Occupational Health & Safety

Policy & Procedures

Approved October 6, 2020

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OCCUPATIONAL HEALTH & SAFETY POLICY & PROCEDURES

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OCCUPATIONAL HEALTH & SAFETY

OVERVIEW & EXECUTIVE SUMMARY

Kingsway-Lambton United Church ("the Church") takes its responsibilities for health and safety seriously and as a minimum standard we will comply with Ontario's Occupational Health and Safety Act as well as Workplace Hazardous Materials Information System (WHMIS) and any other related legislation.

We will take all reasonable precautions to protect employees, contractors, volunteers, congregants, adherents, visitors, and any other individuals who may be onsite and are committed to promoting a safe and healthy workplace. However, the focus of the Policy & Procedures document is on the Church **EMPLOYEES** whether full-time, part-time, or on contract.

Protecting employees from injury or occupational disease from accidents or incidents is a continuing objective. We believe most accidents are preventable and active participation at all levels will help ensure accidents are avoided. All employees have a duty to report unsafe work conditions and must refrain from any actions or activities that could jeopardize the health and safety of others along with working to reduce the risk of injury.

We understand the importance of safety to the well-being and productivity of our employees and strive to safeguard the workplace from injury and malfeasance through negligence. We will insist on safe working methods and practices because we believe

WORKING SAFELY IS EVERYONE'S RESPONSIBILITY

In pursuit of our commitment, what follows is a document that outlines the detailed ways and means the Church intends to honour its commitment to health and safety of Church employees.

There are 5 major sections and they are:

- Reiterate the legislated requirements of Occupational Health and Safety Act and the three important rights this legislation gives to workers;
- 2. Outline key procedures to be followed;
- Provide detailed descriptions of the responsibilities of all those involved in the Church's commitment to health and safety of its employees;
- 4. Present a visual documentation of the stages involved in our three major Occupational Health & Safety business processes;
- 5. Present sample forms, logs and processes to be used to track and monitor health and safety activities.

This document also includes a recommended Implementation Strategy to introduce and maintain Occupational Health and Safety processes at Kingsway-Lambton United Church.

EMPLOYEE

ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge that I have read and understand Kingsway-Lambton United Church's Health and Safety Policy and Procedures documentation.

I have successfully completed related training provided by the Ministry of Labour (Worker Health & Safety Awareness) and have provided my Ministry & Personnel Representative with a copy of my completion certificate.

I agree to adhere to these policies and procedures and understand that if I violate the rules and responsibilities set out in these documents, I may face disciplinary action up to and including termination of employment.

Name:			
Signature:			
Date:			



POLICY STATEMENT

It is the desire of Kingsway-Lambton United Church ("the Church") to provide a safe workplace, safe equipment, and proper work materials and to establish and insist on safe working methods and practices at all times.

The Church takes its responsibilities for health and safety seriously and will ensure a safe workplace for its employees and endeavour to create a culture of safety for all.

The Church will meet its obligations regarding Occupational Health & Safety (including workplace harassment, violence, and discrimination). As a minimum standard, we will comply with the Occupational Health and Safety (OH&S) Act, Workplace Hazardous Materials Information System (WHMIS) along with any other pertinent legislation.

LEGISLATED REQUIREMENTS

The Occupational Health and Safety ("OH&S") Act requires:

- An OH&S Representative be elected by an open vote of the staff.
- An OH&S Supervisor be designated:
 - ✓ The Chair, Ministry & Personnel Committee is the de facto "Supervisor" of all staff for the purposes of the Act.
 - ✓ The Chair, Property Committee also plays a key role in ensuring the ongoing success of the OH&S processes.
- All staff as well as the OH&S Supervisor must successfully complete required Ministry of Labour training program.
- Occupational Health and Safety posters are to be displayed in visible places and any explanatory
 material prepared by the Ministry of Labour, Training and Skills Development that outlines the
 rights, responsibilities and duties of workers will be made available.

THE RIGHTS OF WORKERS

The Occupational Health and Safety Act gives workers three important rights:

- The right to know about hazards in their work and to get information, supervision, and instruction to protect their health and safety on the job.
- The right to participate in identifying and solving workplace health and safety problems with the elected Health and Safety Representative.
- The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

PROCEDURES

The Church will take all reasonable precautions to protect its employees, provide a safe and healthy workplace and every effort to ensure a safe environment for all others on the Church premises. However, this goal cannot be accomplished without the active participation of all.

Everyone must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury. The key to success lies in the willingness of each individual recognizing his/her responsibility to actively promote and support accident and injury prevention efforts and to report any conditions they feel to be unsafe.

- 1. Health and Safety education and training is to be undertaken by all staff as required by their job duties. This education and training will be organized and overseen by the Ministry & Personnel Committee.
- 2. Employees are expected to adhere to the Church's OH&S policy and procedures and observe safety regulations.
- Employees will be required to wear appropriate safety and/or personal protective equipment appropriate to their job duties in accordance with safe practice deemed appropriate by municipal, provincial, federal or any other related legislation.
- 4. The identification of hazardous materials in use at the Church and appropriate handling measures is to be documented in accordance with appropriate regulation.
- Employees are expected to immediately report any unsafe condition to their "OH&S Representative" no matter how insignificant they feel the condition might be. The situation will be documented, corrective action steps identified, and responsibility for resolution assigned.
- Identification of risks or dangers that may exist in the workplace shall be given priority, and these are to be rectified immediately. Safety inspections will be regularly scheduled, and unsafe situations will be identified and flagged for correction.
- In case of injury at work:
 - The employee is to seek appropriate medical intervention immediately, as necessary.
 - As soon as possible thereafter, the incident is to be reported to the individual's Ministry and Personnel (M&P) representative who will work with the individual and any witness(es) to fully document the situation in accordance the Ministry of Labour standards and the OH&S Act's reporting procedures (INCIDENT REPORT).
 - The M&P representative is also responsible for notifying the Chair, M&P Committee who is accountable
 for managing and overseeing the return to work process. Depending upon the severity of the incident,
 it may be necessary to notify the Workplace Safety and Insurance Board (WSIB) and adhere to the
 legislated processes.
 - Concurrently, the OH&S Supervisor will advise the Coordinating Minister and the Chair of Council of the situation, its ramifications, any corrective actions that are necessary and/or to be taken as well keep them apprised of the outcome/resolution of the incident.

