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Occupational Health & Safety Policy For Branches within the Legion BC/Yukon Command

Branches within BC/Yukon Command of the Royal Canadian Legion will establish and maintain practices and procedures that will ensure the requirements of workplace Occupational Health & Safety are followed for the benefit of all employees. Please refer to Work Safe BC for further information. [Work Safe BC OHSRegulations](#)

RATIONALE

The purpose of this policy is to outline responsibilities that are required to maintain a safe environment in the workplace.

No task or activity is so important that it can't be done in a safe manner and in compliance with all applicable safety standards. Therefore, BC/Yukon Command has resolved to pursue any reasonable course of action to meet these standards including the enforcement of all applicable health and safety regulations, prompt actions to correct unsafe conditions, and continuing safety education for all concerned. It is the policy of BC/Yukon Command that branches:

1. Protect the safety of employees and visitors against accidents and occupational hazards.
2. Comply with all relevant regulations and standards relating to occupational health and safety.
3. Apply safe working conditions and job safety practices in the planning, budgeting, direction and implementation of branch activities.

Every Supervisor is responsible to maintain the standards required to meet this policy. Standards apply to maintaining facilities and equipment, ensuring that employees understand what is expected of them in accident prevention, and endorsing and supporting the OH&S Program.

PROCEDURAL GUIDELINES

Each employee and supervisor will ensure that the regulations and safe work procedures are followed. Each supervisor will ensure that adequate training is provided to employees and that safe work procedures are implemented on the worksite.

All employees are responsible for knowing and observing regulations and for following safe work procedures. Each employee is expected to report unsafe conditions and behavior to their Supervisor.

RIGHTS AND RESPONSIBILITIES

According to OHS regulations employers, supervisors, and workers all have a role to play in ensuring a safe and healthy workplace.

General Duties of Employers: Employers must

- ensure the health and safety of:
 - all workers working for the employer;
 - any other workers present at a workplace at which that employer's work is being carried out;
- comply with OHSR and any other applicable regulations.
- without limiting the above, employer must also: remedy any workplace conditions that are hazardous to the health or safety of the employer's workers;
- ensure that workers are:
 - made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work,
 - comply with OHSR, the regulations and any applicable orders; and
 - are made aware of their rights and duties under OHSR and the regulations;
- establish occupational health and safety policies and programs in accordance with the regulations; and
- provide employees the information, instruction, training, and supervision necessary to ensure the health and safety of workers.

General Duties of Supervisors: Supervisors must

- ensure the health and safety of all workers under their direct supervision;
- be knowledgeable about OHSR and regulations applicable to the work being supervised;
- comply with OHSR, and all applicable safety policies.

- without limiting the above, supervisor must also ensure that workers under their direct supervision:
 - are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work; and
 - comply with OHSR, the regulations, and any applicable orders;

General Duties of Workers: Workers must:

- take reasonable care to protect their health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work;
- comply with OHSR, the regulations, and any applicable orders;
- carry out their work in accordance with established safe work procedures as required by OHSR and the regulations;
- use or wear protective equipment, devices, and clothing as required by the regulations;
- not engage in horseplay or similar conduct that may endanger the worker or any other person;
- ensure that their ability to work without risk to their own health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs, or other factors; and
- report to the employer any breach of OHSR, the regulations, or an applicable orders of which the worker is aware.
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WORKING ALONE

To work alone or in isolation means to work in circumstances where assistance would not be readily available to the worker (a) in case of emergency, or (b) in case the worker is injured or in ill health.

Employers must make workers aware of working alone procedures, and establish a check-in practice for employees working alone. Employers must also provide workers with emergency phone numbers and a procedure in the event of an emergency or violent situation.

Employees must take measures to ensure that others are aware of their location and follow check-in procedures, either in person or by telephone. Please follow Worksafe regulations:

[WorkSafe BC Working Alone Regulations](#)

WORKER CHECK IN PROCEDURES

Branches within BC/Yukon Command must develop and implement a procedure for checking on the well-being of workers who are working alone or in isolation. A check procedure must include the following:

- The designated person who will establish contact and record results
- Time intervals between checks
- A check at the end of the shift
- A procedure to follow in case the employee cannot be contacted

The time intervals for checking the well-being of the employee must be developed in consultation with the employee assigned to work alone or in isolation. Time intervals should be based on the level of risk the employee is exposed to, with lower risks allowing for longer periods between checks. For example, an employee in a store that is located in a strip mall, with workers of other employers nearby, may not require checks as frequently as a worker who is working in an isolated premises. The person assigned to check on the well-being of a worker must be trained in the written safe work procedures and what to do if they are unable to make contact with the worker.

WORKPLACE VIOLENCE

Workplace violence is the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker. Violence does not have to be a physical act, it can include any threatening statement or behavior that gives a worker reasonable cause to believe that they are at risk of injury.

The following scenarios all carry a risk of violence, particularly if an employee is working alone:

- robbery and assault
- theft
- irate or abusive customers
- domestic violence

DOMESTIC VIOLENCE

Workplace-related incidents of domestic violence, sexual violence, dating violence, and stalking include acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that endanger the safety or well-being of any person associated with an employee of a Legion branch, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in the premises of the

workplace, or utilizing the resources of the employer including but not limited to facilities, work sites, equipment, or vehicles, or while on work related travel.

Employers who are aware, or ought reasonably to be aware, that domestic violence may occur in the workplace must take every reasonable precaution to protect a worker at risk of physical injury.

An employer is responsible for developing a strategy, in collaboration with an employee who is a domestic violence victim, to implement workplace safety options including but not limited to handling of court protection orders, setting procedures for alerting security personnel, temporary or permanent adjustments to work schedules and locations, change in parking spots, and arranging escorts to and from workplace facilities.

PROCEDURE

Employees who have been subjected to or have witnessed workplace violence, including domestic violence, must file a report and provide a copy to their immediate supervisor. Where the immediate supervisor is at issue, the report should be directed to the senior branch Officer.



Employee Violence
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For further information please review Work Safe BC's [Violence in the workplace regulations](#).

WORKPLACE HAZARDOUS MATERIALS SAFETY INFORMATION SYSTEM (WHMIS)

The Workplace Hazardous Material Information System (WHMIS) is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplace. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education programs.

Exposure to hazardous material can cause or contribute to a variety of health effects such as irritation, burns, sensitization, heart ailments, kidney and lung damage, and cancer. Some materials can also cause or contribute to fires, explosions, and other accidents if improperly stored or handled.

All employees that require information on WHMIS training should contact their Supervisor and refer to Work Safe BC: [WHMIS Health and Safety Regulations](#)

Related Policies/Procedures	<ul style="list-style-type: none">• Employee Violence in the Workplace Reporting Form• Workers Compensation Act Workers Compensation Act• Occupational Health and Safety Regulations OHS Regulations
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