



PROFILE RECRUITMENT CONSULTANTS HEALTH AND SAFETY ORIENTATION

Your success is our success.

Welcome to PROFILE! We are glad you selected us as your partner and look forward to working with you. For the past 30 years, PROFILE has been a leader in providing high quality staffing solutions to meet the needs of both our clients and our temporary employees. You are an integral part of our team!

PROFILE'S HEALTH AND SAFETY POLICY

Management of PROFILE Consultants is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. PROFILE will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

PROFILE, as employer, is ultimately responsible for worker health and safety. As President I give you my personal promise that every reasonable precaution will be taken for the protection of workers.

PROFILE's Staff will be held accountable for the health and safety of workers under their supervision. PROFILE's staff is responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Ann Turner, President

RIGHTS & RESPONSIBILITIES

What does the law say...?

For a complete list of duties, refer to the Occupational Health and Safety Act, regulations and the MOL Guide to the Occupational Health and Safety Act.

EMPLOYER DUTIES

General

The employer is required to take every precaution reasonable for the protection of a worker. 25(2)(h)

Policy and Program

Prepare, review and post a written occupational Health and Safety policy at least annually, if you have 6 or more regularly employed employees. 25(2)(j),(k)

Develop and maintain a program to implement the occupational health and safety policy. 25(2)(j)

People

Appoint competent supervisors. 25(2)(c), 1(1)

Only employ or permit persons over prescribed age. Legal minimums are prescribed in regulations 25(2)(f)(g).

Equipment and Materials

Ensure that equipment, materials and protective devices are provided as prescribed. 25(1)(a)

Ensure that equipment, materials and protective devices are used as prescribed. 25(1)(d)

Ensure that equipment, materials and protective devices provided are maintained in good condition. 25(1)(b)

Environment

Ensure that every part of the physical structure of the workplace can support all loads to which it may be subjected, in accordance with the Building Code Act and any standards prescribed by the Ministry of Labour. 25(1)(e)

What does the law say about duties of employers and other persons? English 5100A (06/03)

Process

Provide information, instruction and supervision to a worker to protect the health and safety of the worker. 25(2)(a)

Acquaint a worker or person, in authority over a worker, with any hazard in the work. 25(2)(d)

Provide to the JHSC or H&S rep, copies of the results of any reports concerning occupational health and safety that are in the employer's possession. 25(2)(l)

Advise workers of existence of such reports and make available on request copies of the portions of reports concerning occupational health and safety. 25(2)(m)

Ensure that the measures and procedures prescribed are carried out in the workplace. 25(1)(c)

SUPERVISOR DUTIES

Ensure that workers work in a manner and with the protective devices, measures and procedures required by the Act, the regulations and the employer. 27(1)(a)(b)
Advise workers of the existence of any potential or actual danger to the health or safety of a worker, and take every precaution reasonable in the circumstances to protect a worker. 27(2)(a)(c)

DUTIES OF EVERY DIRECTOR AND OFFICER OF THE CORPORATION

Take all reasonable care to ensure that the corporation complies with the Act and the regulations. 32(a)

WORKER DUTIES

Work in compliance with the provisions of the Act, the regulations and the requirements of the employer. 28(1)(a)(b)
Report to the employer or supervisor any contravention of the Act or regulations, or any hazards they are aware of. 28(1)(c)(d) Not work in a dangerous manner. 28(2)b

JOINT HEALTH AND SAFETY COMMITTEE (JHSC) DUTIES

Structure and Composition

Workplace has a JHSC as required. 9(2) JHSC consists of at least 2 persons where fewer than 50 workers are regularly employed, or least 4 persons where 50 or more workers are regularly employed. 9(6)
At least half the JHSC is made up of worker members who do not exercise managerial functions. 9(7)
Worker members are selected by the workers they represent or, if trade union(s) represent the workers, by the trade union(s). 9(8) The JHSC has two members as co-chairs. 9(11)
One co-chair selected by the worker members, and the other selected by management members. 9(11) At least one management member and at least one worker member are certified. 9(12)
The names and work locations of the JHSC members are posted in a conspicuous place. 9(32)
The JHSC meets at least once every three months. 9(33) The JHSC keeps minutes on file of its proceedings. 9(22)