The Church encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.
- Employees should inform the "Supervisor" or their M&P representative of any matter they perceive to be an
 actual or potential workplace hazard. Communication can be written or verbal, and may be anonymous, if so
 desired.

- All health and safety observations and comments will be vetted by the M&P Committee. Those relating to the
 physical premises will be forwarded to the Property Committee who will consider what appropriate action
 should be undertaken. All others will be analyzed by the M&P Committee who will determine whether a full
 investigation of the reported concern should be undertaken.
- A log of reported health and safety concerns and the action(s) taken will be maintained and monitored by the M&P Committee ensuring timely completion of any identified corrective actions.

SPECIFIC RESPONSIBILITIES & DUTIES:

The "Employer" (delegated to the Council) will:

- Foster a workplace culture of positive health and safety awareness and ensure all legislative requirements are followed.
- Ensure all staff follow the law and the Church's Workplace Health and Safety policies and procedures.
- Do everything reasonable to protect staff from being injured or getting work-related illnesses.
- Ensure there are sufficient funds in the operational budget to acquire the Personal Protective Equipment (PPE)
 deemed necessary to safely perform the duties described for every staff member.
- Ensure that an OH&S Representative is elected by his/her peers and that this endorsement is reviewed annually
 or when the OH&S Representative leaves the employment of the Employer.
- Audit the Incident Reports, Health and Safety and Hazardous Material Logs at least annually paying particular attention to the status of corrective actions.

The "OH&S Supervisor" (delegated to the Chair, Ministry & Personnel Committee) will:

- Foster a workplace culture of positive health and safety awareness.
- Completes Ministry of Labour Supervisory Training in Occupational Health and Safety (Health & Safety in 4 Steps).
- Ensure a OH&S Representative is elected by the staff of the Church and clearly understands of the duties of the role.
- Help develop, implement, and enforce the Church's occupational health and safety policy and procedures and, working in conjunction with others, review these annually to ensure their currency.
- Ensure that employees receive adequate training for their work tasks to protect their health and safety and that
 of their peers. The training includes the Ministry of Labour's "Worker Health and Safety in 3 Steps" and "Working
 at Heights" (which must be refreshed every 3 years).
- Ensure sufficient appropriate Personal Protective Equipment (PPE) is available, that staff are aware of its proper use and consistently and correctly worn.
- Working with the Chair of the Property Committee, the Property Superintendent and the OH&S Representative, ensure that an inventory of hazardous substances or chemicals in use by Church personnel is developed and maintained and that each hazardous material is supported by supplier provided Material Safety Data Sheet (MSDS).
- Ensure that machinery and equipment is properly maintained and is safe and remind employees to work in compliance with established safe work practices and procedures.
- Use the processes of hazard identification, risk management, and incident investigation when addressing health or safety issues that are raised by staff or become self-evident.
- Appropriately respond to any hazards, accidents or incidents brought to their attention ensuring each is appropriately logged, viable corrective action plans are in place and responsibility for these plans is clear. Monitor that corrective action steps are taken to resolve the incident in a timely manner.
- In consultation with the Property and Council Chairs, determine if an injury to a worker is severe enough to report it to the WSIB. For a fatal or catastrophic accident, WSIB is to be contacted by phone immediately at 1-

- 800-387-0700. If the case of a lesser but serious incident, the OH&S Supervisor will ensure a **WSIB Form 7** (see Appendix VII) is prepared and forwarded in a timely manner.
- Work with the Chair of the Property Committee and the OH&S Representative to ensure that accurate and sufficient records of occupational health and safety issues are maintained and provide any requested information to the Financial Oversight Committee.

The Ministry & Personnel Committee will:

- Foster a workplace culture of positive health and safety awareness.
- With the guidance of the OH&S Supervisor, maintain a general knowledge of applicable health and safety regulations (local, provincial, or federal).
- Supply an effective strategy to manage the occupational health and safety concerns of the Church and design and document policies and procedures related to workplace safety and health issues.
- Ensure that each staff member is provided with a copy of the Church's Occupational Health and Safety Policy
 and an acknowledgement is retained in their personnel file. Also ensure the Ministry of Labour's
 OCCUPATIONAL HEALTH & SAFETY POSTER (Appendix VI) and any supporting materials required by legislation
 are displayed where all staff will be most likely to see it.
- In the case of an accident, after ensuring appropriate medical attention has been sought by the injured worker or those who witnessed it, the injured individual's M&P representative will work with the employee and/or witness(es) to fully describe and document the situation on an INCIDENT REPORT (See sample in Appendix I-a). This should also include any recommendations for corrective action that are required, the individual responsible for resolution along with a timeline. A determination will be made by the M&P Committee as to whether the incident meets the criteria of reporting it to the Workplace Safety and Insurance Board.
- Working with the Chair of the Property Committee ensure that any safety issue identified during Safety Inspections of the property are properly documented on a SAFETY INSPECTION REPORT (see sample in Appendix 1-b).
- Act as a clearing house for all health and safety concerns and events identified by staff (or, on their behalf, by
 contractors, volunteers, or visitors). Maintain a HEALTH & SAFETY LOG of these concerns and track that the
 corrective actions are undertaken and completed. A sample of the log is found in Appendix II.
- Conduct an annual review of the Church's health and safety policies and practices ensuring they remain efficient and adhere to any new or changed legislation. Make recommendations for revision when necessary.
- Conduct a preliminary review of the log of health and safety events and concerns ensuring all corrective actions
 have been completed or are on track in preparation for an annual review by Council.
- Appropriately respond to any incidents of an employee refusing to work due to real or perceived hazards. The REFUSAL TO WORK PROCESS recommended by the Ministry of Labour to be followed is documented in Appendix IV.

The Committee of Stewards (delegated to the Chair of the Property Committee) will:

- Foster a workplace culture of positive health and safety awareness.
- Working with the Occupational Health & Safety Representative, ensure health and safety inspections of the
 entire workplace are undertaken on a regular basis, that any safety issues identified are documented using the
 SAFETY INSPECTION REPORT (Appendix I-b) and that corrective action steps are viable and appropriately
 assigned for corrective action.

