA, its Regulations, the procedures in SNC's Health and Safety Manual or the supervisor.
8. Use common sense and be aware at all times of the effect of the employee's actions and omissions on the employee's safety and the safety of others.

1.2 ACCIDENT PREVENTION

1. All employees shall be familiar with the contents of SNC's Health and Safety Manual.
2. Each new employee shall be given a safety orientation which will include a review of SNC's Health and Safety Manual.
3. All unsafe conditions or practices shall be reported immediately to the supervisor who shall investigate and immediately take steps necessary to correct such conditions or practices.
4. Approved and required equipment (e.g. work boots, hard hats) must be worn.
5. Correct lifting techniques should be used, and employees should get help to lift or move objects not handled safely alone.
6. No object shall be placed or left where it may cause injury to any person or property.
7. Floors must always be clean and dry. Waste material and debris must not be allowed to accumulate.
8. Absolutely no horseplay, running or dangerous behaviour will be permitted in the workplace or in or around vehicles or equipment. No person under the influence of intoxicating beverages or drugs will be permitted to work.



1.3 POLICY REVIEW

This policy will be reviewed at least annually.

1.4 EMPLOYEE'S CONFIRMATION

I, _____ understand and agree to work in compliance with this Health and Safety Manual as well as the requirements of OHSA and its Regulations.

Date: _____

Signature: _____

1.5 SUPERVISOR'S CONFIRMATION

I confirm that I have reviewed this Health and Safety Manual with _____ and I believe s/he has a good understanding of the Manual.

Date: _____

Signature: _____