ACTIVITIES

At least one worker member inspects the physical condition of the whole workplace, or where not practical, part of the workplace monthly, inspecting the whole workplace at least once per year. 9(26-27)
A worker member may inspect scenes of critical injuries or fatalities. 9(31)
The employer consults the JHSC about proposed testing strategies for investigating industrial hygiene, and a worker member is allowed to be present at the beginning of such testing. 11(1)&(3)
The JHSC has the power to make written recommendations to the employer. 9(18)
The employer responds in writing within 21 days to written recommendations from the JHSC. 9(20)
Response(s) from employer must include a timetable for implementing of accepted recommendations or give reasons for disagreeing with recommendations 9(21)

HEALTH AND SAFETY REPRESENTATIVES DUTIES

The H&S rep inspects the physical condition of the whole workplace, or where not practical, part of the workplace, at least once per month, inspecting the whole workplace at least once per year. 8(6), 8(7)

The H&S rep has the power to make recommendations to the employer in writing. 8(12)

The employer responds in writing within 21 days to written recommendations from the H&S Rep. 8(12)

These responses contain a timetable for implementing recommendations the employer agrees with, and give reasons why the employer disagrees with any recommendations not accepted. 8(13)

The H&S rep may inspect the accident scene of critical injuries or fatalities. 8(14)

The employer consults the H&S rep about proposed testing strategies for investigating industrial hygiene. 11(a)

WORKPLACE SAFETY AND INSURANCE BOARD

Ontario's Workplace Safety and Insurance Board (WSIB) plays a key role in the province's occupational health and safety system. Funded by employers, the WSIB is one of the top 10 disability insurers in North America.

In addition to a strong prevention mandate, the WSIB provides insurance for injuries and illnesses incurred in workplaces covered under the Workplace Safety and Insurance Act and supports early and safe return to work for injured workers.

This information is available in several languages by calling the information hotline at 416-344-4999; toll-free 1-800-465-5606 or Telephone Service for the Deaf (TTY): 1-800-387-0050. The web address is www.wsib.on.ca.

STEPS TO TAKE WHEN AN ACCIDENT OCCURS IN THE WORKPLACE

1. Report accident to PROFILE.
2. Obtain proper medical treatment.
3. Contact your supervisor and PROFILE as soon as possible. Fill out the WSIB Form 6 yourself and the Form 7 with your supervisor and obtain your copies. Communicate with PROFILE on a weekly basis throughout your recovery.
4. Send copies of any medical treatment required to PROFILE.
5. Provide WSIB with any information regarding your injury and information given to you by your physician.
6. Assist PROFILE in identifying suitable work during and after your recovery to ensure an early and safe return to work.

EARLY AND SAFE RETURN TO WORK POLICY

Early and Safe Return to Work policies and procedures are strategies that give structure and organization to the activity of returning injured workers to the workplace as soon as possible following a workrelated accident or disease. It is our policy and mandate at PROFILE to maintain regular employment through accommodation or suitable alternatives, while you are recovering from a workplace injury.

To ensure that all workplace parties are able to meet their obligations, we will outline what those responsibilities are:

Worker Responsibilities

- Co-operate in the Return to Work process.
- Contact PROFILE as soon as possible after injury and maintain communication.
- Assist PROFILE in identifying suitable employment.
- Give the WSIB information that is requested.

Employer's Responsibilities

- Contact the worker after injury and maintain contact.
- Attempt to identify and arrange suitable employment.
- Give the WSIB information that is requested.

Procedure

The following procedures are required to facilitate the Early and Safe Return to Work:

1. The Early and Safe Return to Work Policy will be offered to all temporarily disabled employees. All modified/alternative work will be offered at the normal rate of pay for the modified position whenever possible.
2. PROFILE undertakes to provide meaningful employment for temporarily disabled employees, returning valuable human resources, benefits, and productivity to the corporation.
3. Employees injured while on work assignment with PROFILE will report the injury immediately to both their workplace supervisor and PROFILE.
4. Temporarily disabled workers will report to PROFILE's office immediately after appropriate medical treatment has been sought to complete a written accident report, review functional abilities and to discuss Early and Safe Return to Work.
5. Where possible, PROFILE will design a modified/ alternative work program for all temporarily disabled employees based on the injured employee's functional abilities.
6. Temporarily disabled employees will be expected to accept the modified work program designed, provided the duties meet the specifications determined by a professional medical practitioner or the WSIB Suggested Standard Restrictions.