- Working with the Occupational Health & Safety Representative, ensure all hazardous chemicals in use by Church
 personnel are identified and that Material Safety Data Sheets (MSDS) are available for reference.
- Ensure that work processes or related tasks continue to ensure the health and safety of all involved should, for example, a new piece of machinery or equipment is introduced into the Church.
- Investigate health and safety concerns raised related to property, machinery and equipment and ensure they
 are property addressed and appropriate actions are identified and acted upon.
- Interface with the Ministry and Personnel Committee to ensure all health and safety concerns are logged and corrective actions tracked.

The Occupational Health and Safety Representative will:

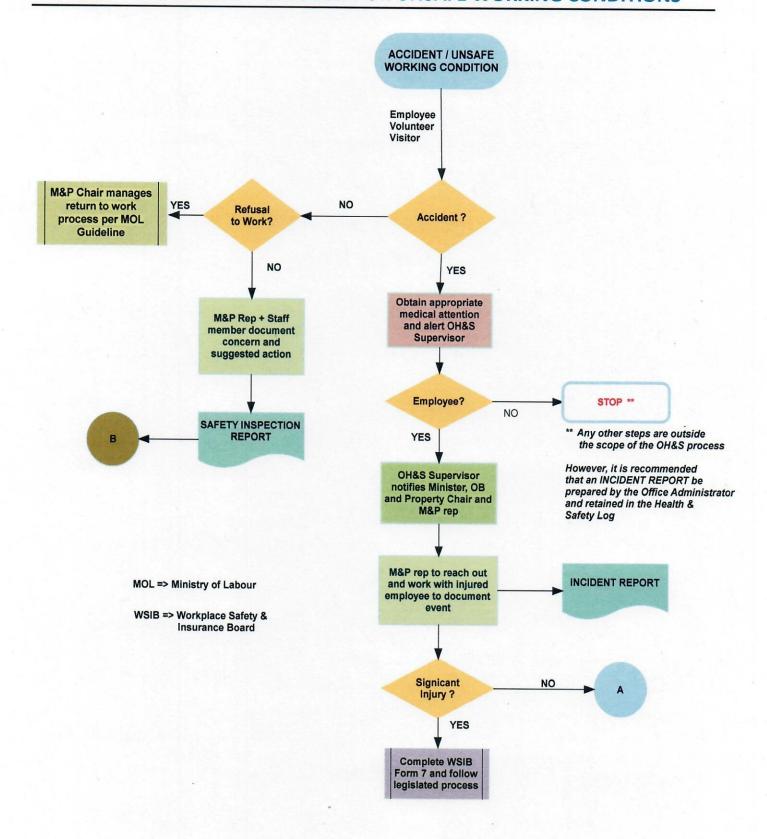
- Foster a workplace culture of positive health and safety awareness.
- Successfully complete the Ministry of Labour's "Worker's Health and Safety in 4 Steps" training and obtain
 additional clarity on duties from the OH&S Supervisor in order to fully understand and carry out the role's
 responsibilities.
- Ensure the Emergency Plan of the Church related to fire, weather or medical or other emergencies is current, is well communicated to the staff and is posted in obvious locations for all visitors to see.
- Working with the Chair of the Property Committee and the Property Superintendent, ensure that an inventory
 of any hazardous substances or chemicals is developed and maintained. A sample HAZARDOUS MATERIALS
 LOG is available in Appendix III-a.
- Ensure that workers are fully aware of hazards that may be encountered in the workplace and how they are
 expected to deal with them. Details related to each hazardous material must be documented with a MATERIAL
 SAFETY DATA SHEET (MSDS) provided by the supplier and held in a catalogue retained on site by the Property
 Superintendent. An overview of the contents of an MSDS can be found in Appendix III-b.
- Identify and document workplace hazards and report them to the OH&S Supervisor along with recommendations using the sample SAFETY INSPECTION REPORT found in Appendix I-a.
- Conduct inspections of the entire workplace including property, machinery, and equipment monthly but if this
 is not practical at least semi-annually with partial inspections monthly in accordance with an agreed-upon
 schedule. Appendix V contains a sample SAFETY CHECKLIST suggested by AVIVA Insurance to be used for such
 inspections. Any shortfalls are be documented on a SAFETY INSPECTION REPORT (Appendix I-b) and forwarded
 to the OH&S Supervisor for logging into the HEALTH & SAFETY LOG.
- Be consulted prior to any specific testing within the workplace related to occupational health and safety and to be present at the beginning of such testing if the OH&S Representative so wishes.
- Immediately report any incidences of accidents or injuries that occur on Church property to the OH&S Supervisor
 after ensuring that appropriate medical attention has been offered. Subsequently, provide input to the
 preparation of an INCIDENT REPORT (such as specific details of the event and/or extent of the injuries) and
 suggest recommendations as to any necessary corrective action. Be available to provide clarification should it
 be deemed necessary to alert the Ministry of Labour about the accident.
- Request information from the Workplace Health and Safety Board (WSIB) as necessary in the case of an accident.
- Investigate and be present at work refusal investigations.

Employees will:

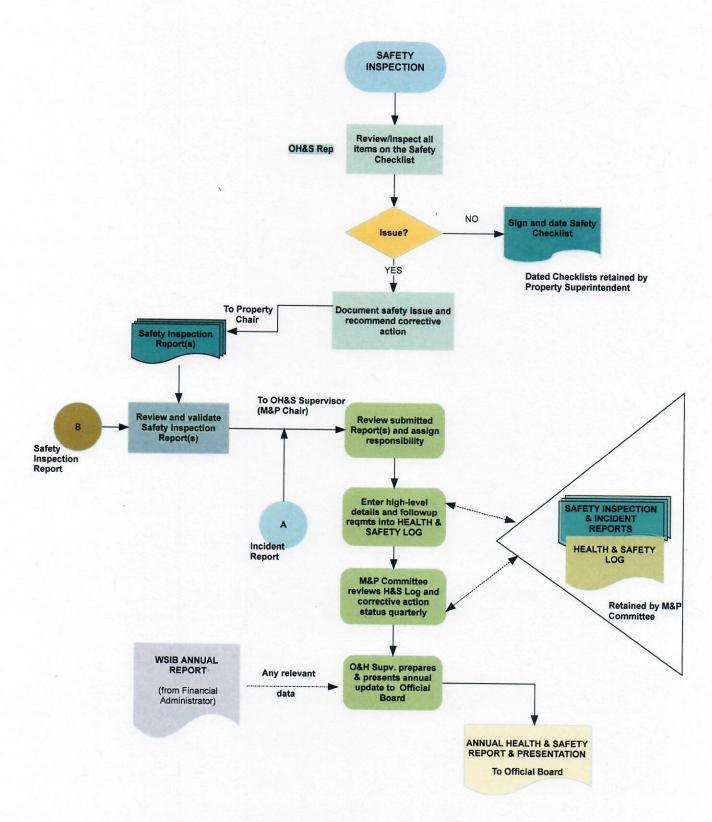
- Comply with the Church's Occupational Health and Safety policies and procedures.
- Complete any OH&S training associated with their position.

- Be fully aware of the posted Emergency Plan for the Church detailing the procedures pertaining to fire, weather, medical or other emergencies
- Promote a hazard-free workplace with their peers.
- Protect their own health and safety by performing their duties in a manner conducive to a safe workplace;
 following all safety practices and procedures and using appropriate personal protective equipment as required.
- Report any incident, injury, hazard or potentially unsafe or hazardous conditions in writing, without fear of reprisal, to their OH&S Representative (copying the OH&S Supervisor and/or M&P representative) so that the incident may be appropriately addressed.

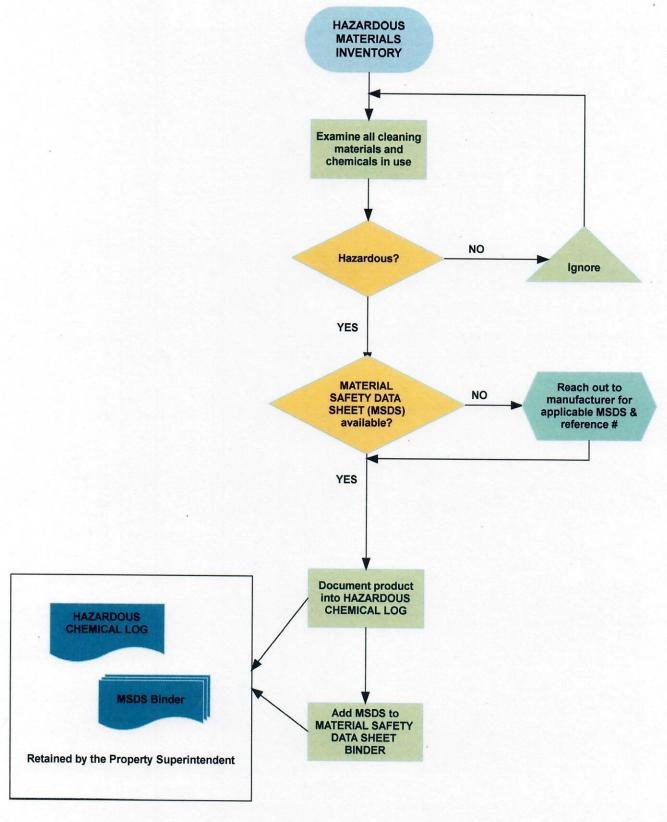
PROCESS FLOW CHART - ACCIDENT OR UNSAFE WORKING CONDITIONS



PROCESS FLOW CHART - SAFETY INSPECTION



PROCESS FLOW CHART - HAZARDOUS MATERIALS INVENTORY



APPENDICES

Appendix I-a

Incident Report

Appendix I-b

Safety Inspection Report

Appendix II

Health & Safety Log

Appendix III-a

Hazardous Material Log

Appendix III-b

Material Safety Data Sheet (MSDS)

Appendix IV

Ministry of Labour - Refusal of Work process

Appendix V

Sample Safety Checklist

Appendix VI

Ministry of Labour -

Health & Safety at Work Poster

Appendix VII

WSIB Form 7



APPENDIX I-A

INCIDENT REPORT

INCIDENT #:		DATE:		TIME:	
LOCATION:					
DESCRIPTION OF INCIDE	NT:				
•					
WHO WAS IMPACTED:	NAME (LAST/FIRST)			JOB TITLE:	
NATURE OF INJURY:			***************************************		
ANY WITNESSES?	NAMES:			CONTACT INFO:	
	1. LAST/FIRST 2.			1. TELEPHON 2.	NE
				-	
CORRECTIVE ACTION REC	COMMENDED:			RESPONSIBLE?	By When?
Current	TTED DV				
Appro	OVED BY:			DATE:	



APPENDIX I-b

SAFETY INSPECTION REPORT

INSPECTION #:	CATEGORY:	DATE OF INSPECTION	V:
LOCATION:			
DESCRIPTION OF SHORTFALL:			
CORRECTIVE ACTION RECOMMENDED:		RESPONSIBLE?	BY WHEN?
SUBMITTED BY:		Date:	



APPENDIX II

HEALTH & SAFETY LOG

RESOLVED					
ONGOING					
CORRECTION ACTION STEPS REQUIRED					
RESPONSIBLE FOR CORRECTION (PERSON/COMMITTEE)					
DATE (v/M/D)					
INCIDENT # OR INSPECTION #					

CHAIR OF OFFICIAL BOARD:

M&P CHAIRPERSON:

REVIEW DATE:

REVIEW DATE:

APPENDIX III-a

KINGSWAY-LAMBTON

HAZARDOUS MATERIALS LOG

HAZARDOUS MATERIAL	WHAT IS IT USED FOR	WHO IS AUTHORIZED TO USE IT	MSDS* REFERENCE #
	REVIEW DATE:	INVENTORIED BY:	

CHAIR, PROPERTY COMMITTEE: REVIEW DATE:

MATERIAL SAFETY DATA SHEET (MSDS)

A Material Safety Data Sheet is a technical document which provides detailed and comprehensive information on a controlled product related to:

- Health effects of exposure to the product
- Hazard evaluation related to the product's handling, storage, or use
- Measure(s) to protect workers at risk of exposure
- Emergency procedures

The data sheet is usually obtained from the supplier. It supplements and expands upon any alert information contained on the product's label. It may we written, printed, or otherwise expressed and must meet the availability, design, and content requirements of WHMIS legislation. Although there is some flexibility in the design and wording of an MSDS, there are nine required categories of information.