Any concerns or questions regarding the Early and Safe Return to Work job offer will be reviewed with supporting medical information.

GENERAL SAFETY RULES

Why make safety a major priority in the workplace?

1. The injury that results from carelessness can hurt you or a fellow worker.
2. The time and money lost hurts you.

How do I make safety a priority?

1. Read and familiarize yourself with the policies and procedures of the workplace to which you are assigned.
2. Follow all prescribed work procedures, policies, and rules of the workplace you are assigned to.
3. Report all accidents, injuries and near accidents to your supervisor and receive first aid for all injuries no matter how minor.
4. Pay full attention to your work; misconduct or inappropriate use of equipment will not be tolerated.
5. Keep work areas clean, organized, and clear of debris and spills.
6. Keep all exits clear. Fire doors and exits must never be blocked or made inoperative.
7. Know where the fire exits and evacuation routes are and the reporting procedures in case of fire.
8. Tell a supervisor of any potential hazards or close calls.
9. Immediately clean up any spills that may cause slippage.
10. Observe all non-smoking signs and only smoke in designated areas!

GENERAL

Report unsafe conditions to your workplace supervisor and to PROFILE immediately. Safeguards must not be removed except by order of your job-site supervisor. Report all injuries, no matter how slight, to PROFILE for immediate attention and educate yourself on the proper WSIB procedures.

4. Use the proper protective equipment and extreme caution when using a sharp object such as a knife or scissors.
5. Know who the Health and Safety Representative and Fire Marshal are for your workplace.
6. Be acquainted with the fire exits and emergency evacuation route and where the fire extinguishers are located. Ensure you are properly trained and feel comfortable before using any equipment or performing a task.

Important Health and Safety Elements All New Employees Should Be Aware of Before Starting Work:

1. Who are your PROFILE Health and Safety Representatives, /JHSC members?
2. Who is the Fire Marshal?
3. Where the First Aid kit is located?
4. First Aid procedures.
5. Your emergency contact numbers, evacuation route, exits and meeting place.
6. How to report workplace injuries and WSIB procedures.
7. Where to locate your Health and Safety Policy, WHMIS documents and Material Safety Data Sheets.
8. Work-specific hazards.
9. Where to locate personal protective equipment and how to care for them.
10. Work refusal procedures

REPORTING ACCIDENTS OR INJURIES/ILLNESSES

An accident report must be completed by your workplace supervisor at the time of accident or injury despite how minor or major.

Injury, Illness, or Accident Reporting (at the workplace)

- a) Every accident that results in injury or illness, minor or major, must be reported immediately to your workplace supervisor, then reported to PROFILE. The workplace supervisor will fulfill all reporting requirements for that location.
- b) An accident, injury, or illness report must be completed by PROFILE.
- c) If any medical care is required at the work place, the accident report must be signed by the attendant.
- d) This form must be signed and a copy forwarded immediately to PROFILE for review with the Manager.
- e) It is the responsibility of each worker to ensure that the "signed" accident report is forwarded to PROFILE

Injury or Illness Resulting in Outside Medical Treatment (WSIB submission)

Any worker incurring an injury on the job that results in medical attention, away from the workplace, from an outside medical facility (hospital, medical clinic, family doctor, etc.) must:

- a) Ensure that the accident has been reported to the workplace supervisor, and an accident report is completed at the workplace (as prescribed above).
- b) Report your accident and injury to PROFILE as soon as possible on the day of your injury.
- c) Detail all information pertaining to the injury and medical attention received.

Provide all information regarding attending physicians' recommendations and Functional Abilities Form (if applicable). A WSIB Form 7 shall be initiated by PROFILE and completed.

Bring all medical/injury reports to PROFILE's office to be added to your employee file.

THE FORM 7 MUST NOT BE SUBMITTED TO WSIB BY THE COMPANY THAT YOU ARE TEMPING FOR.

Note: Filing a knowingly false material statement on a workers' compensation claim for the purpose of obtaining benefits is considered by PROFILE to be a fraudulent act. PROFILE will take all appropriate legal steps against anyone making such a false statement, including reporting the individual to the authorities for criminal prosecution where possible.



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