These categories are:

- 1. Hazardous Ingredients
 - Chemical names and concentrations of hazardous ingredients
 - LD50 and LC50 (i.e. short-term toxic potential)
 - CAS number which is useful in obtaining other information about the product especially if it is known by numerous names

2. Preparation Information

 The contact information for those who prepared the MSDS along with the date it was prepared (If > 3 years old, an update is required and must be obtained)

3. Product Information

- Identifies the product by the name on the supplier label as well as it chemical name, family, and formula (including the molecular weight)
- Lists the product identifiers, manufacturer, and supplier (names, address, and emergency numbers)

4. Physical Data

 This section included technical details of how the products looks and how it behaves when it is used, stored, or spilled and how it will react with other products

5. Fire and Explosion Hazard

- This section contains technical details of the temperature and conditions that can cause the chemical to catch fire or explode
- Outlines the type of fire extinguisher required and the PPE required for fire fighting

6. Reactivity Data

- This section describes the chemical stability of the products and its reactions to light, heat, moisture, shock, and incompatible materials
- It outlines the storage requirements based on the reactivity or instability of the product and incompatible products that must not be mixed or stored near it
- The timeline of disposal before the product become extremely reactive

7. Toxicology Properties

- This section provides the harmful effects of exposure to the product including how it
 is likely to enter the body and its effects on the organs of the body
- It covers the short-term (acute) and long-term (chronic) health effects from exposure to the product along with the PPE required to limit exposure

8. Preventative Measures

- This section provides detailed instruction for the safe use, handling, and storage of the product along with the PPE and other safety devices required for it's use
- It outlines the steps for cleaning up spills and requirements for its safe waste disposal

9. First Aid Measures

 The specific first aid measures related to the acute effects of exposure to the product are outlined along with the correct sequence of first aid steps

MSDS must be current (less than 3 years old) and readily available to employees who may be exposed to the product.

Appendix III-b Page 2 of 2

Procedure for a Work Refusal

First Stage

Worker considers work unsafe.



Worker reports refusal to his/her supervisor or employer.
Worker may also wish to advise the worker safety representative and/or management representative.

Stays in safe place.



Employer or supervisor investigates in the presence of the worker and the worker safety representative.



Issue Resolved
Worker goes back to work.



Issue Not Resolved [proceed to the second stage]

Second Stage

With reasonable grounds to believe work is still unsafe, worker continues to refuse and remains in safe place.

Worker or employer or someone representing worker or employer calls the Ministry of Labour.



Ministry of Labour Inspector investigates in consultation with the worker, safety representative and supervisor or management representative.*



Inspector gives decision to worker, management representative/supervisor and safety representative in writing.



Changes are made if required or ordered.

Worker returns to work.

- * Pending the Ministry of Labour investigation:
 - The refusing worker may be offered other work
 - Refused work may be offered to another worker, but management must inform the new worker that
 the offered work is the subject of a work refusal. This must be done in the presence of:
 - The Health and Safety Representative or
 - A worker who because of their knowledge, experience and training is selected by the workers to represent them in this circumstance.



APPENDIX V

Safety checklist for

Hazard category: S: Serious – Fix immediately

W: Moderate – Monitor condition and correction plan

N: No hazard noted

N/A: Not Applicable

	Inspected	Hazard category	Your action	Inspection	Date
MAIN ENTRANCE					
Adequate lighting					
Steps and access clear, handrails in good condition					
Exit signs illuminated					
Main (and inner) doors swing freely, lock securely					
Winter mats in place					
Floor dry					
STAIRWELLS					
Adequate lighting					
Steps and access clear, handrails in good condition					
Exit signs illuminated					
Emergency exit doors open/close and latch freely					
Fire doors not wedged open, swing freely					
Uneven steps are marked with yellow paint					
Emergency lighting tested and operational					
No items stored on or under landings					
No combustible materials on walls					
WASHROOMS					
Adequate lighting					
Electrical, switch and receptacle covers, appliances, all in good condition					

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	Inspected	Hazard category	Your action	Inspection	Date
WASHROOMS cont.					
Floors in good condition – dry, clean					
No evidence of water leaks or spills observed					
No evidence of mould present (visible or odour)					
Cubicles in good repair (doors not loose or rusted)					
Routine cleaning program in place/log posted					
No evidence of infestation (insects, rodents, animals)					
Ground fault receptacles (GFCI) installed in outlets located within 1 m of sinks					
HALLWAYS/ROOMS					
Adequate lighting					
Electrical cords, switch and receptacle covers, appliances, conduit all in good condition					
Floors in good condition – dry, clean (no slip or trip hazards, no water leakage, protruding nails, loose flooring, curled mats, etc)					
Proper storage of materials (off floor, on shelves, especially in basements)					
Emergency exit routes are marked and clear					
No evidence of infestation (rodents, bats, raccoons, insects)					
No evidence of hazardous materials present					
Fire alarm pull stations are accessible and emergency instructions posted					
Fire extinguisher properly hung, pressurized and maintained					
No accumulation of combustible materials on floors					
Exit signs illuminated					
Wet floor sign placed when cleaning					
Emergency lighting tested and operational					

N/A: Not Applicable



	Inspected	Hazard category	Your action	Inspection	Date
KITCHEN					
Adequate lighting					
Electrical wiring/outlets/connections clean and dry					
Floors clean and dry					
Grease traps/pits/tanks in good condition (if applicable)					
Municipal Food Safety Inspection report posted (if required)					
First aid kit present and stocked (items not expired)					
Fire extinguisher properly hung and pressurized					
Deep fryer fire protection operational and inspected (if installed)					
In-hood extinguisher system operational and inspected (if required)					
Knives and other sharp objects stored out of sight					
No accumulation of grease on oven or stove or in vent ducts; ducts steam cleaned					
Filter screens on vent hood clean					
No evidence of infestation (insects, rodents, animals)					
Exit lights illuminated					
Emergency exit routes marked and clear of obstructions					
No accumulation of combustible or flammable materials					
Hazardous materials properly stored					
Ground fault receptacles (GFCI) or breakers installed for outlets located within 1 m of sinks/wet areas					
OFFICE					
Adequate lighting					
Electrical cords, switch and receptacle covers, appliances, computers, photocopiers, all in good condition					

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	Inspected	Hazard category	Your action	Inspection	Date
OFFICE cont.					
Floors in good condition (no slip or trip hazards, no water leakage, protruding nails, loose flooring, curled mats, etc)					
Proper storage of materials (off floor, on shelves)					
Emergency exit routes are marked and clear of obstructions					
No evidence of infestation (rodents, bats or insects)					
No hazardous materials					
Wireless routers have security enabled and firewalled					
Data backups done regularly and copies stored off site/cloud					
Key register in place and up to date					
Office furniture ergonomically suitable and in good repair					
Air quality good and ventilation/heating to standards					
Petty cash/valuables locked up and secure out of sight					
SANCTUARY/NAVE, COMMON AREAS					
Adequate lighting					
Seating in good condition					
Electrical wiring, switch and receptacle covers, musical equipment, all in good condition					
Floors/carpets dry and in good condition / no tripping hazards					
Floors checked regularly during inclement weather					
Proper storage of materials (off floor, on shelves)					
Emergency exits and exit routes clear					
Emergency exit doors open/close freely					
Chandelier supports (chains, cables) and cords in good condition					

N/A: Not Applicable

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	Inspected	Hazard	Your action		Inspection	Date
SANCTUARY/NAVE, COMMON AREAS cont.						
Candles and lighters stored out of sight and secure						
Stairs and handrails in good condition						
Exit signs illuminated						
No evidence of infestation (rodents, bats or insects)						
Balcony rails are a mimimum of 1.1 metres in height						
Smoke detection/sprinkler system operational						
Fire extinguisher located within reach in altar area						
No extension cords in use						
Sacristy storage locked and main door locked						
MECHANICAL ROOMS/BOILER/FURNACE/ELEVATOR/HVAC						
Adequate lighting						
Electrical cords, switch and receptacle covers, appliances, conduit all in good condition						
Floors in good condition (no slip or trip hazards, no water leakage, protruding nails, loose flooring, curled mats, etc)						
No leaks or spills						
Fire extinguisher properly hung and pressurized						
No combustibles in room						
Minimum 1 metre area around equipment clear of all materials/ obstructions or tripping hazards						
No exposed asbestos insulation						
Presence of asbestos insulation – pipe work marked as containing asbestos						
Current equipment licenses and inspection certificates posted						
Regular HVAC inspections and service completed						
Cooling tower – serviced regularly (disinfection)						
Hazard category: S: Serious – Fix immediately M: Moderate – Mc	onitor condit	Monitor condition and correction plan	N. No hazard poted	N/A Not Applicable	a	9

Hazard category: S: Serious – Fix immediately

M: Moderate - Monitor condition and correction plan

N: No hazard noted

N/A: Not Applicable



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	Inspected	Hazard category	Your action	Inspection	Date
MECHANICAL ROOMS/BOILER/FURNACE/ELEVATOR/HVAC cont.					
Electrical panels clear of items within one (1) metre of panels					
Carbon monoxide detectors mounted and working					
No storage in organ blower room					
No storage in elevator machine room					
Propane gas detectors installed and working as needed					
Any gas bottles properly secured					
Sump pumps operational/alarmed/backed up					
Ground fault receptacles (GFCI) or breakers installed for outlets in damp areas					
Oil Tank(s) in good condition (no leaks)					
PARKING LOT					
Adequate lighting of lot and walkways at night					
Lot is level and graded (no pot holes or trip hazards)					
Ice, snow, debris and water removed – logbook maintained					
ROOF/TOWER/DOMES					
Exterior shell/roof/vents/windows in good condition					
Staircase access in good condition, safety harness equipment operational					
Roofing in good repair					
No evidence of infestation (birds, vermin, rodents) – screens/barrier in place					
Lightning rods/grounding system and all connections examined at least annually					
No evidence of water damage – all dry – area tidy, clean, no excess storage					

LIVE



	Inspected	Hazard category	Your action	Inspection	Date
ROOF/TOWER/DOMES cont.					
Electrical wiring, sound system wiring in good condition					
Bells, strikers, ropes, supports all in good condition/inspected					
EXTERIOR and GROUNDS					
Walkways clear and in good condition (no heaving or trip hazards)					
Security lights working properly					
Fences, walls and gates in good condition					
No holes or uneven areas (trip hazards)					
No ice, icicles or snow on walkways or overhangs					
No accumulation of refuse, garbage, leaves, branches					
Trees and shrubs trimmed and away from buildings					
Outdoor tables and benches clean and in good condition					
Proper storage of waste and recycling at least three (3) metres from building					
Outdoor storage containers are fire resistant					
Shed/out buildings in good condition and secured (if applicable)					
Machinery (mowers, snow blowers, gasoline, propane) stored securely					
Staff have proper protection from elements (sun, cold)					
Staff trained in proper safe use of machinery and emergency response					
Snow clearing/salting/sanding of walkways, stairways, entries – logbook up to date					
Garbage/waste secure and tidy					
Evestrough/downspouts clear, water discharge at least two (2) metres from buildings					
Basement windows have security bars or 3M security film installed					
Stained glass windows protected with tempered glass/screens/lexan					

Hazard category: S: Serious – Fix immediately

M: Moderate - Monitor condition and correction plan

N: No hazard noted N/A: Not Applicable



	Inspected	Hazard	Your action	Inspection	Date
EXTERIOR and GROUNDS cont.					
Main doors – deadbolts and security pins operate freely					
Ground fault receptacles (GFCI) or breakers installed for all exterior outlets					
Weather protective covers present on all exterior outlets					
HEALTH AND SAFETY					
HAZARDOUS MATERIALS					
Proper labelling of containers					
Hazardous material (WHIMS) inventory complete					
Proper storage and disposal of materials					
Current material safety data sheets for all hazardous materials are present and complete					
Personal protective equipment is present and usage instructions clear					
Flammable and combustible materials are stored in sealed containers in a ULC approved cabinet					
FIRE SAFETY and SECURITY					
Locations of fire extinguishers catalogued and marked in fire plan					
Fire extinguisher properly hung, pressurized (green), inspected monthly					
Extinguisher types correct for hazards and locations					
Fire extinguishers/hose reels/risers/connections inspected and serviced by a licensed contractor at least once per year					
Basement windows and at grade windows have 3M security film installed or bars					
Employees and volunteers trained in the proper use of extinguishers					
Carbon monoxide detectors and gas detectors near: furnace, boiler, kitchen, water heater all working. Note: replace if more than five (5) years old					
Fire panel and detectors serviced annually: fire panel "green light" on					

Hazard category: S: Serious - Fix immediately

M: Moderate - Monitor condition and correction plan

N: No hazard noted N/A

N/A: Not Applicable



	Inspected	Hazard category	Your action	Inspection	Date
FIRE SAFETY and SECURITY cont.					
Security system arms and disarms properly and serviced annually – check motion detectors and door contacts/sounder/remote monitoring					
Video surveillance system operational/recordings stored (if installed)					
Fire sprinkler system operational, inspected and maintained annually					
Facility closing protocol in place and followed					
Fire plan in secure lockbox at main entrance					
FIRST AID					
Adequate and complete first aid kits on premises					
Kits are inspected and refilled annually					
Emergency contact list posted and up to date					
Automatic defibrillator on premises					
Accident reporting procedure and forms available and used					
Staff trained/retrained in emergency response, defibrillator use and first aid					
SAFETY GENERAL					
Health and safety bulletin board present and up to date					
A copy of the Occupational Health and Safety Act is posted					
Safety protocol in place if staff alone in building					
	Date of i	Date of inspection:			
Name	Name (printed) of inspector:	inspector:			
	Inspector	Inspector signature:			

Hazard category: S: Serious – Fix immediately

N/A: Not Applicable N: No hazard noted Avius Canada com l'iche | | | | |

10/1

Health & Safety at Work



Prevention Starts Here

Ontario's Occupational
Health and Safety Act gives
workers rights. It sets out roles for
employers, supervisors and
workers so they can work together
to make workplaces safer.

Improve Health and Safety:

- Find out about your Joint Health and Safety Committee or Health and Safety Representative.
- Talk to your employer, supervisor, workers, joint health and safety committee or health and safety representative about health and safety concerns.

Call the Ministry of Labour at 1-877-202-0008

Report critical injuries, fatalities, work refusals anytime.

Workplace health and safety information, weekdays 8:30am – 5:00pm.

Emergency? Always call 911 immediately.

Find out more:

ontario.ca/healthandsafetyatwork



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June 2012

Workers have the right to:

- · Know about workplace hazards and what to do about them.
- Participate in solving workplace health and safety problems.
- · Refuse work they believe is unsafe.

Workers must:

- Follow the law and workplace health and safety policies and procedures.
- Wear and use the protective equipment required by their employer.
- · Work and act in a way that won't hurt themselves or anyone else.
- · Report any hazards or injuries to their supervisor.

Employers must NOT take action against workers for following the law and raising health and safety concerns.

Employers must:

- Make sure workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- Make sure supervisors know what is required to protect workers' health and safety on the job.
- · Create workplace health and safety policies and procedures.
- Make sure everyone follows the law and the workplace health and safety policies and procedures.
- Make sure workers wear and use the right protective equipment.
- Do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Supervisors must:

- Tell workers about hazards and dangers, and respond to their concerns.
- Show workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- · Make sure workers wear and use the right protective equipment.
- Do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.



APPENDIX VII



Mail To: OR Fax To: 200 Front Street West Toronto ON M5V 3J1 OR 1-888-313-7373

Employer's Report of Injury/Disease (Form 7)

Please	PRINT in b	lack ink									Claim N	imber		
A. Worker Information														
Job Title/Occupation (at the time of	f accident/illnes	s - do not us	se abbreviatio	ns)	Leng	th of time working	in this pos for you	sition			Social In	surance	Numbe	
Please check If this worker is a:	executive	electe	ed official		wner	spo	use or rela	tive of the	emple	oyer		1	1	
Last Name	Fire	st Name					Is the w Union/	orker cove Collective	ered by Agree	ment?	Worker R	eference	e Numbe	er
Address (number, street, apt., sı	uite, unit)						Eng	s preferre	- Annual	uage	Date of Birth	dd	mm	уу
City/Town		Province	Postal Cod	е			Oth	ier		***************************************	Telephon	е		
			•••••••••••••••••	•••••			Sex			F	Date of Hire	dd	mm	уу
B. Employer Information														here for envelope
Trade and Legal Name (if different	provide both)					Checone:		m OR		ccount lumber	Provide I	Number		
Mailing Address						Rate	Group Nu	mber		Classifi	cation Unit	Code		
City/Town			Pr	ovinc	е	Posta	al Code			Telepho	ne			
Description of Business Activity						ur firm ha orkers?		Tyes [7no	FAX Nu	mber			
Branch Address where worker is ba	sed (if different fi	rom mailing	address - no	abbre	viation	s)]					
City/Town			Pr	ovinc	е	Post	al Code	10.7		Alternat	e Telephon	е		
C. Accident/Illness Date	s and Detai	ls												
1. Date and hour of accident/Awareness of illness	mm yy		AM		- Who v	vas the ac	ccident/ill	ness repo	rted to	? (Name	& Position	1)		
Date and hour reported to employer dd	mm yy		AM		***************************************	***************************************		Telephor	ne .				Ext.	
3. Was the accident/illness: Sudden Specific Event/Occu Gradually Occurring Over Tim Occupational Disease Fatality	irrence e		4. Type of a Struct Overe Repet Fire/E	k/Car xertion	ught on	B	Fall	eck all t			al \Box	Slip/Tri Motor V	p ehicle Ir	ncident
5. Area of Injury (Body Part) - (Ple Head Teeth Face Neck Eye(s) Chest Ear(s) Other	Upper Lower Abdon Pelvis	back back nen	Left Shoulde Arm Elbow Foream	er E	ght	Left	Wrist Hand Finger(s)	Right	Left	Hip Thig Knee Lower		Left	Ankle Foot Toe(s	Right
6. Describe what happened to causetc). Include what the injury person) that may have contribut activity required to do the	ed. For a cond	or eamplifie	uii. maienais	. envi	mnmer	ital condi	tione (work	/ area ten	marat	IVA PAIG	a abamia	I don	E	Alann



Please PRINT in black ink

7	Employer's Report of Injury/Disease (Form 7
	Claim Number

Work	er Name	Social Insurance Number
C. A	Accident/Illness Dates and Details (Continued)	
7.	Did the accident/illness happen on the employer's premises (owned, leased or maintained)? yes no	g lot, etc).
8.	Did the accident/illness happen outside the Province of Ontario? If yes , where (city, province/state, country).	
9.	Are you aware of any witnesses or other employees involved in this accident/illness? If yes , provide name(s), position(s), and work phone number(s). 1. 2.	
10.	Was any individual, who does not work for your firm, partially or totally responsible for this accident/illness? If yes , please provide name and work phone number no provident name and work phone number no provident name and work phone number no providence name name name name name name name nam	
11.	Are you aware of any prior similar or related problem, injury or condition? If yes , please explain or related problem, injury or condition?	
12.	If you have concerns about this claim, attach a written submission to this form.	
D. I	Health Care	
	Did the worker receive health care for this injury? yes no If yes, when : 2. When did the employer learn that the worker received health care?	dd mm yy
N	Where was the worker treated for this injury? (Please check all that apply) On-site health care Ambulance Emergency department Admitted to hospital Health profes Other: lame, address and phone number of health professional rfacility who treated this worker (if known)	ssional office Clinic
FI	ost Time - No Lost Time	
1. PI	ease choose one of the following indicators. After the day of accident/awareness of illness, this worker: Returned to his/her regular job and has not lost any time and/or earnings. (Complete sections G and J). Returned to modified work and has not lost any time and/or earnings. (Complete sections F, G, and J). Has lost time and/or earnings. (Complete ALL remaining sections). dd mm yy dd mm Provide date worker first lost time Date worker returned to work (if known) is Lost Time - No Lost Time - Modified Work information was confirmed by: Myself Other Name	yy regular work modified work Ext.
F. R	eturn To Work	
1. Ha	ave you been provided with work nitations for this worker's injury? 2. Has modified work been discussed with this worker? 3. Has modified work been offered to this worker?	Accepted Declined please attach a copy of written offer given to the worker.
-	ho is responsible for arranging worker's return to work Myself Other Name	Ext.



Employer's Report of Injury/Disease (Form 7)

Claim Number

			Pleas	e PRINT in	black	ink					
Worker	Name									Social Insurance	Number
G. Ba	se Wage	/Employmen	t Inform	nation - (Do n	ot includ	de overtime here)		7			
E	his worker (PI Permanent Fi Permanent Pi Temporary Fi Temporary Pa gular rate of pa	art Time III Time art Time		l/Irregular nal	E	Student Unpaid/Traine Other	ee 🔲	Registered Appre Optional Insurance		Owner Or (Sub) C	perator or ontractor
		\$	pe	er hour		day week	other			-	
H. Ad	ditional V	Vage Inform	ation					7			
or Ar	Claim Code mount	Federal		Provinc	ial		2. Vaca - on e	ation pay each cheque?]yes	Provide percentage	%
dd	e and hour last		AM	4. Normal wo last day wo From	rked	To AM PM	AM PM	5. Actual earnings last day worked \$	for	6. Normal ea last day w	amings for orked
7. Adv	ances on wag ie worker bein	es: g paid while he/s	he recovers	? yes	no	If yes, indicate	e: Full/Re	egular Other			***************************************
			San		otal of	additional ea		ch week for the 4 w		the accident/il	lness.
*	For Rotational please attach	Shift workers - If the earnings info the date of accide	the shift cy	rle evenede A w	ooke			Use these spaces (indicate Commiss Bonus, Tips, In Lie	for any othe	er eamings entials. Premium	
F	Period	From Date (dd/mm/yy)	To Date (dd/mm/y	Mandat Overtim		Voluntary Overtime Pay					
	Week 1			\$		\$	\$	\$	\$	\$	
-	Week 2 Week 3			\$		\$	\$	\$	\$	\$	
	Week 4			\$		\$	\$	\$	\$	\$	
I Was	dr Cobode	I- 10								1,4	
		le (Complete eit			OR OTHER DESIGNATION OF THE PERSON NAMED IN	vertime shifts)				-	
☐ (A.	Sunday	Schedule - Indi Monday	Tuesday	Wednesday	hours.	sday Friday	Saturday	Examp	ole: Monda	y to Friday, 40 h	ours F S
or,						That y	Jaturday				8
-) Repeatin	g Rotational	Shift Wo	rker - Provide							
	NUMBER O DAYS ON	F		NUMBER OF Days off		HOU	JRS SHIFT(s)		NUMBER IN CYCLE	OF WEEKS	
or, (C.) Varied or	r Irregular Wo	rk Sched	ule - Provide t prior to ti	he total	number of regular	hours and shift	12 hours per shift, a s for each week for time hours or shifts	the Award	cycle. ks	
	From (To D	4 (11)		Week 1		Week 2		Week 3		Week 4	
	Total Hours	ates (dd/mm/yy) Worked									
	Total Shifts										
J. It is	an offen I dec	ce to delibe lare that all	rately m of the i	ake false and a second	provi	nents to the ided on page	Workplaces 1, 2, and	Safety and	Insuran	ce Board.	
Name of	person comp	leting this report	(please prir	1t)		Officia		0 10 11 1101			
Signatur	е					Telepl	none	Ext	. 1	Date dd	mm yy
						1					



7

Employer's Report of Injury/Disease (Form 7)

Claim Number

Worker Name	Social Ins	urance Nu	mber
K. Additional Information			
			ER

Please PRINT in black ink